

**MOUNT POCONO BOROUGH**  
**1361 POCON BOULEVARD, SUITE 100**  
**MOUNT POCONO, PA 18344**  
**TEL # (570) 839-8436/ FAX# (570) 839-0981**

**APPLICATION AND PERMIT FEE SCHEDULE**  
(Effective December 12, 2016)

<u>Description</u>	<u>Fee</u>
<b>PERMITS ISSUED BY THE ZONING OFFICER:</b>	
Certificate of Nonconformance	\$160.00
Change of Use	\$160.00
Commercial/ Industrial Construction	\$1.00 per sq. ft.
Demolition	\$315.00 Commercial \$105.00 Residential
Driveway	
Residential –	
New	\$100.00
Repave	\$25.00
Commercial/ Industrial –	
Up to 1 acre	\$1,050.00
Over 1 acre to 5 acres	\$1,600.00
Over 5 acres	\$3,200.00
Repave	½ of Regular Fee
Repair patching	\$0.05 per sq. ft.
Excavation/Mining	\$500.00 per 12 months
Occupancy	\$160.00
Residential:	
Construction (new homes, additions & garages)	\$.70 per sq. ft.
Pool:	
In-ground	\$.70 per sq. ft.
Above-ground – over 2' high	\$.25 per sq. ft.
Re-roof	\$15.00
Decks, Sheds and all accessory structures	\$.50 per sq. ft.
Fence	\$.25 per linear ft.

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Sign (Permanent or Temporary): Bond required for a temporary sign	\$50.00
Off-site	\$20.00 per sq. ft.
On-site	\$4.25 per sq. ft.
<b>Temporary Structures:</b>	
Tents (non-profit charitable organizations – exempt)	\$200.00 per event
Mobile Offices	\$200.00
Storage Trailers/ Containers	\$.45 per sq. ft. per month
Vending Permit Fee	\$400.00 per month
<b>PERMITS ISSUED BY OTHER OFFICIALS:</b>	
<b>Alarm Permit</b>	
If registered within 60 days of a violation	\$35.00
If not registered within 60 days of a violation	\$70.00
Yard Sale (up to a maximum of 3 per year/ per residence)	\$10.00 for a 3 – day sale
Liquor License Transfer (Public Hearing)	\$1,000.00
<b>Rental Inspections:</b>	
Long-Term Rental – Change of Occupancy	\$50.00 per inspection
Short-Term Rental – Bi-Annual	\$75.00 per inspection
Re-inspection	\$50.00 per re-inspection
<b>APPLICATIONS TO ZONING HEARING BOARD:</b>	
Commercial/Industrial	\$2,000.00
Continuances	\$1,000.00
Commercial Deposit/Industrial/Planned Residential Development*	\$3,000.00 + \$1.50/sq. ft. of building in excess of 1,000 sq. ft. not to exceed \$10,000.00 Deposit*
Residential	\$1,000.00
Continuances	\$500.00
Residential Deposit* (if needed)	\$2,500.00*

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<u>Description</u>	<u>Fee</u>
<b>APPLICATIONS TO PLANNING COMMISSION:</b>	
Conditional Use/ PRD Public Hearings Plus \$150.00 Per Lot/ Unit Plus Recreation Fee (per dwelling) No Land Development Plan Required	\$2,750.00 \$1,000.00 \$500.00
Commercial Conditional Use/ Public Hearing** Plus Recreation Facility Fee (of impervious area) Plus \$1,000.00 per anticipated peak hour trip. No Land Development Plan Required	\$5,500.00 \$.50 per sq. ft. \$500.00
Informal Review (Sketch Plan) **	\$400.00
Land Development Review**	\$1,750.00
Petition to Vacate a Borough Street	\$1,000.00
Stormwater Management Review**	\$550.00
Subdivision** Plus Per lot/ unit**	\$550.00 \$150.00
Zoning Map/ Ordinance Change Request	\$550.00
<b>APPLICATIONS TO PROPERTY MAINTENANCE BOARD OF APPEAL:</b>	
Residential Application Continuances Residential Deposit**	\$1,000.00 \$750.00 \$1,500.00**
Commercial Application Continuances Commercial Deposit**	\$1,500.00 \$1,000.00 \$3,000.00**
<b>Road Cut Supervision Fee:</b>	
Supervision of Road Cut Restoration By Borough Personnel	\$75.00 per hour
Supervision of Road Cut Restoration By Borough Engineer	Billable Rate from Engineer + 15% handling

