

PLAINFIELD TOWNSHIP
Northampton County, Pennsylvania

RESOLUTION NO. 2025-13

A RESOLUTION TO ADOPT THE 2025 SCHEDULE OF FEES

WHEREAS, the Board of Supervisors of Plainfield Township have the authority to set fees pursuant to the Second-Class Township Code, as amended, and the Municipalities Planning Code, reenacted and amended December 21, 1988 and the Plainfield Township Zoning and Subdivision Ordinances, as amended and codified into the Code of Ordinances of Plainfield Township; and

WHEREAS, the Board of Supervisors of Plainfield Township have determined that it is necessary and appropriate to establish a policy whereby fees and charges for municipal services will be partially or fully reimbursed to the Township for the associated services rendered where applicable; and

WHEREAS, the Board of Supervisors of Plainfield Township, pursuant and under the authority granted it by the Pennsylvania Sewage Facilities Act (Act 537), hereby establish the following fee schedule for the Sewage Enforcement Officer's services.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Board of Supervisors of Plainfield Township as follows:

1. All "WHEREAS" clauses are incorporated herein as though more fully set forth at length.
2. The fees charged for municipal services rendered during the **2025** fiscal and calendar year, unless any further amendments are adopted by way of Resolution of the Plainfield Township Board of Supervisors, shall be according to the following schedule:

2025 Plainfield Township Schedule of Fees

PLEASE NOTE:

These fees are subject to change. Please contact the Township Municipal Office to verify you have the most recent Schedule of Fees prior to conducting business with the Township.

Plainfield Township **requires** the following:

- **Contractor's Licenses** in accordance with Chapter 13 of the Code of Ordinances (adopted via Ordinance No. 389). The application fee for a Contractor License is \$25.00. To issue a Contractor's License, the Township requires a Certificate of Insurance (COI) for workers' compensation naming Plainfield Township as a certificate holder to be issued along with the completed application.

Plainfield Township **does not** require the following:

- **Business Licenses**, however all businesses must register with the Plainfield Township Earned Income Tax (EIT) Collector, Keystone Collections Group, (888) 328-0565.

All payments referenced in the Schedule of Fees must be made in **CASH** or **CHECK**, payable to Plainfield Township. Payment in rolled or loose coin in excess of \$0.99 will not be accepted.

Payment is required at the time of application.

SECTION I – PLANNING

PROFESSIONAL SERVICES ESCROW ACCOUNTS

- Fees for professional consultants shall be charged to all applicants at the same approved hourly rates that the consultants charge Plainfield Township (unless specified otherwise herein). The Township receives invoices from its professional consultants with respect to planning review costs, and the actual costs relative to those invoices are passed on to all applicants.
- The professional services escrow account must be replenished to its original amount as required for the applicable application type within **fifteen (15) days** from receipt of written notice by the Township when it is depleted to **fifty percent (50%)** of the original amount and further costs are expected to be incurred by the Township. Submission of revised Final Plans shall require the replenishment of the escrow amount to one-hundred percent (100%) of its original amount as required for the applicable application type upon resubmission. Failure to replenish the escrow account as required will result in a stop

work order being placed on all further legal and engineering services to be incurred by the Township.

- Two (2) separate checks are required at the time of application- one (1) for the Application Fee and one (1) for funding the Professional Escrow Account as required.
- Any unused funds remaining in the Professional Escrow Account balance will be refunded to the applicant upon written request after the final hearing and only when all incurred expenses have been settled.

SUBDIVISION AND LAND DEVELOPMENT ORDINANCE (SALDO) FEES (in accordance with Chapter 22 of the Code of Ordinances of Plainfield Township)

Categories: Residential and Non-Residential

- *A Minor Subdivision contains three (3) or less lots with no new street or easement (all lots shall have frontage on an existing street).*
- *All Commercial Subdivision Plans are considered Major Subdivisions.*
- *All Planning/SALDO fees apply to any type of submission for the same project.*

Plan Submission Type	Application Fee	Professional Services Escrow
Site Plan Submission (All Site Plan Submissions Included- Planning and Zoning as required)	\$250.00	\$5,000.00
Stormwater Management Plan- <i>Residential</i>	\$100.00	\$5,000.00
Stormwater Management Plan- <i>All Non-Residential Uses</i>	\$250.00	\$10,000.00

Sketch Plan Submissions:

Plan Submission Type	Application Fee	Professional Services Escrow
Minor Subdivision	\$150.00	\$3,000.00
Major Subdivision	\$200.00	\$5,000.00
Land Development Plan	\$375.00	\$8,000.00

Preliminary Plans (Major Subdivisions/Land Developments)

Plan Submission Type	Application Fee	Professional Services Escrow
Major Subdivision	\$500.00 plus \$15.00 per lot	\$12,000.00

Land Development Plan	\$500.00 plus \$0.10 per square feet of impervious area, including parking and building area	\$15,000.00 base up to 15,000 square feet; \$10,000.00 plus \$0.50 per square feet over 15,000 square feet
-----------------------	----------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------

- *As per the provisions of the Plainfield Township SALDO, a Preliminary Plan need not be submitted for a Minor Subdivision.*

Final Plans (Major Subdivisions/Land Developments):

Plan Submission Type	Application Fee	Professional Services Escrow
Major Subdivision	\$500.00 plus \$50.00 per lot	\$12,000.00
Land Development Plan	\$500.00 plus \$0.10 per square feet of impervious area, including parking and building area	\$15,000.00 base up to 15,000 square feet; \$10,000.00 plus \$0.50 per square feet over 15,000 square feet

- *Major Subdivision or Land Development Plan submissions approved to be submitted as Preliminary/Final by the Plainfield Township Planning Commission shall follow the same fee schedule as set forth for Final Plan applications as if the submission were a Final Plan application only (i.e. the applicant will not be charged for both the Preliminary Plan submission and the Final Plan submission- only one Preliminary/Final application fee).*

Preliminary/Final Plans (Minor Subdivisions/Resubdivisions):

Plan Submission Type	Application Fee	Professional Services Escrow
Minor Subdivision/Resubdivision	\$300.00	\$8,000.00

Revised Final Plans Policy

As per the provisions of the Plainfield Township SALDO, no submission fee shall be charged for any revised plan; provided, that the revised plan submission generally follows the scheme and layout of the original submission, or the revised plan is being submitted in order to comply with conditions and recommendations suggested or imposed by the Township reviewing body.

Any revised plan (and any subsequent revised plan) which is significantly different as determined by the Planning Commission upon advice by the Township Engineer from the original plan submission with respect to, among other things, lot layouts, street layouts, etc., and which revised plan is not being submitted in order to comply with conditions and

recommendations suggested or imposed by the Township reviewing body, shall be considered a new plan submission requiring the payment of a new submission fee.

SECTION II – ZONING APPEALS, PERMITS AND APPLICATIONS; MISCELLANEOUS PERMITS FEES AND LICENSES

ZONING APPEALS, PERMITS AND APPLICATIONS

- All permit fees are non-refundable and are cumulative if multiple permit fees apply.

Appeals

Type of Appeal	Appeal Fee	Additional Fees and/or Required Professional Services Escrow
Zoning Appeal- Residential (Interpretation, Special Exception, or Variance)	\$500.00	\$250.00 per continuance Actual cost of transcripts
Zoning Appeal- Non-Residential (Interpretation, Special Exception, or Variance)	\$800.00	\$400.00 per continuance Actual cost of transcripts
Floodplain Construction (Special Permit or Variance)	\$500.00	\$3,000.00 Professional Escrow Account Required Actual cost of transcripts
Curative Amendment Zoning Appeal	\$5,000.00	Actual cost of transcripts
Additional Curative Amendment Hearings	\$400.00 per hearing	Actual cost of transcripts
Conditional Use Zoning Appeal	\$1,000.00 up to one (1) hearing and \$400.00 for each hearing thereafter	Actual cost of transcripts

MISCELLANEOUS PERMITS, FEES AND LICENSES

Type of Application	Fees
Alarm Permit (required annually as per § 13-304 of the Code of Ordinances)	\$30.00
Contractor's License Permit (required pursuant to § 13-402 of the Code of Ordinances)	\$30.00
Driveway Permit (Township Roads) (§ 21-203 and § 21-212 of the Code of Ordinances)	\$30.00 Application Fee plus actual cost of Township Engineer review in accordance with the Township's Schedule of Rates for Professional Engineering Services.

