

**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 March 7, 2016)

<u>Description</u>	<u>Fee</u>
<b>PERMITS ISSUED BY THE ZONING OFFICER:</b>	
Failure to obtain permit(s) or annual off-site sign permit renewal fees prior to starting work:	\$300.00 or 10% of fee, whichever is greater
Certificate of Nonconformance	\$160.00
Change of Use	\$160.00
Commercial Construction	\$0.70 per sq. ft.
Demolition*	\$315.00 Commercial \$105.00 Residential
Driveway/Excavation:	
Residential –	
New	\$100.00
Repave	\$ 50.00
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	\$0.025 per sq. ft.
Excavation/Mining	\$500.00 per 12 months
Industrial Construction	\$0.70 per sq. ft.
Occupancy	\$160.00
Residential:	
Construction	\$.70 per sq. ft.
Pool:	
In-ground	\$.70 per sq. ft.
Above-ground	\$105.00
Re-roof	\$15.00
Interior Renovations	\$15.00
Interior Renovations or Equipment Replacement	\$15.00
Deck (any additions)	\$.70 per sq. ft.
Fence	\$.50 per linear ft.
Shed (up to 180 sq. ft. maximum)	\$105.00

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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>Sign Registration:</b>	
Home Occupation	\$10.00 per year
Church or Non-Profit Organization	n/c
Residential on Premises	\$10.00 per year
Pylon or Monument	\$100.00 per year
Gas Station Price Sign	\$50.00 per year
Roof Sign	\$50 per year
Wall Signs	\$50.00 per year
Billboards/ Off Premises Sign	\$1.00 per sq. ft. / side per year
<b>Temporary Structures:</b>	
Tents	\$200.00 per event
Mobile Offices	\$200.00
Storage Trailers/ Containers	\$.45 per sq. ft. per month
Vending permit Fee	
Monthly fee	\$400.00
<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	\$1,000.00
<b>Rental Inspections:</b>	
Long-Term Rental – Change of Occupancy	\$50.00 per inspection
Short-Term Rental – Bi-Annual	\$40.00 per inspection
<b>APPLICATIONS TO ZONING HEARING BOARD:</b>	
Commercial/Industrial	\$2,000.00
Continuance of Hearing/ Additional Hearings	\$850.00
Residential/ Single Hearing	\$500.00
Continuance of Hearing/Additional Hearing	\$250.00

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<u>Description</u>	<u>Fee</u>
<b>APPLICATIONS TO PLANNING COMMISSION:</b>	
Conditional Use/ PRD Public Hearings And: \$150.00 Per Lot/ Unit (Plus costs of Advertising, Posting and ½ of Stenographic Costs)	\$1,750.00
Commercial Conditional Use/ Public Hearing*** And: Recreation Facility Fee (of impervious area) And: \$1,000.00 per anticipated peak hour trip. If it does not require a Land Development Plan	\$5,500.00 \$.50 per sq. ft. \$500.00
Conditional Use Review*** (Land Development Plans only)	\$1,000.00
Informal Review (Sketch Plan)***	\$400.00
Land Development Review***	\$1,750.00
Petition to Vacate a Borough Street (Plus ½ of Stenographic Costs)	\$300.00
Planned Residential Development*** And: Per lot/ unit*** And: Recreation Facility Fee (per dwelling)	\$600.00 \$150.00 \$1,000.00
Stormwater Management Review***	\$550.00
Subdivision*** And: Per lot/ unit***	\$550.00 \$150.00
Zoning Map/ Ordinance Change Request (Plus Costs of Advertising, Engineer, Posting and 15% Administration Fee)	\$550.00

**NOTE: All engineering and professional reviews must be paid for by the Applicant as a deposit with fees to be deducted as incurred:**

- Residential - \$2,500.00 Deposit\*\*
- Commercial/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\*\*

\* Where a fuel tank has been removed, all soil must be certified "Contaminate Free."

\*\* Deposit is for the purpose of securing payment of engineering fees incurred by the Borough. The Borough Secretary/ Treasurer will deduct Engineer 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

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<u>Description</u>	<u>Fee</u>
<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>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
<b>Miscellaneous:</b>	
Administration Lien Fee	\$70.00 plus costs
Regular Xerox Copies:	
8 ½" x 11"	\$.25 per sheet
8 ½" x 14"	\$.35 per sheet
11" x 17"	\$.50 per sheet

**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