Borough of Montoursville
FEE SCHEDULE

Building Code:

Building Permits -

Building permits are contracted out to Central Keystone COG (Council of Governments), Uniform Construction Code

Zoning Ordinance:

Zoning Permits - General Fees

Our fees for zoning permits relating to residential and commercial construction shall be:

Residential = **$100.00** – First **$10,000** construction cost plus **$2.00** per **$1,000** over that amount

Commercial = **$150.00** plus **$3.00** per **$1,000** construction cost

The following permit fees:

- Home Occupations, Temporary Stands, Driveways, Sheds - **$100.00**
- Sign - **$100.00** for the first sign plus **$35.00** for each additional sign
- Picnic Pavilion, Pole Shed, Fences - **$100.00**
- Pool with fence - **$100.00** first **$10,000** construction plus **$2.00** per **$1,000** over that amount

Zoning Permits - Special Uses

- Adult Entertainment Establishments **$500.00**
- Sobriety houses **$500.00**
- Cellular Tower (co-locate) - **$500.00** plus **$2,500.00** deposit for expert review
- New Tower- **$1000.00** plus **$8,500.00** deposit for expert review

Zoning Hearing Board Hearings:

In addition to the fees specified below, each applicant for a Hearing before the Montoursville Borough Zoning Hearing Board shall also be responsible for assuming one-half of the appearance fee charged by the stenographer to record the hearing proceedings. The cost of the original transcript and additional copy(ies) shall be paid by the person(s) requesting such copy(ies).

Variance Hearings –

A fee of **$1000.00**, payable in advance, shall accompany each application for a hearing before the Borough Zoning Hearing Board involving a request for a variance for a residential or non-residential use. An additional fee of **$150.00** shall be assessed for each continuance of a hearing granted at the request of the applicant.

Appeal Hearings –

A fee of **$1000.00**, payable in advance, shall accompany each application for a hearing before the Borough Zoning Hearing Board involving the appeal of a decision made by the Zoning Officer or the municipal engineer in administration of the Borough Zoning Ordinance regarding a residential use. An additional fee of **$150.00** shall be assessed for each continuance of a hearing granted at the request of the applicant.

Special Exception Hearings –

A fee of **$1000.00**, payable in advance, shall accompany each application for a hearing before the Borough Zoning Hearing Board involving the request for a special exception. An additional fee of **$150.00** shall be assessed for each continuance of a hearing granted at the request of the applicant.

Ordinance Validity Challenge or Request for Interpretation –

A fee of **$1,500.00**, payable in advance, shall accompany each application for a hearing before the Borough Zoning Hearing Board involving a validity challenge of the Borough Zoning Ordinance or a request for an interpretation of Zoning Ordinance provisions. An additional fee of **$300.00** shall be assessed for each continuance of a hearing granted at the request of the applicant.

Borough Council Hearings:

In addition to the fees specified below, each applicant for a hearing before the Montoursville Borough Council shall also be responsible for assuming one-half of the appearance fee charged by the stenographer to record the hearing proceedings when such record is required or

determined appropriate by the Borough. The cost of the original transcript and any additional copies shall be paid by the person(s) requesting such copy(ies).

Conditional Use Hearing –

A fee of **$1000.00**, payable in advance, shall accompany each application for a hearing before the Borough Council involving a request for a conditional use. An additional fee of **$300.00** shall be assessed for each continuance of a hearing granted at the request of the applicant.

Ordinance Amendment and /or Map Change Hearings –

A fee of **$3,000.00** (rezoning with amendment), **$1,500.00** (rezoning only), or **$1,500.00** (zoning amendment), payable in advance, shall accompany each application for a hearing before the Borough Council requesting an amendment to the Borough Zoning Ordinance and/or a change in the Borough Zoning Map. An additional fee of **$300.00** shall be assessed for each continuance of a hearing granted at the request of the applicant.

Appeals and Curative Amendments –

A fee of **$1,500.00**, payable in advance, shall accompany each application for a hearing before the Borough Council where an appeal is filed pursuant to Section 909.1.(b) of the Pennsylvania Municipalities Planning Code, or for an application requesting a curative amendment of the Borough Zoning Ordinance. An additional fee of **$300.00** shall be assessed for each continuance of a hearing granted at the request of the applicant.

