

**COVINGTON TOWNSHIP**  
LACKAWANNA COUNTY, PENNSYLVANIA

**SCHEDULE OF FEES**  
**RESOLUTION NO. 2008-04**

WHEREAS, THE BOARD OF SUPERVISORS, of Covington Township, Lackawanna County, Pennsylvania have adopted and from time to time have amended, under the authority granted by the Pennsylvania Second Class Township Code, the Pennsylvania Municipalities Planning Code, and other State statutes, certain ordinances for the protection of the health, safety and general welfare of the residents and property owners of Covington Township, and;

WHEREAS, Said Ordinances adopted by the Board of Supervisors include the following:

1. Zoning Ordinance,
2. Subdivision and Land Development Ordinance,
3. Building Code Ordinance,
4. Lackawanna River Watershed Storm Water Management Ordinance,
5. Road Dedication Ordinance,
6. Highway Occupancy Permit Ordinance,
7. Sewage Facilities Act Enforcement Ordinance,
8. Ordinance Regulating Eating and Drinking Establishments,
9. Ordinance regulating Peddlers Permits,
10. Ordinance regulating Cell Towers; and

WHEREAS, Each of said Ordinances establishes the authority for the Board of Supervisors to assess certain fees for the administration and enforcement of said Ordinances;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE Board of Supervisors of Covington Township, Lackawanna County, Pennsylvania at a duly convened public meeting conducted on this 5<sup>th</sup> day of August 2008 that the following fees are hereby established, shall supersede any and all previously established fees, and shall be assessed in accord with the following schedule:

**I. ZONING ORDINANCE AND BUILDING ORDINANCE****ZONING PERMITS**

DESCRIPTION	FEE
Residential – new structures and including mobile homes, double-wide mobile homes, modular homes, two-family, multi-family, etc.	<i>As per Resolution 2003-03</i> \$25.00 per unit plus \$ 0.02 per sq. ft.
Residential – addition or alteration	<i>As per Resolution 2003-03</i> \$25.00 per application plus \$ 0.02 per sq. ft.
Detached Garage	<i>As per Resolution 2003-03</i> \$25.00 per structure plus \$ 0.02 per sq. ft.
Non-Residential – new structure, addition or alteration	<i>As per Resolution 2003-03</i> \$50.00 per application plus \$ 0.03 per sq. ft.
Accessory structures – decks, porches, sheds, etc.	\$20.00 \$0-2,000.00 value \$40.00 \$2,000.01 and greater
Temporary uses – See Zoning Ordinance Section 503.06	\$50.00 per use
Signs – all regulated signs	\$25.00 per sign
Certificate of use for new construction	included in initial permit fee
Certificate of use for change of use of land or structure	\$25.00 per use
Certificate of nonconformance	\$25.00 per use/structure
Any re-inspection required due to applicant error or failure to provide information	\$25.00 per re-inspection
A <i>late fee</i> shall be applied in the case where construction or a use has been initiated prior to obtaining a permit. This shall apply to all construction and uses governed by this schedule.	the greater of the following: -\$100 plus the normal fee -3 times the normal fee
<u>Supplemental and final fees applicable to all applications:</u>	
1. All such reasonable legal, engineering and consulting fees associated with the Township's review, inspection, re-inspection and evaluation of any and all plans and documents submitted to the Township in association with any application.	
2. Any and all county, state, or federal fees or charges to the Township associated with the application.	



