

**RESOLUTION NO. 01 OF 2024**

**FEE SCHEDULES FOR THE YEAR 2024**

**WHEREAS**, The Supervisors of the Township of Polk have adopted an ordinance providing for the setting of all applications and filing fees, charges and costs by Resolution adopted by the Board of Supervisors from time to time; and

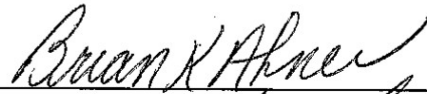
**WHEREAS**, it is the desire of the Supervisors to further amend and revise the fee schedule as heretofore adopted.

**NOW, THEREFORE**, it is hereby resolved as follows that all Polk Township fees, charges, and costs are hereby fixed as attached to this Resolution: 2024 Polk Township Fee Schedule to include Septic, UCC/Building, Zoning, Subdivision & Land Development, Hearing and Miscellaneous fees.

**THIS RESOLUTION** supersedes and replaces any prior resolution adopting and setting application, filing, permit, and license fees, charges and costs under any and all Township Ordinances.

**EFFECTIVE DATE** This Ordinance shall become effective immediately.

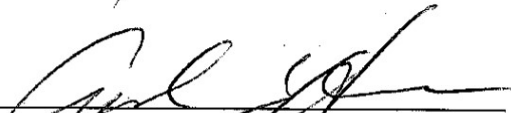
**IN WITNESS WHEREOF**, the aforesaid Resolution is hereby adopted by the Polk Township Board of Supervisors on this 2nd day of January, 2024.



Brian K. Ahner, Chairman



Michael D. Hurley, Vice Chairman



Carl S. Heckman, Supervisor

ATTEST:



Rebecca Tippett, Secretary





# POLK TOWNSHIP SUPERVISORS

165 Polk Township Rd., PO Box 137, Kresgeville, PA 18333

Phone: 610-681-5376 Fax: 610-681-3063 E-mail: info@polktpw.org

## BUILDING PERMIT FEES

All applications are subject to a nonrefundable \$50 fee upon submission.

<u>Residential Construction</u>	Fee
New Building/Construction & Large Additions	
Conventional Frame      up to 3500 sq.ft.	\$1080.00
over 3500 sq.ft.	\$84.00 per 500 sq.ft. additional to above amount
Manufactured Home New or Used	\$300.00
Industrialized/Interior Alterations	\$580.00
Additions with full foundation or alternation	\$690.00
Sunrooms on existing slab or deck	\$324.00
Basement Alternations	\$330.00
Roof only Structures	\$244.00
Pole Building or Detached Garage (no electric)	\$250.00
With Electric: Additional Fee	\$150.00
Deck	\$240.00
Pool	
Above Ground Pool (With deck)	\$480.00
Above Ground Pool (without deck)	\$240.00
In-Ground Pool	\$390.00
Solar Systems	
Roof Mounted	\$360.00
Ground Mounted	\$420.00
Generator	\$180.00
HVAC	\$175.00
Electric Services	
200 Amps or less	\$110.00
400 Amps or less	\$130.00
800 Amps or less	\$240.00
Additional meter or panel inspection	\$25.00 each
Additional Inspections	
Individual Inspection	\$75.00
Combination of Inspections	\$125.00

**Additional U.C.C. inspections fees may incur due to failures, locked premises, violations, etc. and will be billed to Permit Holder. All fees must be paid prior to issuance of Certificate of Occupancy/Use.**

### PLEASE NOTE:

- Building fees may change due to number of inspections required for a project.
- Building fees include the required \$4.50 UCC State Fee.
- If your project is not specifically listed above, 20% administration fee will be added to the 3<sup>rd</sup> UCC Inspection fee to calculate cost. Please contact the Zoning Officer for more information.