Junk Yard License (required annually) § 13-205 and § 13-206 of Code of Ordinances of Plainfield Township	\$250.00
Moving Permit (§ 13-501, § 13-502, and § 13-503 of the Code of Ordinances)	\$5.00
Right-of-Way Occupancy Annual Registration Fee (Ordinance No. 378) (For Non-Exempt Organizations Only)	\$250.00
Road Occupancy Permit (§ 21- Part 1)	\$65.00 Application Fee <i>plus PennDOT Schedule of Fees for Highway Occupancy Permits, as amended and in effect</i>
Timber Harvest Permit (§ 27-518 of the Code of Ordinances)	\$65.00
Transient Retail Business License (Peddler's License) (§ 13-102, § 13-104 and § 13-105 of the Code of Ordinances)	\$30.00
Cell Tower Registration Fee- Tower-Based (§ 27-905, Subsection 26 of the Code of Ordinances)	\$200.00
Wireless Communication Facilities (WCF) Review- Non-Tower {§ 27-908, Subsection 2 (C) of Code of Ordinances; § 27-908, Subsection 3 (E) of Code of Ordinances}	\$200.00
Zoning Permit Application (Chapter 27 of the Code of Ordinances)	\$80.00
Zoning Certification Letter	\$50.00 <i>Per Property Address</i>
Land Development/Subdivision Pre-Application Consultation	\$200.00 Application Fee \$1,500.00 Escrow Fee
Zoning Map/Zoning Ordinance Amendment Request- Residential Use Only <i>*Application for request shall be made directly to the Board of Supervisors</i>	\$100.00 Application Fee \$3,000.00 Escrow Fee Actual cost of transcripts
Zoning Map/Zoning Ordinance Amendment Request- Non-Residential Use Only <i>*Application for request shall be made directly to the Board of Supervisors</i>	\$175.00 Application Fee \$8,000.00 Escrow Fee Actual cost of transcripts

SECTION III- BUILDING PERMITS

Pursuant to § 5-106 of the Code of Ordinances of Plainfield Township, fees assessable by the Township for the administration and enforcement undertaken pursuant to the Uniform Construction Code and the Code of Ordinances of Plainfield Township shall be established by the Board of Supervisors by resolution from time to time.

Please reference the separate 2025 Miscellaneous Fee Services (**Exhibit E**), Residential Permit Fee Schedule (**Exhibit F**), and Commercial Permit Fee Schedule (**Exhibit G**) of the appointed Uniform Construction Code (UCC) third party inspection agency of the Township, KeyCodes Inspection Agency, as applicable.

Non-Refundable Building Permit Plan Review Required Deposit Fees also apply for all building permit applications in accordance with the following schedule:

Building Permit Plan Review Required Deposit Fees (Non-Refundable):

Type of Review	Processing Fee	Review Fee
Building Permit Application Plan Review Fee Deposit (Residential)	\$20.00	\$80.00 (non-refundable)
Building Permit Application Plan Review Fee Deposit (Non-Residential)	\$50.00	\$180.00 for alterations or single discipline; \$575.00 for new construction and additions (non-refundable)

Building Code Official Fees Assessed Directly by Plainfield Township:

Plainfield Township has designated an internal employee as Building Code Official. Accordingly, the following fees will be assessed directly by Plainfield Township and not by the designated Plan Reviewer/Inspector Agency, which is KeyCodes Inspection Agency:

Cost to Issue Building Permit (Residential)	\$40.00
Cost to Issue Building Permit (Non-Residential)	\$40.00
Cost to Issue Certificate of Occupancy (Residential)	\$40.00
Cost to Issue Certificate of Occupancy (Non-Residential)	\$40.00
Commonwealth of Pennsylvania Department of Labor and Industry Fee (Collected for Commonwealth)	\$4.50

ALL BUILDING PERMIT FEES SHALL BE MADE PAYABLE TO PLAINFIELD TOWNSHIP.

SECTION IV- SEWAGE ENFORCEMENT SERVICES

Type of Review	Processing Fee
Sewage Permit Application	\$20.00

Please reference the separate 2025 Plainfield Township Rate Schedule of the appointed Township Sewage Enforcement Officer (SEO), Keystone Consulting Engineers, Inc. as **Exhibit A**. Fees for the services of the SEO shall be charged to the applicant at the same approved hourly rates that the consultants charge the Township. All Sewage Enforcement Services paid to the SEO are made payable to Plainfield Township.

Alternate Sewage Enforcement Officer-

Please reference the separate 2025 Plainfield Township Rate Schedule of the appointed Alternate Township Sewage Enforcement Officer (SEO) Hanover Engineering Associates, Inc. as **Exhibit B** and Ott Consulting, Inc. as **Exhibit D**. Fees for the services of the SEO shall be charged to the applicant at the same approved hourly rates that the consultants charge the Township. All Sewage Enforcement Services paid to the SEO are made payable to Plainfield Township.

SECTION V- SCHEDULE OF RATES FOR PROFESSIONAL ENGINEERING SERVICES

Please reference the separate 2025 Plainfield Township Rate Schedule of the appointed Township Engineer, Keystone Consulting Engineers, Inc., as **Exhibit A**, the separate 2025 Plainfield Township Rate Schedule of the appointed Alternate Township Engineer for Hanover Engineering Associates, Inc. as **Exhibit B** and Ott Consulting, Inc., as **Exhibit C**, and the appointed Wetlands/Environmental Consultant Keystone Consulting Engineers, Inc., as **Exhibit A** and Hanover Engineering Associates as **Exhibit B**, as applicable.

As noted above, fees for professional engineering consultants shall be charged to all applicants at the same approved hourly rates that the consultants charge the Township.

SECTION VI- SCHEDULE OF RATES FOR PROFESSIONAL LEGAL SERVICES

The hourly rate of the appointed Township Solicitor for Plainfield Township shall be \$150.00 per hour for the 2025 fiscal year. Where applicable, the fees for the professional legal services rendered by the Environmental Legal Counsel Attorney for Plainfield Township shall be charged to all applicants at the same approved hourly rate in the amount of \$150.00 that is charged to Plainfield Township.

The hourly rate of the appointed Environmental Legal Counsel Attorney for Plainfield Township shall be \$150.00 per hour for the 2025 fiscal year. Where applicable, the fees for the professional

legal services rendered by the Environmental Legal Counsel Attorney for Plainfield Township shall be charged to all applicants at the same approved hourly rate in the amount of \$150.00 that is charged to Plainfield Township.

SECTION VII- IMPACT FEES

RESIDENTIAL RECREATION FEES

Developments of less than 10 Dwelling Units: Residential Recreation Fees, in the amount of \$2,500.00 per dwelling unit, are required to be paid for every new dwelling unit for which a building permit is applied for, to be paid prior to a Building Permit being issued (§ 22-1008 of the Code of Ordinances).

Developments of 10 Dwelling Units or Greater: Fees-in-Lieu of Land. If the Board of Supervisors does not wish to accept a dedication of land for developments with 10 dwelling units or greater, Residential Recreation Fees shall be required to be paid to the Township in the amount of \$2,500.00 per dwelling unit (§ 22-1008 of the Code of Ordinances).

NON-RESIDENTIAL RECREATION FEES

Fees in Lieu of Land Dedication: Non-Residential Recreation Fees may be accepted in lieu of the dedication of land or open space, if both the developer and the Board of Supervisors agree. Whenever fees are accepted in lieu of land, fees are required to be paid prior to the recording of the plan (§ 22-1008 of the Code of Ordinances).