I. **ZONING ORDINANCE AND BUILDING ORDINANCE continued...**

**APPLICATIONS BEFORE THE  
BOARD OF SUPERVISORS**

DESCRIPTION	FEE
Conditional use application	\$150.00 per use
Request for zoning amendment	\$200.00 per request
Curative amendment	\$200.00 per request

Supplemental and final fees applicable to all applications:

1. Actual costs of advertising of any associated hearing.
2. Stenographer appearance fee – shared equally by the Board and the applicant. The cost of the original transcript shall be paid by the Board if the transcript is ordered by the Board or shall be paid by the person appealing from the decision of the Board if such appeal is made. The cost of additional copies shall be paid by the person requesting such copies. In other cases, the party requesting the original transcript shall bear the cost thereof.
3. All such reasonable legal, engineering and consulting fees associated with the Township's review, inspection, re-inspection and evaluation of any and all plans and documents submitted to the Township in association with any application.
4. Any and all county, state or federal fees or charges to the Township associated with application.

**I. ZONING ORDINANCE AND BUILDING ORDINANCE**  
**continued...**

**APPLICATIONS BEFORE THE  
 ZONING HEARING BOARD**

<b>DESCRIPTION</b>	<b>FEE</b>
Special exception	\$300.00 per use
Residential variance	\$100.00 per request
Non-residential variance	\$200.00 per request
Appeal hearing	\$500.00 per request
Additional hearing date on any type of application	\$250.00 per request
Substantive validity challenge hearing	\$300.00 per request
Ordinance interpretations (403.0 & 406.01)	\$ 50.00 per request

Supplemental and final fees applicable to all applications:

1. Actual costs of advertising of any associated hearing.
2. Stenographer appearance fee – shared equally by the Board and the applicant. The cost of the original transcript shall be paid by the Board if the transcript is ordered by the Board or shall be paid by the person appealing from the decision of the Board if such appeal is made. The cost of additional copies shall be paid by the person requesting such copies. In other cases, the party requesting the original transcript shall bear the cost thereof.
3. All such reasonable legal, engineering and consulting fees associated with the Township's review, inspection, re-inspection and evaluation of any and all plans and documents submitted to the Township in association with any application.
4. Any and all county, state, or federal fees or charges to the Township associated with the application.



# Recommended Fee Structure 8-21-08

## I. SUBDIVISION AND LAND DEVELOPMENT ORDINANCE

*Adopted Resolution 2008-2*

### SUBDIVISIONS AND LAND DEVELOPMENTS

DESCRIPTION	FEE	
Subdivision - minor	\$ 50.00	per application plus
	\$ 15.00	per lot administration fee plus
	\$150.00	per lot escrow account fee
Subdivision - major	\$200.00	per application plus
	\$ 15.00	per lot administration fee plus
	\$200.00	per lot escrow account fee
Lot improvement subdivision	\$ 50.00	per application plus
	\$150.00	escrow account fee
Land Development	\$200.00	per application plus
	\$ 00.50	per sq ft of building area (\$1,000 minimum)
Multi-family dwelling project	\$200.00	per application plus
	\$ 15.00	per unit administration fee plus
	\$300.00	escrow account fee per unit
Mobile home park (land development)	\$200.00	per application plus
	\$ 15.00	per lot administration fee plus
	\$ 15.00	per lot initial review fee
	\$150.00	per lot escrow account fee
Recreational vehicle park or campground (land development)	\$200.00	per application plus
	\$ 15.00	per lot administration fee plus
	\$ 25.00	per camp site initial review fee
	\$300.00	escrow account fee per campsite

#### Supplemental and final fees applicable to all applications:

1. Escrow account fees are used to offset supplemental fees such as engineering review, legal fees as well as any consulting fees and inspections. Depending on the extensiveness of the project additional fees may be required.
2. Actual costs of advertising of any associated hearing.
3. Stenographer appearance fee – shared equally by the Board and the applicant. The cost of the original transcript shall be paid by the Board if the transcript is ordered by the Board or shall be paid by the person appealing from the decision of the Board if such appeal is made. The cost of additional copies shall be paid by the person requesting such copies. In other cases, the party requesting the original transcript shall bear the cost thereof.
4. All such reasonable legal, engineering and consulting fees associated with the Township's review, inspection, re-inspection and evaluation of any and all plans and documents submitted to the Township in association with any preliminary or final application. In the case of subdivisions and land developments, the application fee and per lot administration fee shall be paid only at the time of preliminary plan application. The applicant shall also pay to the Township the initial per lot/development review fee at the time of preliminary application. This fee shall be held in escrow by the Township and shall be used to pay all review costs. Should the costs exceed the initial review fee collected, the applicant shall pay to the Township all costs in excess of the initial fee collected prior to the Township granting any approval. Should the review costs be less than the initial fee collected, the balance shall be returned to the applicant.
5. Any and all county, state, or federal fees or charges to the Township associated with the application.