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Description	Fee
<b>On-Lot Septic Fees:</b>	
<b>Deposit for on-lot septic reviews as listed below*</b>	<b>\$1,000.00</b>
1. Site visit and/ or re-inspection	\$200.00 Each
2. Soil Probe witness (two soil probes)	\$200.00 Each
3. Witness each additional probe during same visit	\$50.00 Each
4. Percolation Test (6 holes) witness	\$260.00 Each
5. Permit application and inspection fee (4 inspections)	\$900.00 Each
6. Review fee for septic system design for individual on-lot system (each review)	\$275.00 Per Review
7. Review fee for septic system design for individual alternate on-lot system (each review)	\$450.00 Per Review
8. Sewage Planning Module review	Consultant time & material, plus 15%
9. Verification of prior testing	\$200.00 Each
10. Tank replacement permit fee	\$200.00 Each
11. Repair permit application	\$200.00 Each
<b>Wireless Communication Facilities Fees:</b>	
<b>Application Fees</b>	
Per each micro facility attached to an existing structure	\$350.00
Per each other wireless communication facility	\$1,000.00
Application for wireless franchise (non-refundable)	\$50,000.00
<ul style="list-style-type: none"> <li>• Right-of-way use fee, per location</li> <li>• Charge for attachment to Borough structures in the ROW, per each structure</li> <li>• Rental charge for Borough structures not in the ROW</li> <li>• Initial escrow deposit for consultants and professional advice</li> </ul>	\$100.00 per month \$100.00 per month  Negotiable  \$2,500.00 to be maintained at that current level.
<b>Miscellaneous:</b>	
<b>Administration Lien Fee</b>	<b>\$70.00 plus costs</b>
<b>Regular Xerox Copies:</b>	
8 ½" x 11"	\$.25 per sheet
8 ½" x 14"	\$.35 per sheet
11" x 17"	\$.50 per sheet

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**NOTE:**

\* Deposit is for the purpose of securing payment for Professional Fees incurred by the Borough. The Borough Secretary/ Treasurer will deduct Professional Fees as incurred from the Deposit: When the Deposit is depleted by 80% it must be reimbursed to 100% of the original amount as required by the Borough Secretary/ Treasurer and/ or the Zoning Officer. When the project is completed, any remaining balance will be returned to the applicant.

\*\*Plus Cost of Consultants and 15% Administration Fees

**APPLICATION AND PERMIT FEE SCHEDULE**  
(Effective November, 2016)

**Notary Public Fee Schedule - Last Revised May 28, 2005**

Executing affidavits (no matter how many signatures)	\$5.00	Executing acknowledgments	\$5.00
In Executing acknowledgments Each Additional Name	\$2.00	Executing certificates (per certified copy)	\$5.00
Executing verifications	\$5.00	Administering Oaths (per individual taking an oath)	\$5.00
Taking depositions, per page	\$3.00	Executing protests, per page	\$3.00

***Disclaimer: No person, business or corporation will be relieved of paying the Application and Permit Fees Outlined above. To avoid confusion, or if you have questions, always confirm the Application & Permit Fee with the Borough Offices:***

***via email: [generalemail@mountpocono-pa.gov](mailto:generalemail@mountpocono-pa.gov) or phone: 570-839-8436 Ext. 4 or Ext. 5.***