**Please note that if a permit is not obtained prior to work, fees will be doubled.**

**Commercial Construction**

Pre-Application Consultation		\$70 per hour
Pre-Application Professional Engineer Consultation		\$100 per hour
New Building or Additions		
	First 25,000 sq. ft.	\$0.29 per sq. ft. (Minimum fee is \$1800.00)
	25,001 to 250,000 sq. ft.	\$0.18 per sq. ft.
	Over @250,001 sq. ft.	\$0.12 per sq. ft.
Alternations, Renovations, Modifications (Sub-Codes additional)		
	First 25,000 sq. ft.	\$0.29 per sq. ft. (Minimum fee is \$480.00).
	Over 25,000 sq. ft.	\$0.08 per sq. ft.
Commercial Plan Review Only		\$0.12 per sq. ft. (Minimum fee is 180.00)
Fire Protection		
Sprinklers, Standpipes, Risers, Hydrants and Fire Loops		
First 200 heads and one standpipe		\$390.00
Over 200 heads		\$0.35 per additional head
Addition standpipe, riser, hydrant, fire loop		\$100.00 per additional
Alternative Suppression System		\$210.00
Type I Hood with Suppression System		\$390.00
Fire Alarm System		\$270.00
Roofs		
Small Roof		\$180.00
Large Roof		\$690.00
Cell Tower		\$390.00
Plumbing		
	First 3 trapped Fixtures	\$132.00
	Per additional Trapped Fixtures	\$18.00 each
	Water & Sewer lateral	\$120.00
Mechanical		
	First Unit	\$120.00 NOTE: a unit is RTU, VAV, Exhaust Outlet, MAU, etc.
	Per additional unit	\$36.00
Electrical Rough Wire		
	1-25 outlets	\$120.00
	Additional outlet	\$18.00 each
	Final Wire 1-25 outlets	\$120.00
	Additional final wire	\$18.00 each
Service and feeders		
	200 Amps or Less	\$72.00
	400 Amps or Less	\$108.00
	800 Amps or Less	\$150.00
	1000 Amps or Less	\$180.00
	1500 Amps or Less	\$240.00
	2000 Amps or Less	\$360.00
	Over 2000 Amps	\$480.00
Motors- Transformers		
	Up to 25 hp or 50 kVA	\$48.00
	26-50 hp or 51-100 kVA	\$60.00
	51-100 hp or 101-200 kVA	\$90.00
	101-200 hp or 201-500 kVA	\$120.00
	Over 200 hp or 500 kVA	\$180.00
Generators, Vaults and Substations		
	Up to 100 kVA	\$60.00
	101-200 kVA	\$84.00
	201-500 kVA	\$120.00
	501-1000 kVA	\$180.00
	Over 100 kVA	\$240.00
Heating and AC Units		
	First Unit- up to 50.kVA	\$72.00 (Additional units \$35.00 each)
	First Unit- 51-100 kVA	\$90.00 (Additional units \$40.00 each)
	First Unit- over 100 kVA	\$120.00 (Additional units \$45.00 each)

Minimum Commercial Inspection Fees:

Electrical, Building, Mechanical, Plumbing, Fire Protection \$180 per inspection

**Additional U.C.C. inspections fees may incur due to failures, locked premises, violations, etc. and will be billed to Permit Holder. All fees must be paid prior to issuance of Certificate of Occupancy/Use.**

**Please note that if a permit is not obtained prior to work, fees will be doubled.**

## ZONING PERMIT FEES

*All applications are subject to a nonrefundable \$50 fee upon submission.*

### Residential & Commercial Building

New construction Building Assessment		
	under 2,500 sq.ft.	\$250.00 + \$0.20 per sq. ft. (+ Certificate of Occupancy Fee)
	over 2,500 sq.ft.	\$300.00 + \$0.20 per sq. ft. (+ Certificate of Occupancy Fee)
Zoning Permit		\$50.00
Certificate of Occupancy		\$25.00
Certificate of Occupancy Violation		\$500.00
Demolition		\$75.00

