Borough of Honesdale
Resolution #2017-016
Fee Schedules

A resolution to replace all other resolutions setting fees for the Borough of Honesdale:

Billing and Collection Policy shall be as follows:

1. Cost for services such as fees for permits is due and payable at the time of issue.
2. Annual fees such as rental registrations are due within 30 days of their anniversary.
3. Fines and charges for zoning and property code violations are due within 10 days of issue.
4. Any of the above that are not paid within 30 days of date of issue will be subject to a late fee of $50.00 per billing cycle with interest at 18% per annum (1 ½ % per month) for Zoning and Code Enforcement.
5. Any of the above that are not paid within 30 days of date of issue will be subject to a late fee of $25.00 per billing cycle with interest at 18% per annum (1 ½ % per month) if invoiced for Administration fees
6. After 60 days, the Borough of Honesdale shall have the right to seek legal action against the debtor with all costs of that action added to the outstanding balance.
7. Any person or persons either individually or by corporation shall not be granted any desired permit for any reason other than for health and public safety reasons if they have an outstanding debt to the Borough.

The Permit Fee Schedule for General Fees shall be as follows:

Subdivision Booklet	$10.00
Zoning Booklet	$20.00
Stormwater Booklet	$15.00
Fingerprinting	$15.00
Sale of Police Reports	$15.00 per report

Certification of Record: ..... $5 per record, not per page.
Please note that certification fees do not include notarization fees

Copy Charges:

Copies. ..... $0.25 per page
(A "photocopy" is either a single-sided copy or one side of a double-sided black-and-white copy of a standard 8.5"x 11" page)

Specialized documents: For example, but not limited to blue prints, color copies, non-standard sized documents ..... Actual Cost

Facsimile / Microfiche / Other ..... Actual Cost

Media:

Conversion to Paper: If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media unless the requester specifically requests for the record to be duplicated in the more expensive medium.

Postage Fees:..... Actual Cost of Mailing

Prepayment: Prior to granting a request for access, Honesdale Borough may require a requester to pre-pay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed $100.

Hearings:

Public Hearing not specified herein $1,000.00*

*The fees identified are for any not specified hearing extending not longer than 4 hours; a similar fee shall be charged to the applicant for each time period or any part thereof over and above the first four hours. Costs in excess of the initial hearing fee posted by the applicant shall be invoiced to the applicant prior to the next scheduled hearing. The applicant is required to pay the invoice prior to the next scheduled hearing. Honesdale Borough hereby reserves the right to require the applicant to post additional monies at the time of the filing of the application, commensurate with the scope and magnitude of the application filed therewith.

Public Works Equipment Fee Schedule (includes operator):

Street Sweeper	$185.00 per hour
LB75 Loader-Backhoe	$125.00 per hour One Ton
Dump Truck	$85.00 per hour
International 4800 4 WD	$150.00 per hour
Tractor/Pusher/Snow Blower	$65.00 per hour
Laborer	$25.00 Per Hour Per Person

Electricity Charge

Fred R. Miller Pavilion	$10.00 per event
Central Park	$10.00 per event

Mobile Home Park License

Mobile Home Park License.....1-10 trailers $250.00 annually
Add $100.00 to annual fee for each additional 10 trailer increment

Sewage Enforcement Officer Fees:

Sewage fees to be paid by the applicant to the Sewage Enforcement Officer, except as noted:

Description	SEO	Boro	Total
Application -Residential	$25.00	$10.00	$35.00
Application -Commercial COM	$75.00	$25.00	$100.00
Test Pits (3) additional pits $10.00	$50.00	$10.00	$60.00
Perc Test -Residential	$225.00	$25.00	$250.00
Perc Test -Commercial (per hole)	$50.00	$10.00	$60.00
Perc Test -Confirmation (res & comm.)	$50.00	$10.00	$60.00
Permit-Residential (new	$65.00	$10.00	$75.00
Tank Replacement	$25.00	$25.00	$50.00
Additional inspections	$50.00	$10.00	$60.00
Permit -Commercial (new)	$125.00	$75.00	$200.00
Permit -Reissued Prior to Exp	$75.00	$25.00	$100.00
Permit -Transfer	$50.00	$10.00	$60.00
Permit -Rural Residence/Admin.	$25.00	$100.00	$125.00
Malfunction Permit			
Residential	$75.00	$25.00	$100.00
Commercial	$100.00	$50.00	$150.00
Planning Module (review/Res.).	$40.00	$10.00	$50.00
(review/Comm.)	$50.00/edu	$10.00	$60.00
Septic Design (residential)	$250.00	$50.00	$300.00
Septic Design (commercial)	$350.00	$50.00	$400.00
Holding Tank Inspection	$59.00	$10.00	$60.00
Municipal Meeting upon request	$25.00	$0.00	$25.00
Site Visit / Consultation	$25.00	$10.00	$35.00
Portable Toilet Permit	$50.00	$10.00	$60.00
Portable Toilet monthly inspections	$50.00	$10.00	$60.00
Reconnection to Existing System	$50.00	$50.00	$100.00
Spray (IRS) Annual Testing Verification.	$75.00	$25.00	$100.00
Court Appearance /legal costs/ Per hour	$20.00	$5.00	$25.00