Non-Residential Recreation Fees accepted in lieu of land are based on the size of the proposed building and additional hardscape area. There is an initial base fee requirement of \$1,250.00, with the cumulative additional fees as per the below table:

	Gross Floor Area (GFA) (sq. ft.)	Fee	Subtotal
Base fee for each land development		\$1,250.00	\$1,250.00
0-50,000 sq. ft. of GFA		X 0.15	\$
Over 50,000 sq. ft. of GFA		X 0.10	\$
Other additional hardscape		X 0.05	\$
		Total	\$

SECTION VIII- PUBLICATIONS

Publication	Fee
Code of Ordinances of the Township of Plainfield, PA	\$100.00
Plainfield Township SALDO	\$50.00
Plainfield Township Zoning Ordinance with Zoning Map	\$65.00
Code of Ordinances, SALDO and Zoning Ordinance Publications Available on eCode360	Free
Plainfield Township Zoning Map	\$10.00
Comprehensive Plan	Actual Cost
Open Space Plan	Actual Cost

SECTION IX- DUPLICATION/OPEN RECORDS REQUESTS

Open Records Policy

All fees are as outlined in the Official Right to Know Law Fee Schedule attached hereto as **Exhibit H**. A fee will be charged for all photocopies requested. The fee for 2025 shall be \$0.25 per page for the first 1,000 documents. If mailing is requested, the cost of postage will be charged. If a USB is requested, it will be provided by the Township at the actual cost of the USB. A new USB will be necessary each time records are provided. If a "Certification of a Record" is requested, an additional charge of \$5.00 will be added. The Township will require prepayment if the total fees are estimated to exceed \$100.00.

There shall be no charge to reproduce digital copies of records, where applicable and possible.

SECTION X- MUNICIPAL WASTE (REFUSE) AND RECYCLING COLLECTION FEES

Pursuant to the requirements of the Refuse Fee Ordinance – Chapter 20 (Solid Waste), Part 2 (Refuse Fees) (§ 20-201 to (§ 20-204 of the Code of Ordinances, as amended)

That the Board of Supervisors of Plainfield Township, Northampton County establish the following service fees for the collection of municipal waste, recyclables, bulk waste and yard waste by the exclusive Contractor:

- a. Charges are hereby imposed as follows: An annual service fee of **\$381.72** is imposed on the owner of each billing unit, with an effective date of July 1, 2024 through June 30, 2025. Payment may be made to the exclusive Contractor in four (4) equal installments of **\$95.43**. The service for which this charge is made is the removal from the premises, once weekly, of municipal solid waste, recyclables, bulk waste, and yard waste.

- b. Payment shall be remitted directly to the exclusive Contractor as authorized by the provisions of the Municipal Solid Waste and Recycling Ordinance of Plainfield Township and a Municipal Solid Waste Collection and Recycling Contract between Plainfield Township and Contractor dated April 21, 2021 and extended through June 30, 2025. The Contract has been extended for one (1) full term. The Township has the sole option to renew the Contract for one (1) additional successive one (1) year term. If extended, the Township will then go out to bid once more for a new Garbage Hauling contract in 2026.
- c. The Contractor shall submit a bill for services directly to the owners of each billing unit in accordance with the provisions of the Contract within ten (10) days following the end of each billing quarter during which refuse, recyclables, bulk waste and yard waste as herein defined are collected.

SECTION XI- MISCELLANEOUS

FIRE LOSS ESCROW REQUIREMENTS

Please reference the requirements as set forth in Chapter 8 of the Code of Ordinances of Plainfield Township (Fire Insurance Proceeds Escrow).

GENERAL FEES

Fee Description	Fee Cost
Duplicate Real Estate Tax Bills (payable to Plainfield Township Tax Collector) (§ 1-421 of Code of Ordinances)	\$15.00
Refuse Certification	\$40.00
Real Estate Tax Certification (payable to Plainfield Township Tax Collector) (§ 1-421 of Code of Ordinances)	\$40.00
Returned Check Charge	\$25.00 <i>plus</i> associated bank fees

PARKS AND RECREATION FEES

Facility	Rental Fee
Farmer's Grove Pavilion	\$50.00 per day for residents of Plainfield Township (proof of residency is required in the form of a valid PA driver's license or state identification card at the time of the

	application). \$75.00 for non-residents of Plainfield Township. A \$25.00 fee is assessed for failure to remove trash from the premises.
Municipal Park Pavilion*	\$50.00 per day for residents of Plainfield Township (proof of residency is required in the form of a valid PA driver's license or state identification card at the time of the application). \$75.00 for non-residents of Plainfield Township. A \$25.00 fee is assessed for failure to remove trash from the premises.
Field Rental of Community Park (includes Senior Baseball, Junior Baseball and Soccer) and Municipal Park (includes Baseball/Softball and Soccer) <i>*General Public and/or Non-Profit Organizations Use</i>	<p>Base Fee (with associated field preparation activities not included): The base fee for external organizations is \$50.00 per month or \$25.00 per day. The seasonal bond is a \$50.00 bond for internal/external organizations. Daily usage is a \$25.00 bond for both internal and external organizations. The base fee for external organizations in the amount of \$50.00 per month or \$25.00 per day assumes the use of the field with no striping/field painting activities taking place or the use/placement of the soccer field goals (i.e. field is provided for use in "as is" condition.</p> <p>Alternate Fee (with associated field preparation activities included): The alternate fee for external organizations is \$150.00 per month or \$50.00 per day. The seasonal bond is a \$50.00 bond for internal/external organizations. Daily usage is a \$25.00 bond for both internal and external organizations. The alternate fee for external organization in the amount of \$150.00 per month or \$50.00 per day assumes the use of the field with striping/field painting activities taking place by the Township and/or a designated representative and the use/placement of the soccer field goals.</p> <p><i>*Non-Profit Community Organizations who perform preparation maintenance on the fields including but not limited to lining, infield dirt, etc., may have fees waived at the sole discretion of the Board of Supervisors. Such request shall first be made to the</i></p>

	<i>Recreation Board for Recommendation to the Board of Supervisors.</i>
Use of Farmer's Grove Complex	Shall only be approved by the Board of Supervisors, in their sole discretion, by way of a License Agreement between the applicant and Plainfield Township. <i>Such request shall first be made to the Recreation Board for Recommendation to the Board of Supervisors.</i>
Use of Community Park Complex	Shall only be approved by the Board of Supervisors, in their sole discretion, by way of a License Agreement between the applicant and Plainfield Township. Such request shall first be made to the Recreation Board for Recommendation to the Board of Supervisors.
Use of Community Park and/or Municipal Park Athletic Field Complexes <i>*For-Profit Organizations/Business Use</i>	<ol style="list-style-type: none"> 1. <u>For 1-20 participants:</u> \$50.00/day; \$150.00/week 2. <u>For 21-40 participants:</u> \$150.00/day; \$300.00/week 3. <u>For 41+ participants:</u> \$200.00/day; \$500.00/week <p><i>*Any additional fields needed would be an additional \$50.00/day; \$150.00/week</i></p> <p><u>Add-ons:</u></p> <ul style="list-style-type: none"> • Pavilion: \$25.00/day; \$75.00/week • Lined Soccer Fields: \$50.00 per field • Lined Baseball Fields: \$25.00 per field <p><i>*\$50.00 Security Deposit Required</i></p>

**If the Municipal Park Pavilion is not rented by 12:00 PM Noon on the Friday preceding a weekend, the use of the Municipal Park Pavilion shall be guided by a "first-come-first-serve" basis.*

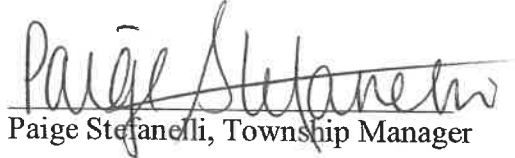
All prior Resolutions pertaining to fees and charges are hereby appealed and amended.

This Resolution shall become effective immediately upon adoption.

Adopted this 6th day of January, 2025.

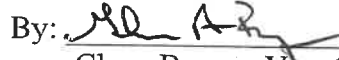
RESOLVED AND ADOPTED at a duly advertised public meeting on this 14th day of **May, 2025** by the Plainfield Township Board of Supervisors.

