



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	\$300.00 fee and \$3,000.00 escrow, replenishment at \$500
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

Building Code Fees are accessed separately by the township's appointed BCO.

II. Subdivision & Land Development (SALDO) Fees

All Subdivision/Land Development Applications shall require the following:

- An executed contract for Professional Services establishing the Professional Escrow Account.
- A Professional Escrow Account shall be established with the Township at the time of the Initial Plan Application. 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 schedule approved by the Board of Supervisors at their annual reorganization meeting.
- When the balance of a Professional Escrow Account falls below \$500 (or another amount as directed by the Board of Supervisors/developer's agreement), the applicant must replenish the account back to the original Escrow amount, and in default thereof, a stop work order will be issued on the project.

1. Formal Sketch Plan Review (Not Required)

a. Lot Line Adjustment/Minor Subdivision (5 or less lots)	
i. Application Fee	\$300.00
ii. Professional Escrow Account	\$2,000.00
b. Major Subdivision/Land Development Plan (>5 lots)	
i. Application Fee	\$500.00
ii. Professional Escrow Account	\$2,000.00

2. Preliminary/Final Plan Submission (Required)

a. Lot Line Adjustment	
i. Application Fee	\$300.00
ii. Professional Escrow Account	\$1,500.00
b. Residential Land Development/Minor Subdivision (5 or less lots)	
i. Application Fee	\$300.00
ii. Professional Escrow Account	\$1,500.00
c. Residential Major Subdivision/Land Development (Preliminary or Final)	

Lot Size	Application Fee	Escrow Amount
6 - 10 Lots/Units	\$600.00	\$4,000.00

11 - 30 Lots/Units	\$600.00	\$5,000.00
31 - 99 Lots/Units	\$600.00	\$6,000.00
>99 Lots/Units	\$600.00	\$8,000.00

d. Non-Residential or Mixed-Use Land Development (Preliminary or Final)

Lot Size	Application Fee	Escrow Amount
1 Acre or Less	\$1,000.00	\$4,000.00
>1 - 10 Acres	\$1,000.00	\$5,000.00
>10 - 50 Acres	\$1,000.00	\$6,000.00
>50 - 100 Acres	\$1,000.00	\$7,000.00
>100 Acres	\$1,000.00	\$10,000.00

3. Fees in Lieu of Open Space

- a. All subdivisions - major and minor for each new lot created \$500.00
- b. All land development plans
 - i. for first 2,500 square feet \$1,500.00
 - ii. Add \$.25 per each additional square foot of new building construction

4. Miscellaneous Plan Fees

- a. Preapplication Meeting (not required) \$500.00 per meeting
- b. Plan Resubmission Fee 50% of initial fee
- c. Planning Module Exemption Review & Processing \$150.00
- d. Joinder Deed (Lot Consolidation) \$375.00
- e. Drainage Plan Application
 - i. Application Fee \$200.00
 - ii. Professional Escrow Account \$2,000.00

III. Sewage Fees

Individual Onlot Sewage Disposal System Permits for New Systems (Includes Individual Residential Spray Irrigation Systems)	\$1,250.00 escrow
Inspections Only	\$550.00 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. 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
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Repair or Modification Not Involving Installation or Enlargement of an Absorption Area (Ex: replace broken pipe/tank baffle, install manhole riser)	\$300.00 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, 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 + \$100.00 deposit
Waterfront Park Pavilion 1 (non-residents)	\$100.00 + \$100.00 deposit
Waterfront Park Pavilion 1 (501(c)3)	\$100.00 deposit
IRS tax exempt letter required	
Waterfront Park Pavilion 2 (residents)	\$25.00 + \$100.00 deposit
Waterfront Park Pavilion 2 (non-residents)	\$100.00 + \$100.00 deposit
Waterfront Park Pavilion 2 (501(c)3)	\$100.00 deposit
IRS tax exempt letter required	
Fields***	
1 to 25 uses per field	\$10 per field per day + \$100.00 deposit
Each additional use after 25 uses per field	\$50 per field per day + \$100.00 deposit

***Certificate of Insurance with a minimum of \$1,000,000 liability coverage per each occurrence, and a minimum of \$3,000,000 coverage in aggregate, naming Smithfield Township as additionally insured must be provided at time of field rental.

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.