



1155 Red Fox Road | East Stroudsburg | Pennsylvania 18301
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Fee Schedule

I. Zoning Fees

Standard Zoning Permit Application (under 499 sq. ft)	\$75.00
Standard Zoning Permit Application (over 499 sq. ft)	\$75.00 + \$.25/sq ft
Transient Retail Permit (30 consecutive day maximum)	\$150.00 (per permit) (maximum \$300.00/vender)
Soliciting/Hawking (30 consecutive day maximum)	\$75.00 maximum
Home Occupation	\$75.00
Certificate of Occupancy	\$75.00
Conditional Use Application	\$1,500.00
Zoning Hearing Board Application or other Public Hearing	\$1,500.00
Sign Permit – Temporary	\$75 permit fee \$100 deposit
Sign Permit – Permanent (non-electric)	\$125.00
Sign Permit – Permanent (electric)	\$125.00 + Building Dept. Fee
Special Event Permit	\$75.00
Well Drilling Permit	\$75.00
Wood-fired Burner Permit (yearly)	\$75.00
Wood-fired Burner Permit (new)	\$125.00
Yard Sale Permit	\$10.00
Driveway Permit	\$75.00
Fire, Life, & Safety Permit	\$150.00 to Zoning Dept. \$250.00 to Building Dept.

Road Occupancy Permit	\$75.00 + \$600.00 refundable deposit + \$10.00/sq. ft. right-of-way disturbance
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II. Subdivision & Land Development (SALDO) Fees

Site or Land Development Plan Review Fees

All Subdivisions (per lot)	\$500.00
All Land Development Plans (first 2500 sq. ft.)	\$1,500.00 + \$.25/add'l sq. ft. of new building construction

Residential Subdivision & Land Development

Pre-application meeting (if requested by applicant)	\$350.00
Lot Line Adjustment	\$200.00 & \$1,500.00 escrow*
Sketch Plans (if requested by applicant)	
Sketch Plan	\$200.00
Minor Subdivision (5 or less lots/units)	\$350.00
Major Subdivision (6 to 10 less lots/units)	\$500.00
Major Subdivision (11 to 30 lots/units)	\$800.00
Major Subdivision (31 to 99 lots/units)	\$1,500.00
Major Subdivision (100 or more lots/units)	\$1,800.00
Minor Subdivisions	
Minor Subdivision (5 or less lots/units)	\$300.00 & \$1,500.00 escrow*
Preliminary or Final	
Major Subdivisions	
Major Subdivision (6 to 10 lots/units)	\$500.00 & \$4,000.00 escrow*
Major Subdivision (11 to 30 lots/units)	\$600.00 & \$5,000.00 escrow*
Major Subdivision (31 to 99 lots/units)	\$700.00 & \$6,000.00 escrow*
Major Subdivision (100 or more lots/units)	\$800.00 & \$8,000.00 escrow*

Commercial and Institutional Subdivision & Land Development

1 acre or less	\$500.00 & \$3,000.00 escrow*
Over 1 acre but less than 10 acres	\$600.00 & \$4,000.00 escrow*
Over 10 acres but less than 50 acres	\$700.00 & \$6,000.00 escrow*
Over 50 acres	\$800.00 & \$8,000.00 escrow*

Planned Residential or Mixed-Use Developments

Planned Residential or Mixed-Use Developments	\$3,500.00 & \$10,000.00 escrow*
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Conditional Use Applications

Minor Subdivisions	\$1,000.00
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Major Subdivisions (6 to 10 lots/units)	\$1,500.00
Major Subdivisions (11 to 30 lots/units)	\$2,500.00
Major Subdivisions (31 to 99 lots/units)	\$3,000.00
Major Subdivisions (100 or more lots/units)	\$3,500.00

Conditional Use Applications – Commercial, Institutional, or Industrial Uses
Or Subdivision & Land Development

1 acre or less	\$1,500.00
Over 1 acre but less than 10 acres	\$2,500.00
Over 10 acres but less than 50 acres	\$3,000.00
Over 50 acres	\$4,000.00

All Other Conditional Use Applications Not Specifically Defined (including Residential Applications)

Other	\$1,000.00
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Township Engineer Construction Observation Fees

Maximum of Three Percent (3%) of the Approved Cost of Applicable Site Improvements This does not include sewer lines, water lines, other utility lines, or construction of facilities inspected by Monroe County Conservation District, the Township’s Sewage Enforcement Officer, or State Agencies such as PennDOT or PA DEP.

Township Engineer Construction Observation Fees shall be paid to the Township at the time of execution of the developer’s agreement or other official notice to proceed from the Township. Funds shall be held in escrow and all construction observation invoices will be paid by the Township directly to the Township Engineer. Copies of all bills paid will be provided to the applicant/developer as a record of the draw-down of their construction observation escrow account. Any requests for additional construction observation fees by the Township Engineer (or alternate engineer) must be approved by the Board of Supervisors.

NOTE: Escrow accounts for professional fees include the Township’s reasonable and necessary expenses incurred in providing legal, administrative, and engineering reviews regarding a plan submission. Reimbursable legal and engineer fees are billed at the rates set forth in the respective professional’s published scheduled approved by the Board of Supervisors at their annual reorganization meeting.

