

BOROUGH OF MONTOURSVILLE

Consolidated Master Fee Schedule Official, Proposed, and Sewage Enforcement Officer (S.E.O.) Fees

1. Zoning & Building Permits

Building Code & Zoning General Fees

- **Building Permits:** Contracted out to Central Keystone COG (Council of Governments), Uniform Construction Code.
- **Residential Construction:** \$100.00 for the first \$10,000 of construction cost, plus \$2.00 per \$1,000 over that amount.
- **Commercial Construction:** \$150.00 base fee, plus \$3.00 per \$1,000 of construction cost.
- **Standard Flat-Fee Permits (\$100.00):** Home Occupations, Temporary Stands, Driveways, Sheds, Picnic Pavilions, Pole Sheds, and Fences.
- **Sign Permits:** \$100.00 for the first sign, plus \$35.00 for each additional sign.
- **Pools (with fence):** \$100.00 for the first \$10,000 of construction cost, plus \$2.00 per \$1,000 over that amount.

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 Cellular Tower:** \$1,000.00 plus \$8,500.00 deposit for expert review.

2. Municipal Hearing Fees

Note: Each applicant for a hearing before either the Zoning Hearing Board or Borough Council is responsible for assuming one-half of the appearance fee charged by the stenographer. The cost of the original transcript and additional copies must be paid fully by the requesting party.

Zoning Hearing Board Hearings

Hearing Type	Advance Fee	Continuance Fee
Variance Hearings (Residential or Non-Residential)	\$1,000.00	\$150.00
Appeal Hearings (Decision of Zoning Officer / Engineer)	\$1,000.00	\$150.00
Special Exception Hearings	\$1,000.00	\$150.00

Ordinance Validity Challenge or Interpretation Request	\$1,500.00	\$300.00
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Borough Council Hearings

Hearing Type	Advance Fee	Continuance Fee
Conditional Use Hearing	\$1,000.00	\$300.00
Ordinance Amendment and/or Map Change (Rezoning with Amendment)	\$3,000.00	\$300.00
Rezoning Only Map Change	\$1,500.00	\$300.00
Zoning Amendment Only	\$1,500.00	\$300.00
Appeals and Curative Amendments (PA MPC Sec. 909.1(b))	\$1,500.00	\$300.00

3. Subdivisions, Land Development & Water Management

Occupancy & Commercial Fees

- **Commercial Occupancy Permit (Business Registration Fee):** \$100.00

Subdivision & Land Development Ordinance (SALDO)

- **Sketch Plans:** No Charge
- **Final Subdivision Plans:** \$800.00 per plan (+ \$500.00 if preliminary approval was granted) plus \$25.00 for each resulting lot or dwelling unit.
- **Land Developments (Residential & Non-Residential):** \$800.00 per plan (\$500.00 if preliminary approval was granted).

Note on County Plan Review Fees: The applicant is responsible for all costs associated with plan reviews by the Lycoming County Planning Commission according to their established schedules.

Stormwater Management

- **Stormwater Plans:** \$800.00 per plan
- **Borough Administrative Fees:** \$35.00 per hour
- **Reimbursement Requirements:** Applicants must fully reimburse the Borough for engineer reviews of Stormwater Management and Best Management Practices (BMP) Operations/Maintenance Plans. This includes site inspections (pre-construction, ongoing construction, and final), long-term task audits, water sampling, and quality evaluations. Lycoming County Conservation District E&S plan fees apply separately.

Floodplain Management Ordinances

- **Minor Development Permit:** \$140.00 (Structure improvements, accessory buildings)
- **Development Permit:** \$600.00 (Elevations, grading, dredging, paving, excavation, drilling, or equipment/material storage)
- **Floodplain Occupancy Permit:** \$100.00 (Includes system inspection)

4. Water Utility Rates & Tapping Fees

Quarterly Water Consumption Rates

- **Residential:** \$39.00 quarterly minimum (covers 0 to 3,000 gallons). Usage over 3,000 gallons is billed at \$13.00 per 1,000 gallons per quarter.
- **Commercial:** \$78.00 quarterly minimum (covers 0 to 6,000 gallons). Usage over 6,000 gallons is billed at \$13.00 per 1,000 gallons per quarter.
- **Bulk Water:** \$13.00 per 1,000 gallons
- **Bulk Gas Utility Water:** \$13.00 per 1,000 gallons for 0 to 2,000,000 gallons; \$9.00 per 1,000 gallons over 2,000,000 gallons.