**III. BUILDING CODE**

<b>BUILDING PERMITS</b>	
<b>DESCRIPTION</b>	<b>FEE</b>
One and two-family residential dwellings including mobile homes, double-wide mobile homes, modular homes and additions.	<i>As per Resolution 2004-10</i> \$200.00 per unit plus \$ 0.30 per sq. ft. living area \$ 0.20 for attached garages \$ 0.10 per sq. ft. covered porches, car ports, unfinished basements and attics with head room greater than seven ft.
One and two-family residential alterations.	<i>As per Resolution 2004-10</i> \$ 80.00 per application plus 1.5% of construction cost \$ 0.20 for attached garages
Detached garages	<i>As per Resolution 2004-10</i> \$ 80.00 per structure plus \$ 0.20 per sq. ft.
Residential accessory structures – decks, porches, sheds, etc.	<i>As per Resolution 2004-10</i> \$ 50.00 per structure
Non-residential – new structure, addition or alteration	\$25,000.00 for 500,000 sq. ft and greater plus \$ 0.10 per sq. ft. \$10,000.00 for 200,000 sq. ft to 499,999 sq. ft plus \$ 0.15 per sq. ft. \$ 2,500.00 for 50,000 sq. ft to 199,999 sq. ft. plus \$ 0.20 per sq. ft. \$ 500.00 for 10,000 sq. ft. to 49,999 sq. ft. plus \$ 0.25 per sq. ft. \$ 3,000.00 for 0 sq. ft. to 9,999 sq. ft. * see #4 below
Certificate of occupancy for new construction	<i>As per Resolution 2003-08</i>
Residential.....	\$25.00 per application fee plus \$ 0.01 per sq. ft.
Non-Residential.....	\$75.00 per application fee for each separate business
Industrial.....	\$100.00 per application fee
Any re-inspection required due to applicant error or failure to provide information	<i>As per Resolution 2004-10</i> \$ 50.00 per visit
Permit fees not listed to be determined by the Covington Township Building Inspector.	



**III. BUILDING CODE continued...**Supplemental and final fees applicable to all applications:

1. Actual costs of advertising of any associated hearing.
2. Stenographer appearance fee – shared equally by the Board and the applicant. The cost of the original transcript shall be paid by the Board if the transcript is ordered by the Board or shall be paid by the person appealing from the decision of the Board if such appeal is made. The cost of additional copies shall be paid by the person requesting such copies.
3. In accord with Section III (d) of the Building Code Ordinance, the applicant shall pay to the Township, in addition to the application fee, all legal, engineering and consulting fees associated with the review, inspection, re-inspection and evaluation of any and all plans and documents submitted to the Township in association with any building permit application. The applicant shall pay to the Township the required initial review fee at the time of application. This fee shall be held in escrow by the Township and shall be used to pay all review costs. Should the costs exceed the initial review fee collected, the applicant shall pay to the Township all costs in excess of the initial fee collected prior to the Township granting any approval. Should the review costs be less than the initial fee collected, the balance shall be returned to the applicant.
4. In the case of non-residential construction, upon issuance of a zoning permit, the contractor or owner will deposit in an escrow account with Covington Township the sum of \$5,000.00. When the account reaches a level of \$1,000.00, it must be replenished to \$5,000.00. This will apply to all construction of 50,000 square feet or less. For projects larger than this, the amount in the escrow account shall be determined by the Covington Board of Supervisors.
5. Any and all county, state, or federal fees or charges to the Township associated with the application.
6. Any appeal for the UCC (Uniform Construction Code) requirements will be heard by the COG (Council of Governments) Appraisal Board. Fees will be determined by the COG Appeals Board.