Occupancy Permit:

Commercial Occupancy Permit –

- Business Registration Fee **$100.00**

Subdivision & Land Development Ordinance:

Sketch Plans – No Charge

Final Plans –

- **Subdivisions – $800.00** per plan plus (**$500.00** if preliminary approval granted) plus **$25.00** for each resulting lot or dwelling unit shown on the plan

❖ **Land Developments** –

- Residential Developments **$800.00** per plan (**$500.00** if preliminary approval granted)
- Non-Residential Developments **$800.00** per plan (**$500.00** if preliminary approval granted)

NOTE: County Plan Review Fees – The application shall be responsible for assuming all cost associated with the review of the subdivision and /or land development plans by the Lycoming County Planning Commission according to the fee schedule and procedure established by the Lycoming County Board of Commissioners

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Storm Water:

Stormwater Plans – $800.00 per plan

Borough Administrative Fees – $35.00 per hour

The application shall reimburse the Borough for the cost associated with the review of the Storm Water Management Plan and (BMPs) Best Management Practices Operation and Maintenance Plan by the Borough's Engineer.

The Borough will be reimbursed for the cost of site inspections including, but not limited to, pre-construction meetings, inspections during construction of storm water BMPs, and final inspection upon completion of the storm water BMPs.

The Borough will be reimbursed for the cost associated with reviews, evaluations and/or inspections of the work associated with the implementation and on-going and long term activities and task of the BMP Operations and Maintenance Plan.

The applicant shall reimburse the Borough for cost associated with sampling and analysis of water samples of existing conditions, conditions during construction and conditions during the BMP Operations and Maintenance Plan, as well as the evaluation of such water quality samples.

The applicant will be responsible for any fees that are required by the Lycoming County Conservation District for reviews of the (E & S) Erosion and Sediment Control Plan.

Floodplain Management Ordinances:

❖ **Minor Development Permit– $140.00**

- Improvement to structure, accessory building.

- ❖ **Development Permit** – **$600.00**
  - Elevation of structure, any human-made change to real estate, dredging filling, grading, paving, excavation, mining, drilling operations or storage of equipment or materials.
- ❖ **Floodplain Occupancy Permit – $100.00**
  - Includes inspection.

Other Codified Ordinances:

Peddling & Soliciting – $50.00 per request

Police Reports –

- ❖ Non Reportable Accident **$20.00**
- ❖ Reportable Accident **$15.00**
- ❖ Incident Report (Borough Resident) **$5.00**
- ❖ Incident Report (Non Resident) **$10.00**
- ❖ Fingerprint **$10.00**

Health License –

Fees determined by PA Department of Agriculture.

Park Pavilions & Event Permits:

Pavilions –

Pavilion No.	Morning 8:00AM-2:00PM	Afternoon 3:00PM – Close	Full Day
❖ #1	**$60.00**	**$60.00**	**$110.00**
❖ #2	**$60.00**	**$60.00**	**$110.00**
❖ #4	**$60.00**	**$60.00**	**$110.00**
❖ #5	**$70.00**	**$70.00**	**$125.00**
❖ #6	**$70.00**	**$70.00**	**$125.00**
❖			

Event Permit –

- ❖ Morning (8:00AM – 2:00PM) – **$50.00**
- ❖ Afternoon (3:00PM to Close) – **$50.00**

- Full Day – **$90.00**
- Pavilion (additional fee) – **Applicable Pavilion Fee**
- Gazebo (additional fee) – **$25.00**
- Use of covered bridge – **No Fee**
- Softball/Baseball Tournaments
    - one field for one day – **$200.00**
    - two fields for one day – **$275.00**
    - both fields for two full days –**$350.00**
- Disc Golf Tournaments
    - one field (18 holes)for one day – **$200.00**
- Summer Day Camp – Full Day
    - 0-49 Children - **$25.00**
    - 50-100 Children - **$50.00**
    - 100+ Children - **$90.00**

Events permits are based upon the recommendation of the Recreation Board and approval by Borough Council.

Right-To-Know Fees:

- Postage – **Actual Cost**
- Copies – **$.25** per page
- Certified Copies – **$5.00** per public record
- Specialized documents (example but not limited to, blue prints, color copies, non-standard sized documents) – **Actual Cost**
- Facsimile/Audio/Video/Other Media – **Actual Cost**

Related to Street Permits:

Permit Application Fees –

Application fees charged to defray costs incurred by the Borough in reviewing and processing the application and plans, including the preliminary review of the site location identified in the application, whether or not a permit is issued and processed shall be as follows:

- Application Fee – **$50.00**
- Supplement Fee (each 6 month time extension) (each submitted change) – **$10.00**

General Permit Inspection Fee –

General inspection fees charged to defray costs incurred by the Borough in spot inspections of permitted work or subsequent inspections after the permitted work has been completed and to monitor compliance with the permit shall be as follows:

- **Surface Openings** – This fee is calculated on the total linear feet of the opening being permitted with different areas of the right-of-way.