The Permit Fee Schedule for Chapter 57, Alarm Systems, shall be as follows:

Annual Registration Fee $100.00

False Alarm Fee for

0 to 3 False Alarms .....$0.00 each

4 to 7 False Alarms .....$100.00 each

8 to 11 False Alarms.....$200.00 each

12 to 15 False Alarms.....$300.00 each

15 to 18 False Alarms.....$400.00 each

19 plus False Alarms.....$500.00 each

The Fee Schedule for Chapter 85, Code Enforcement, shall be as follows:

Notice of Violation $100.00

Inspection of Property.....$90.00

Stop Work Order.....$150.00

Condemnation of Property.....$200.00

Code Officer Fee .....$75.00 per hour

Professional Fees $250.00

Emergency Property Maintenance

Inspection of Property.....$90.00

Re-inspection of Property $90.00

Closing a public thoroughfare.....$250.00

Emergency Repairs .....200% of costs

Failure to comply with Standard Property Maintenance

Inspection of Property.....$90.00

Re-inspection of Property $90.00

Property maintenance, lawns, rubbish removal,
and secure property to render safe 200% of actual cost

The Fee Schedule for Chapter 89, Uniform Construction Code, shall be as follows:

Building:

PA UCC Fee, $4.00

20% Administration fee added to all permits

A. Building

Residential

- New Stand Alone Construction_____$40.00 plus $0.16 per square foot of GFA*
- Additions, Alterations, Remodeling & Repairs
  - Under $500,000 _____1.5% of total construction cost
  - $500,000 to $1,000,000 _____$7,500.00 plus 1.25% of total over $500,000
  - Over $1,000,000 _____$13,750.00 plus 1.0% of total over $1,000,000
- Utility & miscellaneous, such as sheds, decks, fences, pools, towers, concrete slabs, retaining walls, etc. _____ _____1.5% of total construction cost
- Demolition (Residential) _____$50.00
- Minimum Inspection Rate _____$50.00

Commercial & Industrial

- New Stand Alone Construction_____$60.00 plus $0.26 per square foot of GFA*
- Additions, Alterations, Remodeling & Repairs
  - Under $500,000 _____1.5% of total construction cost
  - $500,000 to $1,000,000 _____$7,500.00 plus 1.25% of total over $500,000
  - Over $1,000,000 _____$13,750.00 plus 1.0% of total over $1,000,000
  - Utility & miscellaneous, such as shed, decks, fences, pools, towers, concrete slabs, retaining walls, etc._____1.5% of total construction cost

- Demolition (Commercial) _____ $0.05 per square foot
- Signs & Structural Buildings _____ $25.00 plus $2.00 per square foot
- Minimum Inspection Rate _____ $75.00

B. *Plumbing*

- For every additional $1,000 on the permit _____ $50.00
- Minimum Inspection Rate (Residential) _____ $50.00
- Minimum Inspection Rate (Commercial) _____ $75.00

C. *Mechanical*

- For every additional $1,000 on the permit _____ $50.00
- Minimum Inspection Rate (Residential) _____ $50.00
- Minimum Inspection Rate (Commercial) _____ $75.00

D. *Electrical*

Commercial & Industrial

- Under $500,000 _____ 1.5% of total construction cost
- $500,000 to $1,000,000 _____ $7,500.00 plus 1.25% of total over $500,000
- Over $1,000,000 _____ $13,750.00 plus 1.0% of total over $1,000,000
- Minimum Inspection Rate _____ $75.00