**IV. STORM WATER MANAGEMENT ORDINANCE****STORM WATER MANAGEMENT PLANS**

DESCRIPTION	FEE
To the extent that such fees are not assessed under the terms of the Subdivision and Land Development Ordinance or the Zoning Ordinance, the applicant shall pay to the Township the following fees:	\$ 50.00 per application plus \$500.00 initial review fee

Supplemental and final fees applicable to all applications:

1. Actual costs of advertising of any associated hearing.
2. Stenographer appearance fee – shared equally by the Board and the applicant. The cost of the original transcript shall be paid by the Board if the transcript is ordered by the Board or shall be paid by the person appealing from the decision of the Board if such appeal is made. The cost of additional copies shall be paid by the person requesting such copies. In other cases, the party requesting the original transcript shall bear the cost thereof.
3. All such reasonable legal, engineering and consulting fees associated with the Township's review, inspection, re-inspection and evaluation of any and all plans and documents submitted to the Township in association with any application. The applicant shall pay to the Township the required initial review fee at the time of application. This fee shall be held in escrow by the Township and shall be used to pay all review costs. Should the costs exceed the initial review fee collected, the applicant shall pay to the Township all costs in excess of the initial fee collected prior to the Township granting any approval. Should the review costs be less than the initial fee collected, the balance shall be returned to the applicant.
4. Any and all county, state, or federal fees or charges to the Township associated with the application.



**V. ROAD DEDICATION PLANS****ROAD DEDICATION PLAN****DESCRIPTION****FEE**

To the extent that such fees are not assessed under the terms of the Subdivision and Land Development Ordinance or the Zoning Ordinance, the applicant shall pay to the Township the following fees:

\$200.00 per application plus  
\$1,000.00 initial review fee

Supplemental and final fees applicable to all applications:

1. Actual costs of advertising of any associated hearing.
2. Stenographer appearance fee – shared equally by the Board and the applicant. The cost of the original transcript shall be paid by the Board if the transcript is ordered by the Board or shall be paid by the person appealing from the decision of the Board if such appeal is made. The cost of additional copies shall be paid by the person requesting such copies. In other cases, the party requesting the original transcript shall bear the cost thereof.
3. All such reasonable legal, engineering and consulting fees associated with the Township's review, inspection, re-inspection and evaluation of any and all plans and documents submitted to the Township in association with any application. The applicant shall pay to the Township the required initial review fee at the time of application. This fee shall be held in escrow by the Township and shall be used to pay all review costs. Should the costs exceed the initial review fee collected, the applicant shall pay to the Township all costs in excess of the initial fee collected prior to the Township granting any approval. Should the review costs be less than the initial fee collected, the balance shall be returned to the applicant.
4. Any and all county, state, or federal fees or charges to the Township associated with the application.

**VI. HIGHWAY OCCUPANCY PERMIT ORDINANCE****HIGHWAY OCCUPANCY PERMITS****DESCRIPTION****FEE**

Permit issuance fees and inspection fees shall be charged in accord with the most recent edition of the "Schedule of Fees for Highway Occupancy Permits" issued by the Pennsylvania State Association of Township Supervisors.

Supplemental and final fees applicable to all applications:

1. Actual costs of advertising of any associated hearing.
2. Stenographer appearance fee – shared equally by the Board and the applicant. The cost of the original transcript shall be paid by the Board if the transcript is ordered by the Board or shall be paid by the person appealing from the decision of the Board if such appeal is made. The cost of additional copies shall be paid by the person requesting such copies. In other cases, the party requesting the original transcript shall bear the cost thereof.
3. All such reasonable legal, engineering and consulting fees associated with the Township's review, inspection, re-inspection and evaluation of any and all plans and documents submitted to the Township in association with any application. All such costs shall be collected from the applicant prior to the issuance of any permit.
4. Any and all county, state, or federal fees or charges to the Township associated with the application.