### Driveway & Road

	FEE	ESCROW
Blacktopping	\$50.00	
New Construction on Twp Rd.	\$100.00	\$500.00 (2 separate checks)
New Encroachment onto Twp. Rd.	\$100.00	\$500.00 (2 separate checks)
Excavation onto Twp. Rd.	\$100.00 per road cut	

### Accessory Use Structures & Additions (Attached or Detached)

Building Structure Assessment	\$0.20 per sq. ft. (+ Zoning Permit Fee + CO Fee)
(Deck, Patio, Porch, Shed(over 100 sq.ft.), Additions, Sunroom)	<i>All structures over 1000 sq. ft. require U.C.C building permits</i>
Shed (under 100 sq. ft.)	\$50.00
Fence/Wall/ Chicken Coop	\$35.00
Pool	\$0.20 per sq. ft. (+ Zoning Permit Fee + CO Fee)

### Signs

Directional	\$50.00
Event (each temporary sign)	\$20.00
Off-site (each sign or billboard)	\$300.00
On-site (each sign)	\$300.00
Modification of existing sign	\$50.00

### Miscellaneous Zoning Fees

Temporary Event Permit	\$20.00
Change in Use Permit	\$75.00
Certificate of Occupancy & Use	\$25.00 (additional inspections may incur charges)
Certificate of Non-Conformance	\$75.00
Additional Inspections	\$100.00
(Due to failures, violations, locked premises, etc.)	
AG Security Projects	\$75 + \$0.20 per sq. ft. (Building Permit Fee is exempt)

### Short Term Rental Permits

New STR Permit: \$600
Renewal STR Permit: \$300
Additional Inspection: \$100

### Mobile Food Truck Vender Permit

Mobile Food Truck Vender Permit: \$300 annually (January to December)

## HEARING FEES

All Hearings and Appeals	\$600.00
Hearing Continuance	\$400.00
Zoning Change Request	\$600.00

**Please note that if a permit is not obtained prior to work, fees will be doubled.**

## SEPTIC SYSTEM FEES

Polk Twp. Sewage Officer Jonathan Shupp - 570-350-4706 [jlsurveying@gmail.com](mailto:jlsurveying@gmail.com)  
*Alternate Sewage Official- Keystone Consulting Engineers, Inc.*

Prepayment of estimated costs is required. Payable by cash or check to Polk Township. After paperwork and payment is received by the Township, you must call and schedule an appointment with the SEO. Additional Costs may result from legal fees, consultations, additional inspections, or call-backs and applicant is responsible for additional fees.

Required applications must be filled out; Site Suitability Application (Perc Tests only) and DEP Application (required for construction, repair or renewal).

Septic Permits are ONLY ACTIVE for 3 years. If work is not completed, you must RENEW your permit.

**Site Suitability Report                    \$600.00**

Fee includes:

Clerical Fee	\$40.00
1-Preliminary Site Inspection	\$80.00
Digging of perc holes	\$100.00
Observe 1 Probe	\$80.00
1 Perc Test	\$300.00

**Observe Perc Test                         \$280.00**

Fee includes:

Clerical Fee	\$30.00
Observation	\$250.00

**Verification of Prior Testing            \$100.00**

**Septic Permit & Design Review       \$665.00**

Fee includes:

Clerical Fee	\$50.00
DEP Application	\$125.00
Design Review	\$170.00
4 Site Inspections	\$320.00

**Permit Renewal                             \$160.00**

Fee includes:

Clerical Fee	\$30.00
Application	\$50.00
1 Site Inspection	\$80.00

**Water Well Permit                         \$150.00**

Fee includes:

Application	\$50.00
1 Site Inspection	\$100.00

**Tank Replacement/Repair              \$160.00**

Fee includes:

Clerical Fee	\$30.00
Application	\$50.00
1 Site Inspection	\$80.00

**Drainfield Repair Estimate              \$240.00**

Fee includes:

Clerical Fee	\$30.00
Application	\$50.00
2 Site Inspections	\$160.00

**Additional Inspections                    \$100.00**

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## SUBDIVISION AND LAND DEVELOPMENT FEES

Please note: Plans will not be signed until all costs associated with the plan are paid. Costs include: legal engineering, septic system consults and reviews, Twp. meeting reviews over 15 minutes. All Escrows must be replenished upon notification. Application fees are non-refundable. Escrows will cover SEO, Engineering & Legal Fees for Reviews/Consultations. If there is any remaining escrow, it will be refunded with a detail of services.

