

RESOLUTION # 2022-1

WHEREAS, the Spring Brook Township Board of Supervisors, Lackawanna County, Pennsylvania have adopted and from time to time 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 Spring Brook Township, and;

WHEREAS, the ordinances adopted by the Spring Brook Township Board of Supervisors establish authority for the assessment of certain fees for the administration and enforcement of said Ordinances via Resolution;

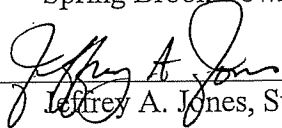
NOW, THEREFORE, BE IT RESOLVED, that the Spring Brook Township Board of Supervisors does hereby adopted the attached fee schedule.

BE IT FURTHER RESOLVED, that by adoption of this resolution the Board of Supervisors amends the previous fee schedule enacted by Resolution #2021-1.

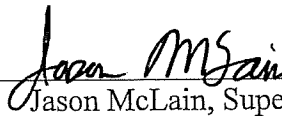
ADOPTED, by the Spring Brook Township Board of Supervisors at a duly convened public meeting held on the 3rd, day of January, 2022.

Spring Brook Township

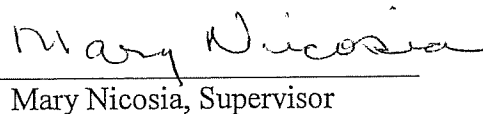
BY:




Jeffrey A. Jones, Supervisor




Jason McLain, Supervisor



Mary Nicosia, Supervisor



William Herne, Supervisor



Steven Slesh, Supervisor

ATTEST:

 (SEAL)
Secretary

Zoning Permits

Additions	\$50.00
Agricultural Structures	\$50.00
Any Other Accessory Structure	\$50.00
Billboards	\$100.00
Blasting	\$250.00 Plus \$1 Million Liability
Carports	\$50.00
Chimneys (If Added To Existing Structure)	\$50.00
Commercial / Industrial Structures	\$100.00
Conversions	\$50.00 (Needs Zoning Hearing Board Approval)
Covered Patios	\$50.00
Decks	\$50.00
Demolition	\$75.00
Driveways * (Minimum Use)	\$75.00 (New Off of Township Roads)
Driveways* (Low Volume)	\$75.00 (New Off of Township Roads)
Driveways* (Medium Volume)	\$100.00 (New Off of Township Roads)
Driveways* (High Volume)	\$200.00 (New Off of Township Roads)
*Driveways off of State Highways Require PennDOT Approved Highway Occupancy Permits	
Electrical (Upgrade Existing or New Service)	\$50.00
Fences (Excluding Agricultural)	\$50.00
Garages (Attached & Detached)	\$50.00
Home Occupation	\$50.00
Individual Flea Market, Garage/Yard Sales	\$50.00 for Each Over 2 per Year
Late Filing Fee	\$100.00 Plus Original Permit Fee
New Residential Structures	\$50.00 Per Dwelling Unit
Owner Requested Certificates for Non-Conforming Lots, Structures or Uses	\$75.00
Parking Facilities	\$50.00 – Needs Storm Water Management Plan
Patios	\$50.00
Peddler's / Solicitor's Licenses (30 Day Term)	\$25.00 Each Term Per Applicant (Maximum 12 Terms)
Pole Barns or Pole Barn Garages	\$50.00
Porches	\$50.00
Renewal of Zoning Permit (Over 1 Year)	\$25.00
Request for Change In Use	\$50.00
Retaining Walls (If Less Than 4' in Height)	\$50.00 Plus 20 cents per Foot Over 25 Feet
Retaining Walls (If Equal To or Greater Than 4' in Height)	\$75.00 Plus 20 cents per Foot Over 25 Feet
Sheds and Storage Structures	\$50.00 (No Fee for Structures 100 Sq. Ft. or Less)
Signs	\$50.00
Surface Openings (In Pavement)	\$100.00 Plus \$500.00 Deposit per Opening
Surface Openings (Outside Pavement in Twp. Right of Way)	\$100.00 Plus \$500.00 Deposit per Opening
Swimming Pools (Above Ground or In Ground)	\$50.00
Temporary Uses	\$100.00
Tennis, Basketball, or Sports Courts	\$50.00 – Needs Storm Water Management Plan
Timbering	\$100.00 Plus \$10.00 per Acre

Building Permits and Inspections

***Please Note: Minimum Inspection Rate is \$50.00. All building permits are also subject to a 20% administrative fee and a \$4.50 State UCC fee.**

A. Building

Residential

- New Stand-Alone Construction _____ \$50.00 plus \$0.17 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 _____ \$75.00 plus \$0.27 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

Building Permits and Inspections

***Please Note: Minimum Inspection Rate is \$50.00. All building permits are also subject to a 20% administrative fee and a \$4.50 State UCC fee.**

Commercial & Industrial (Continued)

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

*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.