Residential

- 2 trip maximum
- 100 Amp service and maximum 100 devices _____ $80.00
- 200 Amp service and maximum 200 devices _____ $120.00
  -Over above limits use individual fee calculations
- Modular/Mobile homes service & feeder _____ $50.00 per trip
- Minor Alterations and Service maximum 15 devices _ $50.00

Residential Rough Wire

- All switches, receptacles and lighting outlets between 1 to 25 unites _____ $15.00 per group
- Each additional 1 to 10 unites as a group _____ $5.00 per group of 10

Residential Finished Wiring

- All switches, receptacles and lighting outlets 1 to 25 unites _____ $15.00 per group
- Each additional 1 to10 unites as a group _____ $5.00 per group of 10

Residential Heating, Cooling, Cooking, Appliances, Equipment, Motors, Generators, Etc.

- Less than 1/3 HP, KW, KVA _____ $15.00
- Over 1/3 HP, KW, KVA;
  - -To 1.0 _____ $10.00
  - -To 5.0 _____ $12.00
  - -To 10.0 _____ $15.00
  - -To 30.0 _____ $20.00
  - -To 50.0 _____ $25.00
  - -To 100.0 _____ $30.00

Residential Signaling, Communication and Alarm Systems

- 1 to 10 devices _____ $40.00
- Each additional device _____ $1.00
- Minimum Rate _____ $50.00
- Commercial and Non Residential _____ 1.5% of total construction costs

E. *Note*

- ***GFA** - Gross floor area defined as the total square footage of all floors within the perimeter of the outside walls, including basements, cellars, garages, roofed patios, breezeways, covered walkways and attics with floor to ceiling height of 6'6" or more.

F.

Commercial Plan Review Fee Schedule

Minimum Amount	Maximum Amount	Plan Review Fee
$0	$49,999	$50
$50,000	$99,999	$100
$100,000	$149,999	$150
$150,000	$199,999	$200

- Plan review $200,000 to $3,000,000 ___ 0.0013 X cost of building ($250.00 minimum)
- Plan review $3,000,000 to $6,000,000 ___ $3,900.00 plus 0.0005 x amount over $3,000,000
- Plan review over $6,000,000 ___ $5,400.00 plus 0.0004 x amount over $6,000,0000
- Plan review for electrical _____ 25% of building fee
- Plan review for mechanical _____ 25% of building fee.
- Plan review for plumbing _____ 25% of building fee
- Plan review for energy _____ 25% of building fee
- Plan review for accessibility _____ 25% of building fee
- Sprinkler review by number of heads ___ 1 to 100 = $275.00
  101 to 200 = $325.00
  201 to 300 = $350.00
  301 to 400 = $375.00
  401 to 500 = $425.00
  501 and over = $500.00 + $0.33 per head

Special consideration will be given, when computing plan reviews for buildings such as large warehouses or indoor recreation facilities because of their plan review simplicity.

Temporary Utility Permits (when additional inspection required)
- Electrical ..... 75.00 each
- Gas ..... $75.00 each
- Power Pole ..... $75.00 each

Temporary Occupancy .....100% of standard fee(s)
Temporary Trailer (construction sites) Permit
Trailer Setup $90.00
Minimum Electrical Fee $50.00
Minimum Plumbing Fee $50.00
Zoning Permit without Design Review/Posting..... $150.00
Agricultural Exemption Permit..... $75.00

Demolition
Demolition of Structures..... $7.50 per 100 square feet
Asbestos .....150% of costs
Lead Paint .....150% of costs
Alternate Materials and Methods Review..... 150% of costs

Day Care Centers
Annual Inspection and Registration $200.00
Plus inspection fees

Board of Appeals Hearing
Application for Hearing $1,000.00*

*The fee identified provides for a hearing extending not longer than 4 hours; a similar fee shall be charged to the application for each time period or any part thereof over and above the first four hours. Costs in excess of the initial hearing fee posted by the applicant shall be invoiced to the applicant prior to the next scheduled hearing. The applicant is required to pay the invoice prior to the next

scheduled hearing. The Board of Appeals hereby reserves the right to require the applicant to post additional monies at the time of the filing of the application, commensurate with the scope and magnitude of the application filed therewith.

