

RESOLUTION 2024-6
JEFFERSON TOWNSHIP BOARD OF SUPERVISORS
SCHEDULE OF FEES

BE IT RESOLVED that the Jefferson Township Board of Supervisors, Lackawanna County, Pennsylvania, at a duly convened meeting conducted on this 13th day of November 2024, that the following fees are hereby established, shall supersede any and all previously established fees, and shall be assessed in accordance as follows:

ADMINISTRATION FEES

Mailing/courier expenses (e.g., USPS, FedEx, UPS) fee is Actual Postage/courier charges

Returned check charge \$ 35.00

Mileage Reimbursement - Current IRS rate

COPIES/CERTIFICATION OF DOCUMENTS

Copies – standard sheets (up to 11x17) - \$ 0.25 per page, larger sheets – actual reproduction cost

Faxed pages - \$ 0.50 per page

Certification of documents - \$ 2.00 per document

Copies of maps/plans – Actual coping costs

Subdivision and Land Development Ordinance - \$ 40.00

Zoning Ordinance - \$ 40.00

Stormwater Management Ordinance - \$ 40.00

All other Ordinances, Resolutions, pages copied - \$ 3.00 plus \$0.25 per sheet

PERMIT FEES

ZONING PERMIT (including land use and change of use) - \$ 100.00

NEW DRIVEWAY PERMITS: RESIDENTIAL - \$ 50.00

COMMERCIAL/INDUSTRIAL - \$ 200.00

RESURFACING/PAVING EXISTING DRIVEWAY - \$ 30.00

ROAD CUT PERMIT - \$ 300.00 (plus line of credit/bond for applicable restoration amount to be determined by a cost estimate provided by the contractor and reviewed by the Township Engineer.)

RAZING PERMIT - \$ 50.00 (plus UCC Permit and Inspection fees)

SIGN PERMIT - \$ 50.00 (plus UCC Permit and Inspection fees)

RE-INSPECTIONS (all additional inspections) - \$ 50.00

PERMIT MINOR REVISION - \$ 35.00

JUNKYARD PERMIT - \$200.00 per year

LOT IMPROVEMENTS -

PRINCIPLE STRUCTURE, DWELLINGS - \$ 200.00 (plus UCC Permit and Inspection fees)

RENOVATIONS, ADDITIONS/ALTERATIONS - \$ 150.00 (plus UCC Permit and Inspection fees)

ACCESSORY STRUCTURES (w/o plumbing & sewage) - Plus UCC Permit Fees, when applicable

GARAGE	\$ 150.00 (each additional Bay more than 2 add \$ 50.00)
SHED	\$ 50.00
DECK	\$ 100.00
POOL	\$ 100.00 (includes required fence, plus UCC Permit and Inspection fees)
FENCE	\$ 50.00
GREENHOUSE (noncommercial)	\$50.00
CARPORT	\$ 50.00
GAZEBO	\$ 50.00
PATIO	\$ 50.00
OTHER	\$ 50.00 (residential chicken coop)

SMALL WIRELESS FACILITIES -

INITIAL APPLICATION FEES -

\$500.00 for single application covering up to 5 collocated antennas; \$100 per antenna thereafter
\$1000.00 for application for a new pole

RECURRING FEE - \$270/site per year for use of ROW

SHORT-TERM RENTAL PERMIT - \$ 175.00 - Initial Application Fee;

\$100.00 – Annual Renewal

(\$100.00 - Missed inspection/unable to gain access penalty)

A penalty shall be imposed for failure to obtain required building and/or zoning permits prior to conducting construction equal to 2X the applicable permit fee.

SUBDIVISION & LAND DEVELOPMENTS***

Sketch Plan (Review)	\$ 250.00 - Initial Escrow
Minor Subdivision Plan	\$ 200.00 plus \$500.00 Initial Escrow
Major Subdivision (Preliminary Plan)	\$ 200.00 plus \$3,000.00 Initial Escrow
Major Subdivision (Final Plan)	\$ 200.00 plus \$1,500.00 Initial Escrow
Lot Improvement/Combination – Section 5.301	\$ 50.00 admin fee + legal prep/review fees & recording
Land Development Plan	\$ 200.00 plus \$1,500.00 Initial Escrow
Resigning fee of previously approved Plan	\$ 50.00
Engineer Site Inspection	\$ 500.00 Initial Deposit
Public Hearing	\$ 500.00 (stenographic deposit)

*** The fees for subdivisions and land developments set forth herein represent the minimum fees that must be deposited with the Township Secretary upon submission of the plan. All engineering, legal and other appropriate professional consultant fees shall also be paid by the applicant and will be billed at prevailing hourly rates. All applications must be accompanied by the applicable fees. If, during the review and approval process, the administrative and professional consultant fees exceed the initial deposit, the Township may require the payment of an additional deposit from the applicant in order to continue processing the application. The Township will stop the review process until the additional deposit is paid in full. After the Township's review has been completed, and it has been determined that there are no outstanding charges, any remaining deposit monies will be returned to the applicant. The set forth herein are in addition to any review fees established by the Lackawanna County Planning Commission and any other reviewing agency.

ZONING HEARING FEES – (FEE LISTED BELOW + ½ OF STENOGRAPHER FEE FOR ALL HEARINGS LISTED + REQUIRED LEGAL ADVERTISING FEES AND POSTAGE FOR PROPERTY OWNER NOTIFICATIONS, IF NECESSARY. TRANSCRIPT COST SHALL BE PAID BY PARTY WHO APPEALS A DECISION OF THE ZONING HEARING BOARD OR BOARD OF SUPERVISORS)

SPECIAL EXCEPTION & CONDITIONAL USE HEARING - \$ 750.00

RESIDENTIAL SETBACK VARIANCE - \$ 250.00

ZONING APPEAL - \$750.00

CURITIVE AMENDMENT - \$ 750.00

BE IT RESOLVED that the Jefferson Township Board of Supervisors adopt Resolution 2024-6 This 13th day of November 2024. New fees to be effective immediately.



Jason B. Hollister



John L. Peters, Sr.



Adeline G. Rocco

ATTEST:



Patricia Evanchyk
Jefferson Township Secretary