B. Plumbing (For Residential and Commercial)

- For the first \$1,000 on the permit _____ \$50.00
- For every additional \$1,000 on the permit _____ \$10.00 per \$1,000
- Minimum Inspection Rate (Residential) _____ \$50.00
- Minimum Inspection Rate (Commercial) _____ \$75.00

C. Mechanical (For Residential and Commercial)

- For the first \$1,000 on the permit _____ \$50.00
- For every additional \$1,000 on the permit _____ \$10.00 per \$1,000
- Minimum Inspection Rate (Residential) _____ \$50.00
- Minimum Inspection Rate (Commercial) _____ \$75.00

Building Permits and Inspections

***Please Note: Minimum Inspection Rate is \$50.00. All building permits are also subject to a 20% administrative fee and a \$4.50 State UCC fee.**

D. Electrical

Residential

- For the first \$1,000 on the permit _____ \$50.00
- For every additional \$1,000 on the permit _____ \$15.00 per \$1,000
- Minimum Inspection Rate (Residential) _____ \$50.00

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

Building Permits and Inspections

***Please Note: Minimum Inspection Rate is \$50.00. All building permits are also subject to a 20% administrative fee and a \$4.50 State UCC fee.**

E. Commercial Plan Review Fee Schedule

- Plan review up 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 \$6,000,000
- 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.

Applications Before the Board of Supervisors

Conditional Use	\$1,000.00 Deposit
Curative Amendment	\$1,000.00 Deposit
Nuisance Hearing	\$ 500.00 Deposit
Additional Hearing Date for Any Type of Application	\$1,000.00 Deposit

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

1. Actual costs of advertising of any associated hearing. Applicant shall be responsible for any costs associated with rescheduling and re-advertising for a hearing, if hearing is rescheduled at applicant's request.
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 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. Any and all county, state or federal fees or charges to the Township associated with the application.

Applications Before the Zoning Hearing Board

Appeal	\$1,000.00 Deposit
Ordinance Interpretations	\$1,000.00 Deposit
Other Zoning Hearings	\$1,000.00 Deposit
Special Exception	\$1,000.00 Deposit
Validity Challenge	\$1,000.00 Deposit
Variance	\$1,000.00 Deposit
Additional Hearing Date for Any Type of Application	\$1,000.00 Deposit

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

1. Actual costs of advertising of any associated hearing. Applicant shall be responsible for any costs associated with rescheduling and re-advertising for a hearing, if hearing is rescheduled at applicant's request.
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 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. Any and all county, state or federal fees or charges to the Township associated with the application.

Subdivision and Land Development Applications

Modifications (As Specified Under Article 6 of the Spring Brook Twp. Subdivision and Land Development Ordinance)

Filing Fee \$50.00
Review Fee \$700.00

Subdivision – Sketch Plan (Major Subdivisions Only)

Filing Fee \$25.00
Review Fee \$100.00*

Subdivision – Preliminary Plan

Filing Fee \$50.00 Plus \$10.00 per Lot for Each Over 10 Lots
Review Fee \$700.00 Plus \$50.00 per Lot for Each Over 10 Lots*

Subdivision – Final Plan

Filing Fee \$50.00 Plus \$10.00 per Lot for Each Over 10 Lots
Review Fee \$700.00 Plus \$20.00 per Lot for Each Over 10 Lots*

Land Development – Sketch Plan

Filing Fee \$25.00
Review Fee \$100.00

Land Development – Preliminary Plan

Filing Fee \$50.00
Review Fee \$700.00 Plus \$20.00 per 1,000 Square Feet over 2,000 Square Feet*

Land Development – Final Plan

Filing Fee \$50.00
Review Fee \$700.00 Plus \$20.00 per 1,000 Square Feet over 2,000 Square Feet*

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

1. Actual costs of advertising of any associated hearing. Applicant shall be responsible for any costs associated with rescheduling and re-advertising for a hearing, if hearing is rescheduled at applicant's request.
2. All such reasonable and legal, engineering and consulting fees associated with the Township's review, inspection, reinspection and evaluation of any and all plans and documents submitted to the Township in association with any application.
3. Any and all county, state or federal fees or charges to the Township associated with the application.
4. Separate fees are charged for preliminary and final reviews.

Stormwater Management Applications

Filing Fee	\$50.00
Review Fee	\$700.00*

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

1. Actual costs of advertising of any associated hearing.
2. All such reasonable and legal, engineering and consulting fees associated with the Township's review, inspection, reinspection and evaluation of any and all plans and documents submitted to the Township in association with any application.
3. Any and all county, state or federal fees or charges to the Township associated with the application.
4. Separate fees are charged for preliminary and final reviews.