The Fee Schedule for Chapter 112, Floodplain shall be as follows:
Fee .....$150% of costs

The Permit Fee Schedule for Chapter 114, Garage Sales, shall be as follows:
Garage Sale .....$10.00 for 3-day sale

The Fee Schedule for Chapter 126, Insurance shall be as follows:
Municipal Certificate $50.00
Inspection of Property.....$90.00
Re-inspection of Property $90.00
Fee as necessary .....$50.00 per hour
Stop Work Order.....$150.00

Emergency Property Maintenance
Inspection of Property.....$200.00
Closing a public thoroughfare.....$250.00
Emergency Repairs .....150% of costs
Secure Property to render structure safe .....150% of costs

The Fee Schedule for Chapter 152, Peddling and Soliciting, shall be as follows:
Peddlers and transient or itinerant dealers who are bona fide residents of Honesdale Borough, but not, in addition thereto, resident Honesdale Borough businessmen having a principal place of business in the Borough ..... $5.00 per year and a 24 hour waiting period.
Individuals or organizations that are non-residents of the Borough and acting as a peddler, transient or itinerant dealer, or solicitor ..... $25.00 per day and a 7 day waiting period.

The Fee Schedule for Chapter 156, Plumbing, shall be as follows:
See Fee Schedule for Chapter 89, Uniform Construction Code

The Fee Schedule for Section 163, Rental Property, shall be as follows:
Annual license calculated at $25.00 per housing "unit"

The Fee Schedule for Section 175-4, Solid Waste, shall be as follows:
Application Fee for Annual License $75.00

The Permit Fee Schedule for Chapter 177, Stormwater Management will be as follows: Review
Fee(s) by Qualified Person (s)/Firms.....Reimbursed by Applicant Additional Reimbursable Fees:
Administrative/ Clerical Processing .....$80.00 per Hour Attendance at meetings .....$50.00 per Meeting Inspections Prior to Approval ..... $90.00 per Inspection Subsequent Required Inspections by Qualified Person(s) / Firms.....Reimbursed by Applicant

The Fee Schedule for Section 179, Streets and Sidewalks, shall be as follows:
Application Fee $100.00
Supplement Fee (each 6-month time extension)
(each submitted change) $20.00
Penalty Fees
Street Opening without executed permit..... ..... $250.00 per day
Inspection Fees

1. Surface Openings -This fee is calculated on the total linear feet of the opening being permitted with different areas of the right-of-way.
   Total linear feet of opening (each 100 feet increment or fraction thereof):
   Opening in pavement.. ..... $ 80.00
   Opening in shoulder ... . $ 40.00
   Opening outside pavement and shoulder ..... $ 20.00
   If a longitudinal opening simultaneously occupies two or more highway areas identified above, only the higher fee will be charged. Linear distances shall be measured to the nearest foot.
2. Surface opening of less than 36 square feet -for example, service connections performed independently of underground facility installation, pipeline repairs --(each opening):
   Opening in pavement.. ..... $ 60.00
   Opening in shoulder ... . $ 30.00
   Opening outside pavement and shoulder ..... $ 20.00
   If an opening simultaneously occupies two or more highway areas identified above, only the higher fee will be charged.
3. Aboveground facilities (for example, poles, or guys or anchors if installed independently of poles)
   Up to 10 physically connected aboveground facilities (each continuous group) ..... $ 40.00
   Additional aboveground physically connected facilities (each pole with appurtenances) ..... $ 4.00
4. Crossings (for example, overhead tipples, conveyors or pedestrian walkways and undergrade subways or mines)..... $ 160.00
5. Non-emergency test holes in pavement or shoulder (each hole) .....$ 10.00

Additional Fees

If the Borough anticipates that the cost of reviewing the required application information or inspecting the permitted work will exceed the application or inspection fees listed by a significant amount, the following additional fees will be assessed:

1. Additional Application Fee The Borough will estimate the additional amount of salary, overhead and expenses and prepare a reimbursement agreement for execution by the applicant. Borough review of the permit applicationwill commence on the effective date of the agreement.
2. Additional Inspection Fees If the Borough determines that the permitted work is of sufficient magnitude or importance to warrant assignment of one or more persons to inspect the permitted work on a more than spot inspection basis, the permit will so indicate and the permittee shall be charged for additional salary, overhead and expenses incurred by the Borough for inspection. Outside inspection services if required will be billed directly to applicant.
3. Charge Calculation The charges will be calculated either on an actual cost basis or a standard unit cost basis.
4. Invoices The Borough will provide an itemized invoice for additional fees owed to the Borough.
5. Payment The total permit fee will be calculated and all payments will be made by check made payable to: Honesdale Borough.

