

COVINGTON TOWNSHIP
LACKAWANNA COUNTY, PENNSYLVANIA

SCHEDULE OF FEES
RESOLUTION NO. 2022-05

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:

Zoning Ordinance
Subdivision and Land Development Ordinance
Building Code Ordinance
Lackawanna River Watershed Storm Water Management Ordinance
Road Dedication Ordinance
Highway Occupancy Permit Ordinance
Sewage Facilities Act Enforcement Ordinance
Ordinance Regulating Eating and Drinking Establishments
Ordinance Regulating Peddler's Permits
Ordinance Regulating Cell Towers
Driveway Permits; 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 1st day of February 2022, 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.	\$50.00 \$0.04	per unit plus per sq. ft.
Residential — addition or alteration	\$50.00 \$0.04	per application plus per sq. ft.
Detached Garage	(With foundation) \$50.00 \$0.04	per structure plus per sq. ft.
Non-Residential — new structure, addition or alteration	\$100.00 \$0.08	per application plus per sq. ft.
Accessory structures — decks, porches, sheds, above ground pools, inground pools, etc.	\$50.00 \$100.00	\$0 – 3,000.00 value \$3,000.01 and greater
Temporary uses — See Zoning Ordinance Section 503.06	\$50.00	per use
Signs – all regulated signs	\$50.00	Each side
Certificate of use for new construction	included in initial permit fee	
Certificate of use for change of use of land or structure	\$50.00	per use
Certificate of nonconformance	\$50.00	per use/structure
Any re-inspection required due to applicant error or failure to provide information	\$50.00	per re-inspection
A late fee 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: -\$250.00 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.		
3. Escrow funds into the Township’s escrow account, in an amount to be determined by the Board after consultation with the Township’s consultants, engineer(s) and solicitor(s). Such an amount shall be reasonable and not to exceed the fair market value of said services.		

ZONING ORDINANCE AND BUILDING ORDINANCE,
Continued

APPLICATIONS BEFORE THE BOARD OF SUPERVISORS	
DESCRIPTION	FEE
Conditional use application	\$500.00 per use
Request for zoning amendment	\$1,000.00 per request
Curative amendment	\$1,000.00 per request
<p><u>Supplemental and final fees applicable to all applications:</u></p> <ol style="list-style-type: none">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.5. Escrow funds into the Township’s escrow account, in an amount to be determined by the Board after consultation with the Township’s consultants, engineer(s) and solicitor(s). Such an amount shall be reasonable and not to exceed the fair market value of said services.	

ZONING ORDINANCE AND BUILDING ORDINANCE, continued

APPLICATIONS BEFORE THE ZONING HEARING BOARD

DESCRIPTION	FEE
Special exception	\$1,000.00 per use
Residential variance	\$1,000.00 per request
Non-residential variance	\$2,000.00 per request
Appeal hearing	\$1,000.00 per request
Additional hearing date on any type of application	\$500.00 per request
Substantive validity challenge hearing	\$1,000.00 per request
Ordinance interpretations (403.0 & 406.01)	\$1,000.00 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.
5. Escrow funds into the Township's escrow account, in an amount to be determined by the Board after consultation with the Township's consultants, engineer(s) and solicitor(s). Such an amount shall be reasonable and not to exceed the fair market value of said services

II. SUBDIVISION AND LAND DEVELOPMENT ORDINANCE

SUBDIVISIONS AND LAND DEVELOPMENTS		
DESCRIPTION	FEE	
Subdivision - minor	\$250.00	per application plus
	\$50.00	per lot administration fee plus
	\$1,000.00	initial escrow fee
Subdivision - major	\$250.00	per application plus
	\$50.00	per lot administration fee plus
	\$2,500.00	initial escrow fee
Lot improvement subdivision	\$750.00	per application plus
Land Development	\$2,500.00	per application plus
	\$0.50	per sq. ft. of building area (\$500.00 minimum)
	\$2,500.00	initial escrow fee
Multi-family dwelling project	\$250.00	per application plus
	\$50.00	per unit administration fee plus
	\$2,500.00	initial escrow fee
Mobile home park (land development)	\$250.00	per application plus
	\$30.00	per lot administration fee plus
	\$2,500.00	initial escrow fee
Recreational vehicle park or campground (land development)	\$250.00	per application plus
	\$30.00	per camp site administration fee plus
	\$2,500.00	initial escrow 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 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 escrow 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 fee collected, the applicant shall pay to the Township all costs in excess of the initial escrow 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.
5. Escrow funds into the Township's escrow account, in an amount to be determined by the Board after consultation with the Township's consultants, engineer(s) and solicitor(s). Such an amount shall be reasonable and not to exceed the fair market value of said services.