ATTEST:


Paige Stefanelli, Township Manager

**PLAINFIELD TOWNSHIP
BOARD OF SUPERVISORS**

By: 
Ken Field, Chairman

By: 
Glenn Borger, Vice Chairman

By: 
Nolan Kemmerer


By: 
Kenneth Fairchild

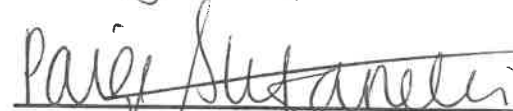
By: 
Jonathan Iterly

CERTIFICATE

I, Amy Kahler, duly qualified Secretary of the Township of Plainfield, Northampton County, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Plainfield Township Board of Supervisors at the reorganization meeting held on **May 14, 2025** and that said Resolution has been recorded in the Minutes of the Township of Plainfield and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the Township of Plainfield, this 14th day of **May, 2025**.


Amy Kahler, Secretary


Paige Stefanelli, Township Manager

Office of Open Records – Official RTKL Fee Schedule

Updated December 30, 2022

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).



Exhibit A
2025 PROFESSIONAL FEE SCHEDULE

	<u>HOURLY RATE</u>
SENIOR ENGINEER / PRINCIPAL	140.50
PROFESSIONAL ENGINEER / PROJECT MANAGER	137.50
PROFESSIONAL LAND SURVEYOR	132.50
PROFESSIONAL GEOLOGIST	148.50
PROJECT ENGINEER / SENIOR ENGINEERING DESIGNER	133.00
ENGINEERING DESIGNER 3	129.00
ENGINEERING DESIGNER 2	119.50
ENGINEERING DESIGNER 1	110.00
ENGINEERING TECHNICIAN 3	103.00
ENGINEERING TECHNICIAN 2	97.50
ENGINEERING TECHNICIAN 1	88.00
CAD OPERATOR 2	75.00
CAD OPERATOR 1	65.00
REGISTERED LANDSCAPE ARCHITECT	128.50
GIS SPECIALIST	103.00
GIS TECHNICIAN	88.00
SEWAGE ENFORCEMENT OFFICER	123.50
ZONING SERVICES	110.00
CODE ENFORCEMENT SERVICES 2	100.00
CODE ENFORCEMENT SERVICES 1	95.00
CONSTRUCTION INSPECTOR	100.00
TECHNICIAN / ADMIN 2	70.50
TECHNICIAN / ADMIN 1	61.00
EXPERT TESTIMONY	221.50
FIELD SURVEY CREW (1-Person)	144.00
FIELD SURVEY CREW (2-Person)	179.50
FIELD SURVEY CREW (3-Person)	221.50
ELECTRONIC SURVEY EQUIPMENT	9.20
ROBOTIC SURVEY EQUIPMENT	13.90
GPS SURVEY EQUIPMENT	16.00
ALL TERRAIN VEHICLE (Per Day)	149.50 (Per Day)
UTILITY TERRAIN VEHICLE (Per Day)	229.00 (Per Day)
PRINTS (In Quantity, per SF)	0.50 (Each)
PHOTOCOPIES (In Quantity, Each)	0.25 (Each)
NIGHT SHIFT DIFFERENTIAL (7PM-6AM)	15.00 (Per Hour)
OUTSIDE SERVICES	Cost Plus 5%

**SEWAGE ENFORCEMENT SERVICES
PLAINFIELD TOWNSHIP, NORTHAMPTON COUNTY, PENNSYLVANIA**

2025 FEE SCHEDULE

1. TEST PIT PROFILE ANALYSIS (PROCEDURE FOR PROBE)

- a. Permit Application (Single Lot) - The property owner or his representative will be required to set up an appointment with the Sewage Enforcement Officer (SEO) to arrange for evaluation of the pit, collection of necessary site data, taking of necessary slope readings and notation of all soil mapping information. The owner is required to supply the necessary excavation and any information pertinent to the application. At this time, the SEO will try to answer any questions, which the owner may have in reference to his system planning or permit procedure.

Keystone Consulting Engineers, Inc.'s 2025 fee for this service is \$147.00 per EDU; quantity evaluation \$147.00 per perc test site, i.e. one for the primary site, and one for the secondary, if applicable.

- b. Subdivision Planning - The developer is required to supply a drawing of the proposed subdivision delineating proposed subsurface disposal areas (drawn to scale) for each lot and provide sufficient physical markers to locate these areas in the field according to their individual location on the subdivision plan. At this point, the developer will contact the Township SEO to set up an appointment to arrange for the SEO's evaluation or observation of the pit evaluation. The developer may retain a soil scientist or other qualified individual to evaluate individual probes. This is typically performed for site suitability and planning module preparation. The developer must provide appropriate oversight and all necessary equipment and labor.

Keystone Consulting Engineers, Inc.'s 2025 fee for this service is \$147.00 per pit observation; quantity observation is \$147.00 per perc test site, i.e., one for the primary and one for the secondary site.

2. PERCOLATION TEST (LIMITED TO SIX HOLES)

- a. Percolation Test (Complete) - If the site is found suitable under Step 1, arrangements may be made for the performance of percolation tests. In the complete test, the SEO will provide the necessary labor, equipment, and materials to properly conduct the test. If test results are unsuitable, the permit applicant or developer would be notified and further testing or incorporation of the proposed lot into surrounding suitable proposed lots would be required.

Keystone Consulting Engineers, Inc.'s 2025 fee for this service is \$688.00 per test.

- b. Percolation Test (Partial) - Same as Item 2.a, except that permit applicant or developer would be required to dig the six holes and prepare them properly. The SEO would inspect the presoak and conduct the actual tests with the developer providing the necessary labor, equipment, and materials.

Keystone Consulting Engineers, Inc.'s 2025 fee for this service is \$483.00 per test.

- c. Observation of Percolation Test - If the applicant or developer should desire to retain another qualified individual to perform the percolation test and presoak, this option would apply. Prior to the performance of testing, the SEO shall be notified of who will perform the test. If this person is qualified to perform percolation tests, scheduling may proceed. The SEO would then observe and inspect the pre-soak, hole depth and test preparation plus witness and verify test readings.

Keystone Consulting Engineers, Inc.'s 2025 fee for this service is \$430.50 per test; quantity observation \$430.50 per lot, i.e., two perc sites, includes both the primary and the secondary sites.

- 3. PERMIT APPLICATION REVIEW, PERMIT ISSUANCE/DENIAL - After the required testing has been analyzed and an application has been submitted, the SEO will process and notify the applicant of permit approval or denial. Please note that the system design is the responsibility of the applicant and that an incomplete submission will result in appropriate action.

Should the permit be denied per the Department of Environmental Protection's Rules and Regulations, the reasons for denial will be noted and the applicant's right to appeal will be brought to his attention. Copies of all permit correspondence and data will be provided to the applicant and to the Township for their use.

Keystone Consulting Engineers, Inc.'s 2025 fee for this service is \$231.00; additional review time at \$123.50 per hour.

4. SYSTEM REPAIRS

- a. Minor Repair – Repairs that do not include replacement of the treatment tank or absorption area, do require a permit under the Sewage Facilities Act. Installation or repair of building sewers, transmission lines, and other sewerage need to be monitored to assure compliance with slope requirements, as well as no adverse impact on the environment. In these circumstances a report will be generated supplying the appropriate information, i.e. Owner, Contractor, type of repair, etc. This information shall be provided for Township Records.

Keystone Consulting Engineers, Inc.'s 2025 fee for this service is \$315.00.

- b. Repairs - Repairs that entail repair replacement, enlargement of a treatment or retention tank, or the repair, replacement, disturbance, modification or enlargement of a soil absorption area or spray field, or the soil within or under the absorption area or spray field require a permit as described in No. 3 above.

Keystone Consulting Engineers, Inc.'s 2025 fee for this service is \$373.00; additional review time at \$123.50 per hour.

- 5. PRE-CONSTRUCTION INSPECTION/MEETING - After receipt of a sewage permit, and prior to any lot earth disturbance, the SEO will inspect the site to reaffirm that the designated

area for the on-lot system has not been disturbed since earlier testing. During this inspection, the system installer and applicant will be required to meet with the SEO at the site to review Township guidelines and construction procedures.