**VII. WASTEWATER ORDINANCE****ON-SITE SEWAGE DISPOSAL SYSTEM PERMITS**

<b>DESCRIPTION</b>	<b>FEE</b>
A. <b>Site investigation</b> including site survey, slope readings and test pit	\$50.00 per site plus \$25.00 per each additional test pit
B. <b>Site percolation test</b> observation aggregate fee	\$90.00
C. <b>Permit application for single-family</b> standard or pressure dosing on-lot system. Includes pre-construction inspection, application and design review, and issuance of permit. Does not include separate fee for site and soil investigation and percolation test observation.	\$175.00 per residential unit
D. <b>Minor repairs</b> on existing, legally-permitted systems (as determined by the SEO to constitute a minor repair). Generally limited to septic tank repair or pipe repair or replacement	\$75.00 plus \$50.00 per hour in excess of two hours
E. <b>Large or complex systems</b> , including multi-family, commercial, institutional, industrial, or community systems. Site and soil investigation ..... Percolation test.....	\$75.00 plus \$25 per test pit in excess of two test pits \$90.00 plus \$10.00 per test hole in excess of six test holes
F. Permit application for <b>multi-family</b> system. Includes pre-construction inspection, application and design review, and issuance of permit. Does not include separate fee for site and soil investigation and percolation test observation.	\$200.00 per building of up to four dwelling units plus \$100.00 per sewage distribution bed per each for dwelling units or part thereof
G. Permit application for <b>commercial, institutional or industrial</b> system. Includes pre-construction inspection, application and design review, and issuance of permit. Does not include separate fee for site and soil investigation and percolation test observation.	\$300.00
H. Permit application for <b>community system</b> . Includes pre-construction inspection, application and design review, and issuance of permit. Does not include separate fee for site and soil investigation and percolation test observation.	Same rate as Section B. and C. above on a per unit or per lot basis
I. <b>Sewage planning module</b> review if not conducted as part of zoning or subdivision approval.	\$50.00
J. Inspection of on-lot sewage systems per <b>management program</b> requirements.	\$15.00 administrative fee plus \$40.00 per hour SEO inspection services.

**VII. WASTEWATER ORDINANCE continued...**

- Township responsibility: review and approve/deny an application.
- Applicant responsibility: soil testing and system design and notification of SEO of time of all testing for verification of findings.
- Applicants unfamiliar with soil testing should consider retaining a consultant.

Sewage permit process:

1. Obtain application and pay fees.
2. Schedule site evaluation to determine site suitability. Contact SEO for appointment and coordinate with back-hoe operator engaged by applicant. Arrange for percolation test.
3. Submit completed application, plot plan, and proposed sewage system design to SEO for review.
4. System must be inspected following installation, but prior to covering any part of system. Notify SEO of anticipated completion time. If system is acceptable, SEO will authorize covering system.

Other requirements:

1. All applicants proposing an alternate or experimental system as defined by PA DEP shall be submitted to the Township and DEP in accord with DEP requirements.
2. In cases where slopes exceed 15% or pressurized distribution is required, or daily flows must be documented, the system must be designed by a professional engineer.

Supplemental and final fees applicable to all applications:

1. Actual cost of advertising of any associated hearing.
2. Stenographer appearance fee – shared equally by the Board and the applicant. The cost of the original transcript shall be paid by the Board if the transcript is ordered by the Board or shall be paid by the person appealing from the decision of the Board if such appeal is made. The cost of additional copies shall be paid by the person requesting such copies. In other cases, the party requesting the original transcript shall bear the cost thereof.
3. All such reasonable legal, engineering and consulting fees associated with the Township's review, inspection, re-inspection and evaluation of any and all plans and documents submitted to the Township in association with any application. All such costs shall be collected from the applicant prior to the issuance of any permit. The Board of Supervisors shall also have the right to substitute an hourly fee charge of \$40.00 per hour for the SEO in place of the fees required in Sections, C,D,E, and F above.
4. Any and all county, state, or federal fees or charges to the Township associated with the application.