III. BUILDING CODE

BUILDING PERMITS	
DESCRIPTION	FEE
One and two-family residential dwellings including mobile homes, double-wide mobile homes, modular homes and additions.	\$300.00 per unit plus \$0.30 per sq. ft. living area \$0.20 for attached garages and covered porches and decks. \$0.10 per sq. ft. uncovered porches and decks, carports, unfinished basements and attics with head room greater than 7 ft.
Family residential alterations.	\$80.00 per application plus 1.5% of construction cost
Detached garages	\$150.00 per structure plus \$0.20 per sq. ft.
Residential accessory structures – decks, porches, sheds, etc.	\$100.00 for uncovered decks and porches, etc. \$200.00 for covered
Residential Pools~ above ground and inground pools	\$150.00 for above ground pool \$350.00 for inground pools w/ pool compliant fence.
Commercial buildings – new structure, additions or alterations	\$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. \$5,000.00 for 50,000 sq. ft to 199,999 sq. ft. plus \$0.20 per sq. ft. \$3,000.00 for 10,000 sq. ft. to 49,999 sq. ft. plus \$0.25 per sq. ft. \$2,000.00 for 0 sq. ft. to 9,999 sq. ft. plus \$0.30 per sq. ft.
Commercial alterations	\$200.00 per application plus 1.5% of construction cost
Commercial plan review fees are in addition to building permit fees	
Any re-inspection required due to applicant error or failure to provide information	\$100.00 per visit
Permit fees not listed are to be determined by the Covington Township Building Inspector.	

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 in 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 Sections of the Zoning and 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 escrow 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 escrow 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:	<div>\$1,500.00 per application plus</div> <div>\$2,500.00 initial escrow fee</div>
<u>Supplemental and final fees applicable to all applications:</u> <ol style="list-style-type: none"> Actual costs of advertising of any associated hearing. 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. 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 escrow 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 escrow 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. Any and all county, state, or federal fees or charges to the Township associated with the application. Escrow funds into the Township's escrow account in an amount to be determined by the Board after consultation with the Township's consultants, engineer(s) and solicitor(s). Such an amount shall be reasonable and not to exceed the fair market value of said services. 	

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:	\$400.00 per application plus \$1,000.00 initial escrow fee
<p><u>Supplemental and final fees applicable to all applications:</u></p> <ol style="list-style-type: none"> 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 escrow 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 escrow 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. 5. Escrow funds into the Township's escrow account in an amount to be determined by the Board after consultation with the Township's consultants, engineer(s) and solicitor(s). Such an amount shall be reasonable and not to exceed the fair market value of said services. 	

VI. WASTEWATER ORDINANCE

ON-SITE SEWAGE DISPOSAL SYSTEM PERMITS

DESCRIPTION	FEE
Application which includes first probe	\$219.00
Each additional probe single family	\$104.00
Permit application / commercial community per EDU (minimum one EDU)	\$345.00
Percolation test 6 holes For larger system cost will be \$50.00 per hole	\$345.00
Application for systems requiring review for alternate technologies not included in the regulations	\$345.00
Permits to construct / repair onlot systems	\$316.00
Permits to construct / repair onlot commercial systems	\$403.00 / \$518.00
No show for appointments	\$86.00
Verification of prior testing or reconnection	\$219.00
Planning module review	
Residential per lot	\$18.00
Commercial / Community / per EDU	\$15.00
Site Investigation / Consultation	\$219.00
Test pit	\$104.00

- Township responsibility: Review and approve/deny an application
- Applicant responsibility: soil testing and system design and notification of SEO of time of 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 backhoe 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 alternative experimental system as defined by a 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.
4. Any and all county, state or federal fees or charges to the Township associated with the application.

VII. ORDINANCE REGULATING DRINKING & EATING ESTABLISHMENTS

HEALTH OFFICER INSPECTIONS	
DESCRIPTION	FEE
All inspections conducted by Health Officer.	\$120.00 per inspection

VIII. ORDINANCE REGULATING PEDDLER'S PERMITS

PEDDLER'S PERMITS	
DESCRIPTION	FEE
Permits for summer (July, August, September) fruit and vegetable stands.	\$30.00 per month
Permits for Yard Sales for the sale of accumulated normal household items.	\$10.00 for first month \$20.00 for second month \$30.00 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.	\$600.00 per month

IX. 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.	\$1,000.00
Subsequent applications to co-locate on same tower and/or add additional arrays.	\$1,000.00
Permit fee valid for ten (10) years if not sooner revoked for each tower site and each array on a tower.	\$2,500.00
First renewal fee valid for ten (10) years if no sooner revoked for each tower site and each array on tower.	\$2,000.00 for each tower plus \$1,000.00 for each array on tower.
Subsequent renewal fee(s) valid for ten (10) years if not sooner revoked for each tower site and each array on a tower.	\$2,000.00 for each tower plus \$1,000.00 for each array on tower
<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.	