Keystone Consulting Engineers, Inc.'s 2025 fee for this service is \$241.50.

6. FINAL INSPECTIONS - At the time of system installation and prior to approval to cover, necessary field inspections shall be performed. System installation, grades and distances shall be checked to the standards set forth by DEP and the results of that inspection retained on file.

These include, but are not limited, to:

- a) Surface Preparation/Excavation
- b) Sand and/or Stone/Placement
- c) Final Inspection

Keystone Consulting Engineers, Inc.'s 2025 fee for this service is \$483.00.

7. VALIDITY OF PERMIT (RENEWAL) - If the system is not built within three (3) years from the date of permit issuance, or if the property is transferred within such time, renewal is applicable. The renewal is subject to:

- a) Review of available test data and previous permit.
- b) Verify prior testing as outlined in Item 11 below.

Keystone Consulting Engineers, Inc.'s 2025 fee for this service is \$331.00 per permit renewal.

8. SYSTEM MALFUNCTION - The SEO will investigate the malfunction, establish available data, and coordinate required testing procedures. Any related activities including, but not limited to, dye testing, water sampling and lab test fees, are also included.

Due to variability of malfunctions, the fee will be accrued hourly.

Keystone Consulting Engineers, Inc.'s 2025 fee is \$123.50 per hour.

9. ALTERNATE OR EXPERIMENTAL SYSTEM REVIEW - The SEO shall review and prepare a "Report of Findings" commenting on the applicant's submission.

Keystone Consulting Engineers, Inc.'s 2025 fee for this service is \$123.50 per hour.

10. ADDITIONAL SERVICES - PLANNING, WATER QUALITY, ENVIRONMENTAL - Included is long-range planning, water quality investigation and environmental consulting on basically any specialty assignment the Township would require which is not included in Items 1 through 9. This may include additional malfunction investigation & related activities, dye testing, water samples, etc.

Services will be billed at the rates given in the attached Professional Fee Schedule.

11. VERIFY PRIOR TESTING - This pertains to an applicant whose lot was tested and found acceptable for on-lot sewage disposal, more than three (3) years ago. The SEO will inspect the site to reaffirm that the designated area for the on-lot system has not been disturbed since earlier testing.

This verification is also required under PA Code Title 25 § 72.26(b), when testing was performed or observed by a previous Sewage Enforcement Officer.

If the area shows signs of having been disturbed, the applicant will be required to follow the procedure outlined in Items 1 and 2; if not disturbed, the applicant would advance to Item 3.

Keystone Consulting Engineers, Inc.'s 2025 fee for this service is \$252.00 per inspection.

Exhibit B

HANOVER ENGINEERING ASSOCIATES, INC 2025 MUNICIPAL PROFESSIONAL FEE SCHEDULE

<u>DESCRIPTION</u>	<u>HOURLY RATE</u>
<u>ENGINEER</u>	
Senior Engineer	\$ 143.50
Registered	135.50
Graduate Engineer (Nonregistered)	116.50
<u>CERTIFIED PLANNER</u>	134.00
<u>REGISTERED GEOLOGIST / SENIOR SCIENTIST</u>	134.00
<u>REGISTERED LANDSCAPE ARCHITECT</u>	134.00
<u>TRAFFIC SPECIALIST</u>	134.00
<u>REGISTERED SURVEYOR</u>	126.50
<u>SENIOR PROJECT MANAGER</u>	135.00
<u>ENVIRONMENTAL</u>	
Environmental Specialist	118.50
Environmental Technician	104.00
<u>GIS (GEOGRAPHIC INFORMATION SYSTEMS) WORK</u>	
GIS Specialist	110.00
GIS Technician	93.50
<u>DESIGN / DRAFTING / TECHNICAL WORK</u>	
Senior Designer/Senior Technician	117.50
Design/Calculations/Technician	103.50
Draftsperson 1 (CAD Drafting)	94.50
Draftsperson 3/Technician 3	67.50
<u>GROUND PENETRATING RADAR / GLOBAL POSITIONING SERVICE FIELD PERSON</u>	130.00
<u>ZONING OFFICER / CODES ENFORCEMENT</u>	104.00
<u>SURVEY CREW</u>	
One-Person Field Crew	118.50
Two-Person Survey Crew (2 @ \$90.00 each)	180.00
Three-Person Survey Crew (3 @ \$76.00 each)	228.00
One-Person Crew w/Survey Equipment	150.00
3D Scanning w/One-Person Crew	220.00
<u>CONSTRUCTION OBSERVER / SEWAGE OFFICER</u>	
Highway, Heavy, Commercial, or Residential Construction	94.00
Highway, Heavy, Commercial, or Residential Construction (Senior)	104.00
Certified Sewage Enforcement Officer	99.00
Onlot Sewer Percolation Test (Pass or Fail)	Lump Sum 520.00
Observe Percolation Test	Lump Sum 440.00
<u>SECRETARIAL / WORD PROCESSOR</u>	55.00
<ol style="list-style-type: none"> Travel to and from the job site is chargeable time, with project mileage charged at current IRS rate for region. Overtime is charged at 1.5 times base rate. Ordinary overhead expenses are included in the above rates. Extraordinary expenses required specifically for a particular project will be billed at direct cost plus 5%. Examples of these expenses include special consultants, soil borings costs or testing laboratory charges. All such additional expenses are to be specifically approved by the client prior to their use. A special rate of \$225.00 per hour is established for formal hearings and court appearances as an expert witness for a Professional Engineer, Geologist, Surveyor, or other professional. Cost for plan copies is \$0.55 per square foot (black & white); \$2.00 per square foot (color). Cost for Mylars is \$1.65 per square foot (black & white); \$6.00 per square foot (color). Cost for photocopies is \$0.25 per page (black & white); \$0.55 per page (color). Field equipment usage will be charged as follows: Sewage Flow Meter - \$17.00/day, Traffic Counter - \$65.00/day, GPS Locator - \$28.00/day, RTKGPS - \$246.00/day, SUB-RTKGPS - \$61.00/day. Push Camera - \$17.00/hour for Televising; \$20.00/hour for Televising and Locating Services. 	



HanoverEngineering

252 Brodhead Road • Suite 100 • Bethlehem, PA 18017-8944
Phone: 610.691.5644 • Fax: 610.691.6968 • HanoverEng.com

October 22, 2024

Board of Supervisors
Plainfield Township
6292 Sullivan Trail
Nazareth, PA 18064

RE: Request for Alternate Sewage Enforcement Officer
Appointment for 2025

Dear Board of Supervisors:

We sincerely thank the Township for the appointment of Hanover Engineering as the Alternate Sewage Enforcement Officers in 2024 and respectfully request reappointment for 2025.

The Department of Environmental Protection requires appointment of named Sewage Enforcement Officers with their Certification Number at the beginning of each year. The record of your named Sewage Enforcement Officers, as officially approved by the Township, must be transmitted to the Department of Environmental Protection after approval.

The appointment of more than one Officer will ensure coverage and flexibility for your needs. For 2025 we ask that the following certified Sewage Enforcement Officers be appointed for the Township:

Christopher A. Taylor – 03138
Scott J. Brown – 01716
Paul Gallagher Saba – 04167

Jacob A. Schray – 03134
Luke Eggert – 04090
Nadia Einfalt – 04198

Invoicing for all Sewage Officer work would be in accordance with the 2025 Professional Fee Schedule provided. If you have any questions with regard to the above-referenced appointments, please contact the undersigned.

Respectfully,

HANOVER ENGINEERING

Charles H. Unangst, PE, PLS
President, Chief Executive Officer

chu:sas

T:\Hanover Corporate\Yearly Rates\Renpointment-Rates\Letters\2025 Reappointment Letters\SEO\Plainfield\wp2025SEO_2024-10-22.doc

Enclosure(s)

cc: Amy Riger, Treasurer (with enclosure, via email only)

Exhibit C

OTT CONSULTING INC.

JEFFREY L. OTT, P.E., M.B.A., S.E.O.
REYNOLD E. PETRE, P.L.S., P.D.C.
JASON W. BUCHTA, R.L.A., A.S.L.A.
J. MICHAEL PRESTON, P.E.
DEVON J. CANTREL, P.E.