  Total linear feet of opening (each 100 feet increment or fraction thereof):

  - Opening in pavement **$40.00**
  - Opening in shoulder **$20.00**
  - Opening outside pavement and shoulder **$10.00**

  If a longitudinal opening simultaneously occupies two or more highway areas identified in the above paragraph, only the higher fee will be charged. Linear distances shall be measured to the nearest foot.

- **Surface opening of less than 36 square feet** – For example, service connections performed independently of underground facility installation, pipe line repairs (each opening):
  - Opening in pavement **$30.00**
  - Opening in shoulder **$15.00**
  - Opening outside pavement and shoulder **$10.00**

  If an opening simultaneously occupies two or more highway areas identified in above paragraphs, only the higher fee will be charged

- **Non-Emergency test holes in pavement or shoulder (each hole)** $5.00

Additional Fees –

If the Borough anticipates that the cost of reviewing the required application information or inspecting the permitted work will exceed the application or inspection fees listed in this section by a significant amount, the following additional fees will be assessed:

- Additional application fee – The Borough will estimate the additional amount of salary, overhead and expenses and prepare a reimbursement agreement for execution by the applicant. Borough review of the permit application will commence on the effective date of the agreement.
- Additional inspection fees – If the Borough determines that the permitted work is of sufficient magnitude or importance to warrant assignment of one

or more persons to inspect the permitted work on a more that spot inspection basis, the permit will so indicate and the permittee shall be charged for additional salary, overhead and expenses incurred by the Borough for inspection.

- ❖ Charge calculation – The charges will be calculated either on an actual cost basis or a standard unit cost basis.
- ❖ Invoices – The Borough will provide an itemized invoice for additional fees owed the Borough.

Rental Ordinance:

Rental Inspections –

- ❖ **General Fees –**
  - Single Family Dwellings **$75.00** per dwelling unit
  - Duplex Dwellings **$75.00** per dwelling unit
  - Multi Family 3-6 **$75.00** per dwelling unit
  - Multi Family 7 or more **$75.00** per dwelling unit

- ❖ **Re-inspection Fee – $25.00**

Water Ordinance:

Water Rates –

- ❖ **Residential –**
  - 0 to 3,000 gallon minimum **$39.00** per quarter
    + 3,001 gallons billed at **$13.00** per 1,000 gallons per quarter

- ❖ **Commercial –**
  - 0 to 6,000 gallon minimum **$78.00** per quarter
    + 6,001 gallons billed at **$13.00** per 1,000 gallons per quarter

- ❖ **Bulk –**
  - **$13.00** per 1,000 gallons

- **Bulk Gas –**
  - 0 to 2,000,000 gallons billed at **$13.00** per 1,000 gallons
    + 2,000,001 gallons billed at **$9.00** per 1,000 gallons

- **Final Read – $25.00**

- **Unscheduled Meter Read – $25.00**

- **Meter Damage Service Fee – $35.00**

- **Curb Box Service Fee – $50.00**

- **Reconnect Fee – $100.00**

Tapping Fees –

Meter size	Max Capacity (gpm)	EDU Equiv	Tapp Fee
5/8"	20	1	$ 1,418.00
3/4"	30	1.5	$ 2,127.00
1"	50	2.5	$ 3,545.00
1 1/2"	100	5	$ 7,090.00
2"	160	8	$ 11,344.00
3"	320	16	$ 22,688.00
4"	500	25	$ 35,450.00
6"	1000	50	$ 70,900.00
8"	1600	80	$113,440.00
10"	4000	200	$283,600.00

Miscellaneous Fees:

SEO Services -

EXHIBIT A
S.E.O. FEE SCHEDULES
EFFECTIVE JANUARY 1, 2025

A fee of $1300.00 for a residential conventional system shall be paid to the Township at time of application along with any Township application fees. Commercial land development or subdivision may require additional fees. Residential fees that exceed the $1300.00 shall be paid to the Township, by the applicant before final inspection. Any funds left over will be refunded to applicant. Please be aware that failure to properly complete the application, submit necessary fees at the proper time, and/or properly prepare necessary soils tests may result in lengthy delays and additional expense in the processing of your application.