	Fee	Escrow	
Sketch Plan- meeting comment only	\$250.00		
Sketch Plan- written reviews	\$300.00		
Lot Joinder- Recorded Subdivision	\$325.00		
Lot Joinder- Unrecorded Subdivision	\$150.00	\$500.00	(2 Separate Checks)
Minor Subdivision	\$150.00	\$1000.00	(2 Separate Checks)
Major Subdivision, <i>Preliminary or Final</i>	\$300.00	\$75.00/lot + \$1,500.00	(2 Separate Checks)
Land Development, <i>Preliminary or Final</i>	\$300.00	\$150.00/lot + \$2,000.00	(2 Separate Checks)
Stormwater Review (Professional Service Agreement)		\$300	
Detention/Stormwater Basin Escrow		\$0.25 per cubic ft. of storage below the emergency spillway/outlet	
Recreational Fee, <i>Subdivisions with 4 or more lots</i>	\$600.00 per new lot or new dwelling unit		
Recreational Fee, <i>Nonresidential Land Developments</i>	\$0.25 per square foot of building area		

### Planning Modules

Component I	Component II																				
<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"><b>1st check - Site Suitability</b></td> <td style="text-align: right;"><b>\$695.00 per lot</b></td> </tr> <tr> <td colspan="2" style="font-size: small;"><i>site suitability cost breakdown is on sewage fee chart</i></td> </tr> <tr> <td><b>2nd check - Twp. Clerical Fee</b></td> <td style="text-align: right;"><b>\$100.00</b></td> </tr> <tr> <td><b>3rd check - Escrow</b></td> <td style="text-align: right;"><b>\$1,000.00</b></td> </tr> <tr> <td colspan="2"><b>4th check to DEP -submit to Twp. upon notification</b></td> </tr> </table>	<b>1st check - Site Suitability</b>	<b>\$695.00 per lot</b>	<i>site suitability cost breakdown is on sewage fee chart</i>		<b>2nd check - Twp. Clerical Fee</b>	<b>\$100.00</b>	<b>3rd check - Escrow</b>	<b>\$1,000.00</b>	<b>4th check to DEP -submit to Twp. upon notification</b>		<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"><b>1st check-Site Suitability</b></td> <td style="text-align: right;"><b>695.00 per lot</b></td> </tr> <tr> <td colspan="2" style="font-size: small;"><i>site suitability cost breakdown is on sewage fee chart</i></td> </tr> <tr> <td><b>2nd check - Twp. Clerical Fee</b></td> <td style="text-align: right;"><b>\$250.00</b></td> </tr> <tr> <td><b>3rd check - Escrow</b></td> <td style="text-align: right;"><b>\$3,000.00</b></td> </tr> <tr> <td colspan="2"><b>4th check to DEP -submit to Twp. upon notification</b></td> </tr> </table>	<b>1st check-Site Suitability</b>	<b>695.00 per lot</b>	<i>site suitability cost breakdown is on sewage fee chart</i>		<b>2nd check - Twp. Clerical Fee</b>	<b>\$250.00</b>	<b>3rd check - Escrow</b>	<b>\$3,000.00</b>	<b>4th check to DEP -submit to Twp. upon notification</b>	
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## ADMINISTRATIVE SERVICES

Address Letter	\$3.00
Returned Check	\$40.00
Copies	\$0.25 per page
Copy of plan	\$3.00
Map- Zoning	\$6.00
Map- Township with street key	\$2.00
Records Research per ½ hr.	\$10.00

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