The Fee Schedule for Chapter 183, Subdivision and Land Development, shall be as follows:

Professional Review Fee

The applicant at actual cost will pay any professional review fees.

Zoning Review Fee

Zoning Officer's Fee $75.00

Land Developments

For multi-family type applications, a review fee of $100.00 base plus $25.00

per unit shall be submitted with the application. For commercial and industrial type applications, a review fee of $275.00 base fee, plus $100.00 per acre of impervious surface in excess of 1 acre shall be submitted with the application.

Minor Subdivisions:
A Review Fee $100.00 for a newly created lot, plus $25.00 on each additional lot shall be submitted with the application. An un-subdivision, or a change in lot line shall be considered a minor subdivision or land development.

Major Subdivisions:
A Review Fee of $250.00 plus $50.00 for each newly created lot.

The Fee Schedule for Chapter 210, Zoning, shall be as follows:
Written Confirmation of Zoning District.....$50.00
Certificate of Occupancy.....$50.00
Reissue of Certificate of Occupancy.....$50.00
Stop Work Order.....$150.00

Hearings:
Application for Variance.....$1,000.00*
Application for Special Exception .....$ 1,000.00*
Application for Conditional Use.....$ 1,000.00*
Application for Curative Amendment .....$ 1,000.00*
Honesdale Borough Hearing not specified herein .....$ 1,000.00*
*The fees identified above for the Variance, Conditional Use, Special Exception, Curative Amendment, or any not specified hearing provides for a hearing extending not longer than 4 hours; a similar fee shall be charged to the application for each time period or any part thereof over and above the first four hours. Costs in excess of the initial hearing fee posted by the applicant shall be invoiced to the applicant prior to the next scheduled hearing. The applicant is required to pay the invoice prior to the next scheduled hearing. Honesdale Borough Council and the Honesdale Borough Zoning Hearing Board hereby reserves the right to require the applicant to post additional monies at the time of the filing of the application, commensurate with the scope and magnitude of the application filed therewith.

Zoning Fees
Residential roof permit $75.00
Zoning Permit $100.00
Zoning Inspection Fee $90.00

Accessory Buildings
(Examples --Garage, Sheds, Decks, Porch, Pool, Barn, Kennels, etc.)
0 -700 square feet.....$100.00
Over 700 square feet .....$0.20 cents per square foot

Fence
Commercial fence under 6 feet $100.00

Sign Permits
1-200 square feet for non-electrified signs $100.00

Over 200 square fee $250.00

Cell Towers
Cell Tower and Co-location Fee -$15.00 per 1,000 of construction cost.

Violations
Failure to comply with any provision of the zoning ordinance will constitute a violation.
Violation.....$250.00 Each

The Fee Schedule for Chapter 195, Vehicles and Traffic, shall be as follows:
§195-13 –Senior Citizens Parking
Free Thursdays and Fridays from 9 .am. to noon with valid permit sticker from the Area Agency on Aging.
§195-22 –Special Permits
Dumpsters placed on any Borough streets ..... $10.00 per day
Contractors -Daily .... $ 5.00 per day per parking space
Contractors -Weekly... .... $25.00 per week per parking space
Bus Trip Patrons .... $ 5.00 per day per space

	Fine	After 7 Days
195-8. Prohibited overnight parking (Art.II)	$25.00	$ 50.00
195-9 Handicapped parking (Art.II)	$50.00	$100.00
195-10 No stopping, standing, or parking (Art.II)	$25.00	$ 50.00
195-11 Special purpose parking zones (Art.II)	$25.00	$ 50.00
195-12 Parking prohibited certain hours (Art.II)	$25.00	$ 50.00
195-14 Prohibition on parking of commercial (Art.II)		
Commercial motor vehicles:		
First offense	$25.00	$ 50.00
Subsequent offense	$75.00	$100.00
195-33 Violations & Penalties (Art.VI)	$25.00	$50.00
195-35 No Stopping, Standing, Parking (ArtVII)	$25.00	$50.00

	24 Hours	After 24 Hrs.	After 7 Days
195-20 Deposit of Meter Fee (Art.III)	24 hours, $5.00	On the 25th hour, $15.00	$50.00
195-22 Enforcement (Art.III)	24 hours, $5.00	On the 25th hour, $15.00	$50.00

Effective, _____, 2017.

Adopted this 5th day of June 2017.

Honesdale Borough

Michael S. Augello, Council President

ATTEST:
Judith Poltanis, Borough Secretary