CIVIL ENGINEERS · SURVEYORS

SLATE BELT/POCONO OFFICE

P.O. BOX 226
6 BROADWAY
BANGOR, PA 18013

TELEPHONE (610) 588-2411
WEBSITE: WWW.OTTENG.COM
EMAIL: INFO@OTTENG.COM

2025 OTT CONSULTING INC. RATE SCHEDULE

<u>Classification</u>	<u>Hourly Rate</u>
Principal Engineer.....	\$109.00/hour
Engineering Group Manager	\$109.00/hour
Principal Surveyor	\$109.00/hour
Senior Engineer II.....	\$106.00/hour
Senior Landscape Architect II	\$105.00/hour
Senior Engineer.....	\$105.00/hour
Senior Landscape Architect.....	\$104.00/hour
Senior GIS Specialist.....	\$103.00/hour
Senior Surveyor	\$103.00/hour
Project Engineer.....	\$103.00/hour
Project Surveyor/Landscape Architect.....	\$102.00/hour
Staff Engineer/Surveyor/Designer.....	\$102.00/hour
Senior Engineering Technician II.....	\$102.00/hour
Graduate Engineer/Surveyor/Designer.....	\$100.00/hour
Senior Engineering Technician	\$94.00/hour
Survey Technician III	\$94.00/hour
Survey Technician II.....	\$92.00/hour
Survey Technician I.....	\$90.00/hour
Engineering Technician III	\$94.00/hour
Construction Observer III	\$94.00/hour
Construction Observer II	\$92.00/hour
Construction Observer I.....	\$90.00/hour
Sewage Enforcement Officer.....	\$92.00/hour
Technician.....	\$59.00/hour
Clerical.....	\$52.00/hour
Survey Crew (1 Man Robotic Equipment).....	\$139.00/hour
Survey Crew (2 Man Robotic Equipment).....	\$151.00/hour
Survey Crew (1 Man GPS Equipment).....	\$157.00/hour
Professional Witness Testimony	\$170.00/hour

PLAINFIELD TOWNSHIP

**Northampton County
6292 Sullivan Trail
Nazareth, PA 18064
Phone: 610-759-6944**

2025 SEWERAGE RECEIPT & FEE SCHEDULE FOR SEWAGE ENFORCEMENT SERVICES

A. SITE INFORMATION

Site Location: _____
Site Owner: _____ Phone: _____
Site Address: _____
Applicant Name: _____ Phone: _____
Applicant Address: _____

B. SOILS TESTING FEES

Opt. 1 - New Proposed/Subdivided Lot

Soil Probe Evaluation*
New Lot (primary/secondary Drainfield required) – 3 soil probes _____ \$325 \$
Additional Soil Probe Evaluation as needed (per each soil probe) _____ \$110 \$
Conduct Percolation Test per lot (prepare and conduct test for two Drainfields)
Applicant provides water for testing at the site _____ \$1300 \$
SBO provides water for testing at the site _____ \$1525 \$
Observe Percolation Test, (Applicant/Consultant prepares and conducts test)
New Lot (primary/secondary Drainfields) _____ \$410 \$

Opt. 2 - Existing Lot of Record or Replacement for failed system/cesspool

Soil Probe Evaluation*
Existing Lot or Replacement Drainfield – 2 soil probes _____ \$215 \$
Additional Soil Probe Evaluation as needed (per each soil probe) _____ \$110 \$
Conduct Percolation Test per each Drainfield, 6-hole site (prepare and conduct test)
Applicant provides water for testing at the site _____ \$650 \$
SBO provides water for testing _____ \$750 \$
Observe Percolation Test, (Applicant/Consultant prepares and conducts test)
Existing Lot or Replacement Drainfield (single Drainfield) _____ \$275 \$

C. SEWAGE PERMIT FEES

New/Replace System Application, Review, Inspections (up to 3 inspections) _____ \$665 \$
Additional Design Review per review** _____ \$135 \$
Additional Construction Inspections per inspection** _____ \$135 \$
Major Component Repair – Application, Review, 2 inspections _____ \$460 \$
(i.e. expansion of absorption area, tank replacement, manifold repair, lateral repair, sand/stone, chamber replacement)
Minor Component Repair Application, Review, Inspection (1 inspection) _____ \$195 \$
(i.e. baffle, tank lid, pipe repair)
Verification of Prior Testing per each test site _____ \$195 \$
Permit Renewal _____ \$195 \$
Reconnect to existing Septic System & Inspection _____ \$195 \$
Permit Transfer Fee _____ \$60 \$

D. PLANNING MODULES

Planning Exemption form per review _____ \$170 \$
Component 1 per review _____ \$255 \$
Component 2, 3, and 4 per review _____ \$340 \$

* - Applicant is responsible to arrange for excavation/location of soil probes

TOTAL FEES \$

** - In addition to required inspections listed on permit

The hourly rate for the Township Sewerage Enforcement Officer is \$92 per hour.

ALL FEES ARE NON-REFUNDABLE

PAYMENT POLICY & APPLICANT'S STATEMENT

All fees must be paid in advance. All additional fees exceeding the above amount must be paid in full prior to the release of any test results or permits.

I hereto agree to the conditions set forth in this application.

Applicant's Signature: _____ Date: _____

Received by: _____ Check# _____ Date: _____
(Township Official) 1/2023

Exhibit E

Keycodes Inspection Agency

Phone 610.866.9663
Fax 610.866.2664

PO Box 391
Bethlehem, Pennsylvania 18016-0391
www.keycodes.net
info@keycodes.net

2025 Fee Schedule – Miscellaneous Services

Certificate of Occupancy Fees for Existing Structures: (Inspections based on Municipal ordinances)

1 – Residential Dwellings Single Family, Single Family Townhouse, Single Family Twins, Semi-attached, Condominium Units and Mobile Homes.

\$75.00 - each dwelling unit to be inspected
\$70.00 – re-inspection (per visit)
\$35.00 – Certificate of Occupancy

2 – Commercial and Industrial Buildings

\$225.00 for first 1000 sq. ft. or less (single site visit only)
\$35.00 for each additional 1 - 500 sq. ft.
\$750.00 Maximum fee for initial inspection
\$90.00 re-inspection (per visit)
\$35.00 – Certificate of Occupancy

Property Maintenance:

\$75.00 per hour

Zoning:

All services will be billed at:

\$95.00 per hour during normal working hours (7AM to 5PM Monday thru Friday)
\$135.00 per hour during non-normal working hours

MINIMUM INSPECTION FEE - \$75.00

Please call 610-866-9663 for any costs not included on these sheets or with any questions.

Exhibit F

Keycodes Inspection Agency

PO Box 391

Bethlehem, Pennsylvania 18016-0391

Phone 610.866.9663

www.keycodes.net

Fax 610.866.2664

info@keycodes.net

2025 Fee Schedule – Residential Inspection Services

FLAT RATE COSTS INCLUDING PLAN REVIEW (NEW CONSTRUCTION ONLY)

RESIDENTIAL DEPOSIT (DUE AT TIME OF SUBMITTAL):

\$ 80.00 (This is non-refundable but will be credited to your account for all flat rate projects listed for your specific project. ALL PLANS MUST BE COLLATED.)