Review of Applications for Projects That Fall Within A Floodplain

Filing Fee	\$50.00
Review Fee	\$300.00*

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

1. Actual costs of advertising of any associated hearing.
2. All such reasonable and legal, engineering and consulting fees associated with the Township's review, inspection, reinspection and evaluation of any and all plans and documents submitted to the Township in association with any application.
3. Any and all county, state or federal fees or charges to the Township associated with the application.
4. Separate fees are charged for preliminary and final reviews.

Septic/Sewage Permits (On-Lot)

Application which includes first probe	\$190.00
Each additional probe single family	\$ 90.00
Permit application / commercial community Per EDU (minimum one EDU)	\$300.00
Percolation test 6 holes or 50 per hole for larger systems	\$300.00
Application for systems requiring review for alternate Technologies not included in the regulations	\$300.00
Tank replacements	\$190.00
Permits to construct / repair onlot systems	\$275.00
Permits to construct / repair on lot commercial systems	\$350.00/\$450.00
No show for appointments	\$ 75.00
Verification of prior testing or reconnection	\$190.00
Planning module review	
Residential per lot	\$ 50.00
Commercial / community / per EDU	\$100.00
Site Investigation / Consultation	\$190.00
Test Pit	\$ 90.00
Reconnection Permit	\$190.00
Office Hourly Rate	\$31.00/per hour

Communications Facilities

Zoning Permit and Zoning Officer's Review	\$250.00
Construction of a New Communications Facility (This includes the attachment of one antenna array.)	\$ 1,000.00
Attachment of Additional Antenna Arrays	\$ 1,000.00 Each
<p>As stated in Section 720.F of the Spring Brook Township Zoning Ordinance, operators of communication facilities shall license and register said facilities on a yearly basis with the Township. In the case of shared facilities, each operator of said facilities is required to be licensed and registered.</p>	
License and Registration Fee and Renewal (Due Annually)	\$1,000.00

Ordinances

Comprehensive Plan	\$35.00
Floodplain Management Ordinance	\$10.00
Stormwater Management Plan	\$35.00
Subdivision & Land Development Ordinance	\$35.00
Zoning Ordinance	\$35.00

SCHEDULE OF FEES
FOR PERMITS ISSUED
PURSUANT TO THE
SPRING BROOK TOWNSHIP
DRIVEWAY ORDINANCE
#2008-2

DRIVEWAY: Every entrance or exit used by vehicular traffic to or from properties abutting a roadway.

ROADWAY: Every public road or street including existing or proposed streets, lanes, alleys, courts and ways.

HIGH VOLUME DRIVEWAY: A driveway used or expected to be used by more than 1500 vehicles per day.

LOW VOLUME DRIVEWAY: A driveway used or expected to be used by more than 25 but less than 750 vehicles per day.

MEDIUM VOLUME DRIVEWAY: A driveway used or expected to be used by more than 750 but less than 1500 vehicles per day.

MINIMUM USE DRIVEWAY: A residential or other driveway which is used or expected to be used by not more than 25 vehicles per day.

PERMIT ISSUANCE FEES

Unit Fee

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

Issuance Fee

Driveways

(i) minimum use (e.g., single family dwellings, apartments with five or fewer units).....	\$75.00
(ii) low volume (e.g., office buildings, car washes)	\$75.00
(iii) medium volume (e.g., motels, fast food restaurants, service stations, small shopping plazas)	\$100.00
(iv) high volume (e.g., large shopping centers, multi-building apartment or office complexes).....	\$200.00

Exemption (see below)

GENERAL PERMIT INSPECTION FEES

Underground Facilities

(e.g., pipe lines, 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.

A. Physically connected facility or facilities.....	\$100.00 Plus \$500.00 Deposit
B. Additional physically connected facilities.....	\$100.00 Plus \$500.00 Deposit

Surface Openings

(e.g., service connections performed independently of underground facility installation, pipeline repairs)

(each opening).....	\$100.00 Plus \$500.00 Deposit
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Above-ground Facilities

(e.g., poles, guys and/or anchors if installed independently of poles)

A. Up to 10 physically connected above-ground facilities (each continuous group).....	\$100.00 Plus \$500.00 Deposit
B. Additional above-ground physically connected facilities (each pole with appurtenances).....	\$100.00 Plus \$500.00 Deposit

Crossings.....

(e.g. 'overhead' tipples, conveyors or pedestrian walkways, and "undergrade" subways or mines) Seismograph - Vibrosole Method (e.g.,

prospecting for oil, gas)

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.