DRIVEWAY PERMITS

PERMIT ISSUANCE FEES

This fee is applied to the administrative costs that are incurred in reviewing the application and plan(s) and issuing and processing the permit.

Description	Definition	Definition	Fee
Issuance Fee	Utility		\$100.00
	Driveways	Minimum use (e.g., single family dwellings, apartments with five or fewer units)	\$35.00
		Low volume (e.g., office buildings, car washes)	\$50.00
		Medium volume (e.g., motels, fast food restaurants, service stations, small shopping plazas)	\$60.00
		High volume (e.g., large shopping centers, multi-building apartment or office complexes)	\$70.00
	Other	Bank removal, sidewalk and curb, etc.	\$40.00
Supplement Fee (each six-month time extension) (each submitted change)			\$30.00
Exemption (see below)			\$25.00

GENERAL PERMIT INSPECTION FEES

These fees are applied to the costs incurred in the preliminary review of the location covered by the permit, and/or spot inspection of the permitted work, and/or subsequent inspection after the permitted work has been completed to ensure compliance with Department specifications and permit provisions.

Description	Definition	Fee
Driveways	Each minimum use driveway	\$30.00
	Each low-volume driveway	\$40.00
	Each medium-volume driveway	\$55.00
	Each high-volume driveway	\$70.00
Underground facilities (e.g., pipelines, buried cable with pedestals, conduit, manholes, headwall, inlet and grate) This fee is calculated on the TOTAL linear feet of the facility or facilities being permitted within the right-of-way, regardless of whether the surface is opened.	Physically connected facility or facilities (first 50 feet or fraction thereof) (each section)	\$40.00
	Additional physically connected facilities (each 100 feet or fraction thereof)	\$25.00
Surface openings (e.g., service connections performed independently of underground facility installation, pipeline repairs) (each opening)		\$35.00
Above ground facilities (e.g., poles, guys and/or anchors if installed independently of poles)	Up to 10 physically connected above ground physically connected facilities (each pole with appurtenances)	\$40.00
Crossings (e.g., "overhead" tipples, conveyors or pedestrian walkways and "undergrade" subways or mines)		\$100.00
Seismograph – Vibroseis Method (e.g., prospecting for oil, gas)	First mile	\$100.00
	Each additional mile or fraction thereof	\$25.00
Other (e.g., bank removal, sidewalk and curb)		\$40.00

EXEMPTIONS

Permit Issuance fees and general permit inspection fees are not payable by any of the following:

- A. The Commonwealth
- B. Political subdivisions of this Commonwealth
- C. Governmental authorities organized under the laws of this Commonwealth
- D. The Federal Government
- E. Charitable organizations which are in compliance with Act No. 337, approved August 9, 1963, P.L. 628, as amended (churches, hospitals, schools, charitable institutions, veterans' organizations, nonprofit organizations)
- F. Utility facility owners for:
 - (i) The installation of street lights at the request of local authorities
 - (ii) The replacement or renewal of their facilities prior to a Township resurfacing project after notice from the Township.
 - (iii) The removal of poles and attached appurtenances.
 - (iv) Facilities moved at the request of local authorities.
 - (v) Reconstructing or maintaining their facilities which occupy the right-of-way under private status

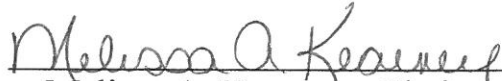
ADDITIONAL INSPECTION FEES


If the Township determines that the permitted work is of sufficient magnitude or importance to warrant assignment of one or more employees to inspect the permitted work on a more than spot inspection basis, the permittee shall be charged for all salary, overhead and expenses incurred by each assigned inspector and the Township

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 aforesated ordinances until such time as all fees have been paid by the applicant.

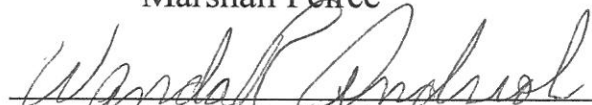
THIS RESOLUTION NUMBER 2022-05, DULY RESOLVED AND ADOPTED by the Board of Supervisors of Covington Township, Lackawanna County, Pennsylvania on this 1st day of February 2022, in lawful session duly assembled.

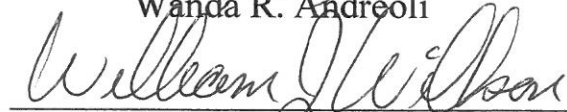
THE TOWNSHIP OF COVINGTON


Melissa A. Kearney~ Chairwoman


Vicki L. Williams~ Vice-Chairwoman


Marshall Peirce


Wanda R. Andreoli


William J. Willson

ATTEST:


Melinda Musso, Secretary