RESIDENTIAL DWELLING PACKAGE:

\$ 1050.00 (Up to 2500 Square feet)

Includes building, mechanical, energy, plumbing and electrical

– Up to (12) site visits included

\$ 105.00 Cost for each 1 - 500 additional square feet above 2500

INDUSTRIALIZED (MODULAR) HOMES (or manufactured homes over full basement):

\$ 575.00 Includes building, mechanical, energy, plumbing and electrical

– Up to six site visits included

MANUFACTURED (MOBILE) HOMES:

\$ 500.00 Includes building and electrical

Building – Up to three site visits– electrical – Up to two site visits

BASEMENT FINISH OR INTERIOR ALTERATION:

\$ 500.00 Includes building, energy and electrical

– Up to five site visits

\$ 125.00 Additional cost for any plumbing in renovation (requires plumbing inspections)

\$ 125.00 Additional cost for any new HVAC units (requires mechanical inspections)

ADDITIONS:

\$ 700.00 (Up To 750 Square Feet)

Includes building, energy and electrical

– Up to seven site visits

\$ 110.00 Cost for each 1 - 500 additional square feet above 750

\$ 125.00 Additional cost for any plumbing in addition (requires plumbing inspections)

\$ 125.00 Additional cost for any new HVAC units (requires mechanical inspections)

ROOF STRUCTURE (over deck or patio)

\$ 410.00 Includes building only – Up to four site visits

CONCRETE SLAB:

\$ 130.00 Building - one inspection

DECKS:

\$ 255.00 Building – Up to two inspections for decks over 48” or more above ground

\$ 315.00 Building – Up to three inspections for decks less than 48” above ground

SWIMMING POOLS:

\$ 255.00 (ABOVE-GROUND)

Building, electrical – Up to two site visits

\$ 410.00 (IN-GROUND)

Building, electrical – Up to four site visits

\$ 255.00 (SPA OR HOT TUB)

Building, electrical – Up to two site visits

ACCESSORY STRUCTURES:

(up to 1000 square feet)

Includes building and energy

\$410.00 – Up to four site visits

\$ 110.00 Cost for each 1 – 500 additional square feet above 1000

2025 Fee Schedule – Residential Inspection Services

FLAT RATE COSTS (NEW CONSTRUCTION ONLY) - CONTINUED:

DEMOLITION:

- \$ 130.00 (includes first 2000 square feet)
- \$ 32.00 (for each additional 500 square feet)

MINOR ALTERATION (at the discretion of the inspector):

- \$ 160.00 – includes one site visit
- \$ 265.00 – includes up to two site visits
- \$ 345.00 – includes up to three site visits

RETAINING WALL:

- \$ 315.00 – includes up to three site visits

ROOF REPLACEMENT:

- \$115.00 - includes one site visit

POLE BUILDING

- \$250.00 - Building only – up to two site visits

POOL FENCE REPLACEMENT:

- \$160.00 – includes one site visit

PHOTOVOLTAIC (SOLAR) or WIND TURBINE ALTERNATE POWER SYSTEMS:

- \$ 345.00 Roof Mounted First 5kw of system – Building and electric two total site visits.
- \$ 32.00 Each additional 5kw of system.

- \$ 450.00 Ground Mounted First 5kw of system – Building and electric four total site visits.
- \$ 32.00 Each additional 5kw of system.

GENERATOR (back up power) OR GEOTHERMAL SYSTEMS:

- \$ 325.00 – Up to three visits – Building, Mechanical and Electrical Only

NOTE: ALL FLAT FEES LISTED ABOVE INCLUDE PLAN REVIEW

OTHER THAN FLAT RATE AND OTHER SUB CODES: (Must add plan review to fees as applicable.)

RESIDENTIAL BUILDING INSPECTIONS (when not included in flat rate pricing):

- \$ 80.00 per hour with one hour minimum

RESIDENTIAL PLANS EXAMINATION (when not included in flat rate pricing):

- \$ 80.00 per hour with a one hour minimum

PLUMBING SUB-CODE FEES (when not included in flat rate pricing):

- \$ 160.00 Including first (6) trapped fixtures – Up to two site visits
- \$ 15.00 per each additional trapped fixture(s)
- \$ 85.00 - new water line
- \$ 130.00 - Sanitary Sewer Hook-up (each lateral)
- \$ 85.00 – Water Heater replacement (plus electric)
- \$ 160.00 – Residential Sprinkler System

MECHANICAL SUB-CODE FEES (when not included in flat rate pricing):

- \$ 160.00 Including first unit or ductwork alterations – Up to two site visits
- \$ 32.00 per each additional mechanical unit. (Units include each air handler and exhaust units over 150CFM, excluding commercial kitchen exhaust.)
- \$ 160.00 Freestanding Stove
- \$ 90.00 HVAC replacement (plus electric)

Keycodes Inspection Agency

PO Box 391
Bethlehem, Pennsylvania 18016-0391

RESIDENTIAL ELECTRICAL SUB CODE FEES (when not included in flat rate pricing):

RESIDENTIAL UNITS, FLAT RATE (New Construction):

- \$ 160.00 - Single Family with up to 200 Amp Service - Up to two visits.
- \$ 210.00 - Single Family with up to 400 Amp Service - Up to two visits.

INDUSTRIALIZED (MODULAR) HOMES OR MANUFACTURED (MOBILE) HOMES:

- \$ 160.00 - Single Family with up to 200 Amp Service - Up to two visits.

BASEMENT OR INTERIOR RENOVATIONS:

- \$ 160.00 - For up to 25 outlets (plus heat) - Up to two visits.
 - \$ 17.00 - For each additional 25 outlets
- (Please note that an outlet is a receptacle, light, smoke detector, etc.)

ADDITIONS AND ACCESSORY STRUCTURES:

- \$ 160.00 - For up to 25 outlets (plus heat) - Up to two visits.
 - \$ 17.00 - For each additional 25 outlets
- (Please note that an outlet is a receptacle, light, smoke detector, etc.)

SERVICE ONLY:

- \$ 95.00 - 200 Amps or less
- \$ 140.00 - 400 Amps or less
- \$ 200.00 - 800 Amps or less
- \$ 42.00 - Each additional meter or panel inspected per service.

Please note that all service inspections include one visit only.

SWIMMING POOLS (electric only):

- \$ 160.00 - Above Ground - Up to two visits.
- \$ 250.00 - In Ground - Up to three visits.
- \$ 160.00 - Spa or Hot Tub - Up to two visits.

HEATING AND AIR CONDITIONING UNITS:

- \$ 55.00 - (per unit)
- \$ 45.00 - Baseboard (first unit)
- \$ 10.00 - Baseboard (each additional unit)
- \$ 80.00 - Replacement of Existing HVAC Unit

MISCELLANEOUS FEES:

- \$ 95.00 - Residential security/fire alarm systems
- \$ 200.00 - EV Charging Station
- \$ 250.00 - Wind Turbine (electric only) - Up to 5kw - Up to two visits.
- \$ 250.00 - Solar Photovoltaic Systems (electric only) - Up to 5kw - Up to two visits.
- \$ 27.50 - Solar Photovoltaic and Wind Turbine Systems - Each additional 5kw rating of system.
- \$ 220.00 - Generator (electric only) - (30KW or less) (Use commercial fee schedule if over 30KW)

- \$ 80.00 - COST (PER VISIT) FOR ADDITIONAL VISITS OR CONSULTATION
- \$ 75.00 - RE-INSPECTION FEE FOR VIOLATIONS (PER VISIT)
- \$ 80.00 - MINIMUM INSPECTION FEE (PER VISIT)
- \$ 125.00 - MINIMUM PERMIT FEE
- \$ 75.00 - COST TO COLLATE PLANS per set of plans
- \$ 35.00 - COST TO ISSUE PERMIT OR CERTIFICATE OF OCCUPANCY
- \$ 30.00 - COST TO MAKE 8 ½ X 11" COPIES PLUS \$1.00 PER PAGE.
- \$ 50.00 - COST TO MAKE COPIES LARGER THAN 8 ½ X 11" PLUS 2.50 PER PAGE.
- \$ 4.50 - STATE PERMIT FEE (COLLECTED FOR STATE)

Please call 610-866-9663 for any costs not included on these sheets or with any questions.