Water Service Ancillary Fees

- **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

System Tapping Fees Matrix

Meter Size	Max Capacity (GPM)	EDU Equivalent	Tapping 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
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5. Operations, Public Safety & Rentals

Street & Surface Opening Permits

- **Permit Application Base Fee:** \$50.00 | Supplement Fee (6-month extension / revisions): \$10.00

Surface Openings (Per 100 Linear Feet Increment or fraction thereof)

- **Opening in Pavement:** \$40.00
- **Opening in Shoulder:** \$20.00
- **Outside Pavement & Shoulder:** \$10.00

Minor Surface Openings (Less than 36 Sq. Ft. / Service Connections)

- **Opening in Pavement:** \$30.00
- **Opening in Shoulder:** \$15.00
- **Outside Pavement & Shoulder:** \$10.00
- **Non-Emergency Test Holes (Per hole):** \$5.00

Rental Housing Inspections

- **General Inspection Fee:** \$45.00 per dwelling unit (Applies uniformly to Single, Duplex, and Multi-Family 3-6 / 7+ complexes).
- **Re-inspection Fee:** \$25.00

Public Safety & Licensing

- **Peddling & Soliciting Request:** \$50.00
- **Health License:** Determined by PA Department of Agriculture

Police Reports Schedule

- **Non-Reportable Accident:** \$20.00
- **Reportable Accident:** \$15.00
- **Incident Report (Resident):** \$5.00
- **Incident Report (Non-Resident):** \$10.00

6. Community Parks, Facilities & Public Records

Park Pavilion Rental Rates

Facility	Morning (8AM-2PM)	Afternoon (3PM-Close)	Full Day
Pavilions #1, #2, #4, #5, #6	\$80.00	\$80.00	\$130.00

Public Events & Field Tournaments

- **Event Permit Base Fee:** \$60.00 (Morning or Afternoon) | \$100.00 (Full Day). Add-ons: Gazebo (+\$25.00), Covered Bridge (No Fee). Note: Requires Recreation Board recommendation and Borough Council approval.
- **League Field Rates (Season: April - October):** Base fee of \$200.00 per team.
 - 1 field / 15 players / 1-2 practices weekly: \$250.00 Season / \$100.00 Monthly
 - 1 field / 15 players / 3-5 practices weekly: \$400.00 Season / \$150.00 Monthly
- **Tournament Rates:** Baseball/Softball: \$250.00 (1 field/1 day), \$325.00 (2 fields/1 day), \$400.00 (both fields/2 full days). Disc Golf: \$250.00 per day for 18-hole course.

Right-To-Know (RTK) Document Fees

- **Standard Copies:** \$0.25/page
- **Certified Records:** \$5.00/record
- **Postage, Blueprints, Color Docs, Special Media:** Actual Cost

7. Mobile Food Vendors

Note: This schedule is structured to generate revenue to offset 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.
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8. Sewage Enforcement Officer (S.E.O.) Fee Schedules

Effective January 1, 2026

- **Residential Conventional System Base Fee:** \$1300.00 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.

NEW SYSTEMS - Application Fees

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

REPAIR AND MODIFICATION PERMITS

- **System repair without soil probes and perc:** Fee set by SEO per hour
- **Tank replacement:** \$350.00

SUBDIVISIONS (No reimbursement applies)

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

OTHER S.E.O. 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.E.O. Consultation (Per hour):** \$100.00 (Minimum 1 hour)
- **Investigations of violation and malfunctions:** \$130.00 (yearly inspections and any municipal time incurred plus Lab fees per hour, minimum 1 hour)
- **Verification of prior testing (On site verification):** \$250.00
- **Permit renewal (No new testing required):** \$175.00
- **Summary and Court Hearings (Per hour):** \$150.00 (Minimum 1 hour)
- **PNDI Search:** \$250.00 (PA National Diversity Inventory)
- **Working with soil scientist or alternate systems:** \$100.00 per probe (Min. fee of \$300.00)
- **Temporary holding tank permits for Gas Well Pads:** \$1000.00 (Good for only 1 year)
- **Temporary Chemical/Portable toilet for 12 months unlimited:** \$300.00
- **Certified mail:** \$120.00

** Note: These permits/waivers are subject to Township ordinance and approval. All fees are plus mileage, state allowance. Min. fee for mileage \$40.00. Fees include ordinary office expenses, postage, photocopying and stationary.*

9. IRSIS - Alternate and Experimental Systems

Following fees will apply to IRSIS - Alternate and Experimental Systems:

- **Formal Application Fee:** \$1400.00 required with the formal application. Additional fees for testing will vary depending on the site and soil.
- **Application Fee Allocation:** \$200.00 will be charged from initial application fee, \$300.00 septic system design review, and \$200.00 For permit issuance.
- **Escrow Fee:** \$1000.00 due at the time of final inspection, if required by Twp.
- **Register and Recording Fee:** \$200.00 due at the time of permit issuance (one-time fee).
- **First-Year Laboratory Fees:** \$300.00 due for the three laboratory fees necessary the first year.
- **Subsequent Inspections:** \$200.00 each, plus two lab fees 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).

SEO Contact Information

- **Primary SEO:** Jami Nolan #3587
- **Alternate SEO:** Craig June #3898
- **Office Contact:** 570-220-9981
- **Address:** 1799 Kehrer Hill Rd., Montoursville, PA 17754