NEW SYSTEMS – Application Fees

Soil probes per lot (2 maximum), alternate replacement site required by DEP. Or The Township $ 300.00, $ 300.00
Perc Test (6 holes per lot) ..... $ 300.00
Each interim inspection, 2 or more ..... $ 100.00
Additional probes (same trip) (per probe) .....$ 100.00
Additional perc holes (same lot) ..... (Per hole) ..... $ 50.00
Septic system design review..... in ground or sand mound or at-grade bed..... .....$ 150.00
Permit Issuance ..... $ 175.00
Preconstruction meeting, 1 hr. min charge.....$ 100.00
Administrative .....fee for each application..... $ 100.00

REPAIR AND MODIFICATION PERMITS

System repair without soil probes and perc. Fee set by SEO ..... per hour $ 100.00
Tank replacement .....$ 350.00

SUBDIVISONS (no reimbursement applies)

2 Probes, maximum, 1 – EDU, (DEP may require more soils probes as needed). ..... $ 300.00
2 perc tests are required by DEP for some lots, primary site and alternate site…6 holes per perc test..... $ 600.00
Planning module review (minor) ..... (All subdivision component #1) .....$ 250.00
Request for planning waiver and non - building declaration form with inspection ..... $ 200.00
Planning module (major) 10 lots or more, component #2, 100.00 per hour, min. fee..... $ 300.00

OTHER FEES

Additional interim inspection (each) ..... $ 100.00
Well waiver..... $ 180.00
*Composting and Privy permits w/final inspection .....$ 400.00
*Holding tank permits w/final inspection. (Residential) ..... $ 450.00
*Temporary permit for holding tank (residential, weather related) ..... $ 175.00
Existing system inspection, for re-use..... $ 300.00.....with dye test..... $ 400.00
*Act-149 permit exemptions inspection ..... $ 300.00
S.EO. Consultation ..... (Per hour) (Minimum 1 hour) ..... $ 130.00
Investigations of violation and malfunctions, yearly inspections and any municipal time incurred plus
Lab fees (per hours) (minimum 1 hour)..... $ 200.00
Verification of prior testing ..... (On site verification) .....$ 250.00
Permit renewal ..... (No new testing required) ..... $ 175.00
Summary and Court Hearings ..... (Per hour) (Minimum 1 hour) ..... $ 150.00
PNDI (PA National Diversity Inventory) Search ..... $ 250.00
Working with soil scientist or alternate systems .....100.00 per probe, Min. fee of $ 300.00
Temporary holding tank permits for Gas Well Pads. (Good for only 1 year) ..... $ 1000.00
Temporary Chemical/Portable toilet for 12 months .....unlimited..... $ 300.00
All fees include the cost of ordinary office expenses, postage, photocopying and stationary. Certified mail..$120.00
*These permits/waivers are subject to Township ordinance and approval.
All fees are plus mileage, state allowance. Min. fee for mileage $40.00

SEO SERVICES
570-220-9981
1799 Kehrer Hill Rd.
Montoursville, PA 17754

S.E.O. FEE SCHEDULES

FOLLOWING FEES WILL APPLY TO IRSIS – ALTERNATE AND EXPERIMENTAL SYSTEMS:

A fee of $1400.00 will be required with the formal application. Additional fees for testing will vary depending on the site and soil.

$200.00 will be charged from initial application fee

$300.00 septic system design review.

$200.00 For permit issuance.

An escrow fee, if required by Twp., of $1000.00 is due at the time of final inspection.

A one-time Register and Recording fee of $200.00 is due at the time of permit issuance.

A fee of $300.00 is due for the three laboratory fees necessary the first year.

Inspection fees after the first year will be $200.00 each, plus two lab fees of $_____ each, which are due on the anniversary of occupancy.

Mileage shall be paid at the current rate the IRS is allowing $_____ cents per mile
Plus fees, except where noted (no mileage).

Primary SEO, Jami Nolan #3587

Alternate SEO, Craig June #3898

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Recommended Mobile Food Vendor Fee Schedule

This proposed fee schedule is structured to generate revenue to offset the administrative costs of permit reviews, and zoning verifications, while remaining fair to small businesses.

Permit Type	Fee Amount	Validity Period	Description / Ideal For
Single-Day Event Permit	**$25.00**	24 Hours	Best for visiting vendors participating in a single weekend community festival or private party.
Consecutive 3-Day Permit	**$60.00**	3 Calendar Days	Ideal for regional food trucks traveling to Montoursville for multi-day events or holiday weekends.
Seasonal Permit	**$100.00**	6 Months	Tailored for trucks operating strictly during peak outdoor dining months (e.g., May through October).
Annual Permit	**$200.00**	1 Calendar Year	Best for local, year-round operators. Expires on December 31st of the year issued.