Office of Open Records – Official RTKL Fee Schedule

Updated December 22, 2020

Record Type / Delivery Method	Fee
Black & White Copies (first 1,000)	Up to \$0.25 per copy.
Black & White Copies (beyond 1,000)	Up to \$0.20 per copy. ¹
Color Copies	Up to \$0.50 per copy. ²
Specialized Documents ³	Up to actual cost.
Records Delivered via Email	No additional fee may be imposed. ⁴
CD / DVD	Up to actual cost, not to exceed \$1.00 per disc.
Flash Drive	Up to actual cost.
Facsimile	Up to actual cost. ⁵
Other Media	Up to actual cost.
Redaction	No additional fee may be imposed. ⁶
Conversion to Paper	Up to \$0.25 per page. ⁷
Photographing a Record	No additional fee may be imposed. ⁸
Postage	Up to actual cost of USPS first-class postage.
Certification of a Record	Up to \$5.00 per record. ⁹

¹ A “copy” is either a single-sided copy, or one side of a double-sided copy, on 8.5”x11” or 8.5”x14” paper.

² A “copy” is either a single-sided copy, or one side of a double-sided copy, on 8.5”x11” or 8.5”x14” paper. Note that a requester may ask for black and white copies even if the original is in color and color copies are available.

³ Including, but not necessarily limited to, non-standard sized documents and blueprints.

⁴ If a requester asks to receive records which require redactions in electronic format and the agency is unable to securely redact the records by electronic means, an agency may print the records to provide for secure redaction, then scan them in for delivery by email. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

⁵ If an agency must print records to send them by facsimile, the agency may charge the fees noted above for B&W copies.

⁶ If a requester seeks records requiring redaction and the agency is unable to securely redact the records by electronic means, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

⁷ 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. *See § 1307(d)*.

⁸ This assumes the requester is using his or her own camera, such as a cellphone camera, to photograph the records. *See Muenz v. Township of Reserve, OOR Dkt. AP 2015-1021, 2015 PA O.O.R.D. LEXIS 1176*. If redaction is required prior to the requester being granted access to photograph records and the agency is unable to securely redact the records by electronic means, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

⁹ Under the RTKL, an agency may impose “reasonable fees for official certification of copies if the certification is at the behest of the requester and for the purpose of legally verifying the public record.” The OOR recommends no more than \$5 per record to certify a public record. Certification fees do not include notarization fees.

Additional Notes

Fees May Be Waived: All fees established herein may be waived at the discretion of the agency.

Medium Requested: A record being provided to a requester shall be provided in the medium requested if it exists in that medium; otherwise, it shall be provided in the medium in which it exists. *See § 701.*

Other Statutory Fees: If a statute other than the RTKL governs the amount an agency may charge for a certain type of record, the other statute controls. For example, a Recorder of Deeds may charge a copy fee of 50 cents per uncertified page and \$1.50 per certified page (42 P.S. § 21051). Police departments may charge up to \$15 for a copy of a vehicle accident report (75 Pa.C.S. §3751 (b)(2)); the Philadelphia Police Department may charge up to \$25 per copy (Id. at (b)(3)). State police are authorized to charge “\$5 for each copy of the Pennsylvania State Police full report of investigation.” (75 Pa.C.S. §1956(b)). Other examples include the History Code, the Municipalities Planning Code, and the Criminal History Record Information Act.

Inspection of Redacted Records: If a requester wishes to inspect, rather than receive copies of, records which contain both public and non-public information, the agency may redact the non-public information. An agency may not charge the requester for the redaction itself. However, an agency may charge (in accordance with the OOR’s Official Fee Schedule) for any copies it must make in order to securely redact the material before allowing the requester to view the records. If, after inspecting the records, the requester chooses to obtain the copies, no additional fee may be charged.

Enhanced Electronic Access: If an agency offers enhanced electronic access to records in addition to making the records accessible for inspection and duplication by a requester, the agency may establish user fees specifically for the provision of the enhanced electronic access. The user fees for enhanced electronic access may be a flat rate, a subscription fee for a period of time, a per-transaction fee, a fee based on the cumulative time of system access, or any other reasonable method and any combination thereof. Such fees shall not be established with the intent or effect of excluding persons from access to records or duplicates thereof or of creating profit for the agency. **NOTE: Fees for enhanced electronic access must be reasonable and must be pre-approved by the OOR. Please submit enhanced electronic access fee requests to the OOR.**

Fee Limitations: Except as otherwise provided by statute, the RTKL states that no other fees may be imposed unless the agency necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee may be imposed for an agency’s review of a record to determine whether the record is a public record subject to access under the RTKL. No fee may be charged for searching for or retrieval of documents. An agency may not charge staff time or salary for complying with a RTK request. No fee may be charged for an agency’s response letter.

Prepayment: Prior to granting a request for access in accordance with the RTKL, an agency may require a requester to prepay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100. Once a request is fulfilled and prepared for release, the OOR recommends that an agency obtain payment prior to releasing the records.

Questions: If you have any questions regarding the OOR’s Official Fee Schedule, please contact the OOR (email: openrecords@pa.gov, telephone: 717-346-9903).