(*) – Funds to be replenished to original amount of escrow or as directed by the Board of Supervisors.

III. Sewage Fees

Individual Onlot Sewage Disposal System Permits for New Systems (Includes Individual Residential Spray Irrigation Systems) Inspections Only	\$1,250.00 escrow \$550.00 escrow
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NOTE: Total fees due shall be equal to all costs of the Sewage Enforcement Officer (SEO) activities associated with the issuance of the permit and inspections of the system installation. Applicant is responsible to

reimburse Smithfield Township any additional costs that may exceed the above escrow amounts. In the event the SEO activity expenses exceed the escrow amount, the applicant will be billed at the hourly rate established by the most current Professional Fee Schedule. No further activity will be taken by the SEO until such time as the account is paid in full.

Individual Onlot Sewage Disposal System Permits for Repair/Modification

Replacement of Absorption Area Required	\$1,250.00 escrow
Repair or Modification Not Involving Installation or Enlargement of an Absorption Area (Ex: replace broken pipe/tank baffle, install manhole riser)	\$300.00 escrow

NOTE: Total fees due shall be equal to all costs of the Sewage Enforcement Officer (SEO) activities associated with the issuance of the permit and inspections of the system installation, repairs or modifications, Applicant is responsible to reimburse Smithfield Township any additional costs that may exceed the above escrow amounts. In the event the SEO activity expenses exceed the escrow amount, the applicant will be billed at the hourly rate established by the most current Professional Fee Schedule. No further activity will be taken by the SEO until such time as the account is paid in full.

Holding Tank Permits

Initial Site Visit, Review of Application, and Issuance of Permit	\$1,250.00 escrow
Annual Holding Tank Inspection Fee	Hourly Rate of Twp. SEO

Miscellaneous Sewage Enforcement Officer Services (Includes requests for well isolation distance exemption, correspondence not related to permit issuance)	\$250.00 escrow
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Subdivision and Land Development	\$300.00 escrow per lot/equivalent unit, or \$1,500.00 escrow minimum
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NOTE: The Developer and/or Subdivider is hereby obligated to reimburse the Township for any soil investigation costs or costs of Planning Module review incurred by the Township Sewage Enforcement Officer during the evaluation of soils and review and processing of Subdivision or Land Development Planning Modules.

Upon request of the Township, the Developer shall provide additional deposits to the escrow account as work proceeds, if it is anticipated by the Township that the initial escrow deposit will not be sufficient to cover the cost of continued soil evaluations, testing, or Module reviews.

All such reimbursement of costs shall be completed prior to Preliminary Plan approval of the Subdivision and/or Land Development.

Community/Nonresidential Onlot Sewage System Permits (for New Systems or System Repairs)	\$300.00 escrow per lot/equivalent unit, or \$1,500.00 escrow minimum
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NOTE: The Applicant is hereby obligated to reimburse the Township for any soil investigation costs or costs of permit review and/or permit processing and inspection incurred by the Township Sewage Enforcement Officer during the evaluations of soils, review, and processing of the permit and/or inspection of the system installation or repair.

For the purposes of this Fee Schedule, an equivalent dwelling unit is mathematically calculated to be 400 gallons per day of wastewater generated.

IV. Facilities Use Fees

Waterfront Park Pavilion 1 (residents)	\$25.00
Waterfront Park Pavilion 1 (non-residents)	\$100.00
Waterfront Park Pavilion 2 (residents)	\$25.00
Waterfront Park Pavilion 2 (non-residents)	\$100.00
Fields	
1 to 25 uses per field	\$10 per field per day
Each additional use after 25 uses per field	\$50 per field per day

VI. False/Nuisance Alarm Fees

Residential False Alarms

The third false alarm in a calendar month shall be subject to a use fee of Fifty (\$50) Dollars.

For each false alarm after the third in a calendar month, an additional Fifty (\$50) Dollars per false alarm will be assessed.

Commercial/Industrial/School False Alarms:

Third false alarm in a calendar month shall be subject to a use fee of Three Hundred (\$300) Dollars.

For each false alarm after the third in a calendar month, an additional One Hundred (\$100) Dollars per false alarm will be assessed.

VII. Administrative & Open Records Fees

Administrative Fees

Service Fee on Returned Checks	\$50.00
Developer’s Ordinance Book (including Ordinance 181)	\$50.00
Photocopies (single sided)	\$.25 per copy
Photocopies (double sided)	\$.35 per copy

Open Records Fees (set by Pennsylvania Office of Open Records)

Black & White Copies (first 1,000)	\$.25 per copy
Black & White Copies (beyond 1,000)	\$.25 per copy ¹
Color Copies	\$.50 per copy ²
Specialized Documents ³	Up to actual cost

Records Delivered via Email	No additional fee ⁴
CD/DVD	Up to actual cost, \$1.00 per disc
Flash Drive	Up to actual cost
Facsimile (FAX)	Up to actual cost ⁵
Other Media	Up to actual cost
Redaction	No additional fee ⁶
Conversion to Paper	\$.25 per page ⁷
Photographing a Record	No additional fee ⁸
Postage	Up to actual cost of USPS 1 st Class Postage
Certification of a Record	\$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.