**VIII. ORDINANCE REGULATING DRINKING & EATING ESTABLISHMENTS****HEALTH OFFICER INSPECTIONS**

DESCRIPTION	FEE
All inspections conducted by Health Officer.	\$60.00 per inspection

**IX. ORDINANCE REGULATING PEDDLER'S PERMITS****PEDDLER'S PERMITS**

DESCRIPTION	FEE
Permits for summer (July, August, September) fruit and vegetable stands.	\$15.00 per month
Permits for Yard Sales for the sale of accumulated normal household items.	\$5.00 for first month \$10.00 for second month \$15.00 for third month
Permits for Tent Sales or sales conducted in a similar manner from trailers or stands, etc., which intend to use products which are brought in from outside the Covington area, with the clear intent of resale.	\$300.00 per month

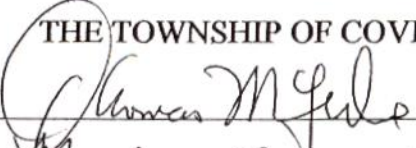
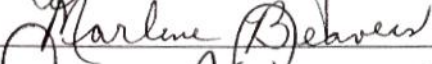
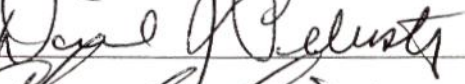
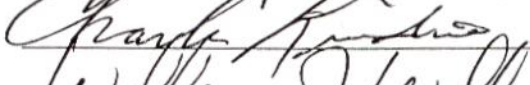
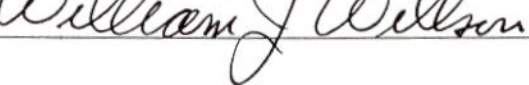
**X. ORDINANCE REGULATING CELL TOWERS****CELL TOWERS AND ARRAY FEES**

DESCRIPTION	FEE
Initial tower site application fee to be presented to the Planning Commission for review.	\$500.00
Subsequent applications to co-locate on same tower and/or add additional arrays.	\$300.00
Permit fee valid for ten (10) years if not sooner revoked for each tower site and each array on a tower.	\$1,000.00
First renewal fee valid for ten (10) years if no sooner revoked for each tower site and each array tower.	\$1,500.00
Subsequent renewal fee(s) valid for ten (10) years if not sooner revoked for each tower site and each array or a tower.	\$2,000.00
<u>Supplemental and final fees applicable to all applications:</u>	
1. Furthermore, all engineering and professional fees incurred by the Township shall be in addition to aforementioned fees.	

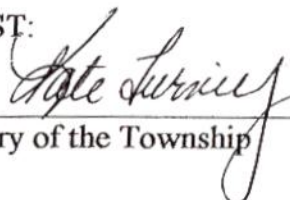
AND NOW, THEREFORE, BE IT HEREBY FURTHER RESOLVED by the Board of Supervisors of Covington Township, Lackawanna County, Pennsylvania, that no permit nor certificate shall be issued, no approval shall be granted, no decision nor interpretation shall be rendered, and no inspection shall be conducted under the terms of the aforesaid ordinances until such time as all fees have been paid by the applicant.

THIS RESOLUTION NUMBER 2008-04, DULY RESOLVED AND ADOPTED by the Board of Supervisors of Covington Township, Lackawanna County, Pennsylvania on this 5th day of August 2008, in lawful session duly assembled.

THE TOWNSHIP OF COVINGTON

  
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ATTEST:

  
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Secretary of the Township