Exhibit G

Keycodes Inspection Agency

Phone 610.866.9663
Fax 610.866.2664

PO Box 391
Bethlehem, Pennsylvania 18016-0391
www.keycodes.net
info@keycodes.net

2025 Fee Schedule – Commercial Inspection Services

COMMERCIAL DEPOSIT (DUE AT TIME OF SUBMITTAL): (This is non-refundable, but will be credited to your account for your specific project. **ALL PLANS MUST BE COLLATED**)

\$ 180.00 For alterations or single discipline
\$ 500.00 For new construction and additions

New Construction and Additions (includes plan review and inspections for building, energy and accessibility sub-codes):

Base Fee:	\$525.00 plus
First 25,000 square feet	\$0.29 per square foot plus
25,001 to 250,000 square feet	\$0.24 per square foot plus
Over 250,000 square feet	\$0.18 per square foot

Alterations, Renovations or tenant “fit-out” (includes plan review and inspections for building, energy and accessibility sub-codes):

Base Fee:	\$525.00 plus
First 25,000 square feet	\$0.29 per square foot plus
Over 25,000 square feet	\$0.14 per square foot

**Building and Sub-code Plan Review Fees –
New Construction:**

\$0.08 per square foot – (\$500.00 Minimum) Includes building, mechanical, plumbing, electrical, energy and accessibility

Alterations, Renovations or tenant “fit-out”

\$0.08 per square foot – (\$250.00 Minimum) Includes building, mechanical, plumbing, electrical, energy and accessibility

Individual Sub Code Submissions:

\$90.00 per hour – two hour minimum

Electronic Sign Plan Review Fees:

\$275.00 – Includes up to three signs. Additional signs at \$25.00 each.

Commercial Building Inspections (not included in fees listed above and Consultation Fees on Behalf of the Municipality) and In-Municipal Office Services:

\$90.00 per hour with one hour minimum

Footing/Foundation Only Fees (includes plan review and inspections for the footing and foundation only):

First 25,000 square feet	\$1500.00
25,001 to 250,000	\$4000.00
Over 250,000 square feet	\$7500.00

2025 Fee Schedule – Commercial Inspection Service (continued)

Special Flat Rate for Building Sub-code (including plan review fees):**Fire Protection – Sprinklers and Standpipes:**

\$425.00 - Including first 200 heads and one standpipe
\$0.44 - per sprinkler head (for over 200 heads)
\$135.00 - per standpipe (for over one standpipe)

Fire Alarm System:

\$250.00 Building Only – Up to 5,000 square feet
\$400.00 Building Only – 5,001 - 10,000 square feet
\$750.00 Building Only – 10,001 - 50,000 square feet
\$1500.00 Building Only – Over 50,000 square feet

Commercial Kitchen Exhaust (Per Hood) (includes building, mechanical and electrical as needed):

\$450.00 – Type 1 - Including hood installation and suppression system
\$225.00 – Suppression system only (in existing hood)
\$325.00 – Hood installation only

**Signs - Parallel, Projecting, or Freestanding Signs
(Up to 100 square feet):**

\$350.00 - (includes building) – Up to two visits
\$ 2.25 - Each additional square foot over 100)
\$ 75.00 – Each additional sign per building permit application

Racking Systems (i.e. warehouses):

\$600.00 – Building Only - Up to 10,000 square feet
\$1200.00 – Building Only - 10,001 – 50,000 square feet
\$1800.00 – Building Only – Over 50,000 square feet

Roof Replacement:

\$425.00 – (one site visit) (first 5000 square feet)
\$ 30.00 – Each additional 5000 square feet
\$ 90.00 – Adder for insulation inspection when needed

Demolition Permit:

\$ 225.00 - First 1000 square feet
\$ 25.00 – Each additional 1000 sq. feet

Cell Tower Co-locate (on existing structures):

\$350.00 - (includes building only) – Up to two visits

Temporary Tent:

\$225.00 - (one site visit)

**Wind Turbine and Solar Photovoltaic Systems
(includes building):**

\$400.00 – for first 5kw rating of system
\$35.00 - for each additional 5kw rating of system

**Minor Alteration as Determined
by the Code Official (building only):**

\$240.00 - (one site visit)

Commercial Plumbing and Mechanical sub-code fees (plus plan review):**Plumbing:**

\$180.00 - Including first (3) trapped fixtures
\$32.00 - per each additional trapped fixture(s)
\$90.00 - new water line
\$90.00 - Sanitary Sewer Hook-up (each lateral)

Mechanical:

\$180.00 - Including one unit or duct work alterations
\$45.00 - per each additional mechanical unit
(Units include each air handler and exhaust units over 150CFM, excluding commercial kitchen exhaust.)
\$180.00 – Replacement of single HVAC Equipment.
One visit Electric & Mechanical

Keycodes Inspection Agency

PO Box 391
Bethlehem, Pennsylvania 18016-0391

2025 Commercial Electrical sub-code fee (plus plan review):

WIRING OUTLET QUANTITIES:

\$180.00 – 1 to 25 outlets or devices

\$25.00 – each additional 25 outlets or devices

(Please note that an outlet or device is a receptacle, light, switch, etc.)

SERVICES AND FEEDERS:

\$95.00 – 200 Amps or less

\$140.00 – 400 Amps or less

\$200.00 – 800 Amps or less

\$225.00 – 1000 Amps or less

\$250.00 – 1500 Amps or less

\$380.00 – 2000 Amps or less

\$500.00 – Over 2000 Amps

\$ 55.00 – Cost for Additional Panel (at reviewer's discretion)

(x3) Multiplier for above items for voltages over 600

HEATING AND AIR CONDITIONING UNITS:

\$75.00 – up to 50 kW for first unit

\$32.00 – up to 50 kW for each additional unit

\$95.00 – 51 – 100 kW for first unit

\$42.00 – 51 kW – 100 kW for each additional unit

\$125.00 – over 100 kW for first unit

\$55.00 – over 100 kW for each additional unit

TRANSFORMERS AND MOTORS:

\$65.00 – up to 25hp or 50 Kva

\$75.00 – 26 to 50hp or 51 to 100 kVA

\$100.00 – 51 to 100hp or 101 to 200 kVA

\$125.00 – 101 to 200hp or 201 to 500 kVA

\$200.00 – over 200hp or 500 kVA

(x3) Multiplier for above items for voltages over 600

GENERATORS, VAULTS, SUBSTATIONS, ETC.:

\$160.00 - Up to 10KW/KVA

\$200.00 – 10 to 20KW/KVA

\$240.00 – 21 to 100KW/KVA

\$325.00 – 101 to 200KW/KVA

\$375.00 – 201 – 500KW/KVA

\$500.00 – over 500KW/KVA

(x3) Multiplier for above items for voltages over 600

MISCELLANEOUS FEES:

\$125.00 – Sign for first unit

\$ 55.00 – Sign for each additional unit

\$600.00 – Commercial Swimming Pool State of PA 3-year certification. This is per inspection – pass or fail.

\$90.00 Each additional pool or hot tub inspected at same time as main public pool.

\$125.00 For each re-inspection visit

\$125.00 – Protective Signaling Systems

\$30.00 – Site Light and or pole standard (each)

\$200.00 – EV Charging Station – Includes one charger. Additional chargers @ \$50.00 per. Service and feeder fees are additional.

WIND TURBINE AND SOLAR PHOTOVOLTAIC SYSTEMS:

\$75.00 – Transfer, disconnect, metering or inverter equipment (each)

\$200.00 – for first 5kw rating of system

\$50.00 - for each additional 5kw rating of system

\$ 75.00 - RE-INSPECTION VISITS

\$ 90.00 - COST (PER VISIT) FOR ADDITIONAL VISITS. MINIMUM INSPECTION FEE (PER VISIT)

\$ 150.00 - MINIMUM PERMIT FEE

\$ 35.00 - COST TO ISSUE PERMIT OR CERTIFICATE OF OCCUPANCY

\$ 100.00 – COST TO COLLATE PLANS (per set of plans)

\$ 5.00 – COST PER INSPECTION RESULT FOR REMOTE MUNICIPAL SOFTWARE DATA ENTRY

\$ 30.00 – COST TO MAKE 8 ½ X 11" COPIES PLUS \$1.00 PER PAGE.

\$ 50.00 – COST TO MAKE COPIES LARGER THAN 8 ½ X 11" PLUS 2.50 PER PAGE.

\$ 4.50 – STATE PERMIT FEE (COLLECTED FOR STATE)

\$ - AFTER HOUR INSPECTIONS – CALL FOR FEES

Note: Projects which are phased may be assessed additional fees.

Please call 610-866-9663 for any costs not included on these sheets or with any questions.