

BOROUGH OF FREEMANSBURG
NORTHAMPTON COUNTY, PENNSYLVANIA

RESOLUTION # 2023 – 012
(Duly Adopted January 3, 2023)

A RESOLUTION ADOPTING A FEE SCHEDULE FOR APPLICATIONS, PERMITS AND PLANS IN THE BOROUGH OF FREEMANSBURG FOR 2023.

This resolution, approved and adopted by the Council of the Borough of Freemansburg, Northampton County, PA on the date hereinafter set forth.

WHEREAS, Council of the Borough of Freemansburg previously adopted a fee schedule to cover costs associated with the processing and review of applications, permits, plans and distribution to various review agencies, professionals and relevant persons; and

WHEREAS, Council finds it necessary to update its fee schedule to cover said costs.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by Council of the Borough of Freemansburg that the FEE SCHEDULE attached hereto together with the KeyCodes Inspection Agency Fee Schedules attached hereto are hereby adopted and shall be effective January 3, 2023 as the fee schedules of the Borough of Freemansburg. Further, all prior resolutions or parts of resolutions which are inconsistent herewith are hereby repealed.

RESOLVED & ENACTED, IN WITNESS WHEREOF, the undersigned has hereunto set his hand and affixed the seal of the Local Government Unit this 3rd day of January, 2023.

ATTEST: The Borough of Freemansburg Council:

APPROVED the 3rd day of January, 2023.

Justine A. Rossi
Justine A. Rossi, Borough Secretary

Homer G. Lorrach
Homer G. Lorrach, Council President

(Municipality Seal)

Gerald C. Yob
Gerald C. Yob, Mayor

CERTIFICATE

I, JUSTINE A. ROSSI, the undersigned, Secretary of the Borough of Freemansburg, Northampton County, Pennsylvania (the "Borough") certify that the foregoing is a true and correct copy of a Resolution of the Borough which was duly enacted by affirmative vote of the majority of the members of Borough Council at a meeting duly held on January 3, 2023, and that said Resolution remains in effect, unaltered and unamended, as of the date of this certificate.

I further certify that Borough Council met the advance notice requirements of Act No. 93 of the General Assembly of the Commonwealth of Pennsylvania, approved October 15, 1998, by advertising the date of said meeting and posting a notice of said meeting on the bulletin board at the Municipal Building, 600 Monroe Street, Freemansburg, Pennsylvania 18017, the place of the meeting.

IN WITNESS WHEREOF, I set my hand and affix the official seal of the Borough this 3rd day of January, 2023.



Justine A. Rossi, Borough Secretary

(Municipality Seal)

FEE SCHEDULE
(Resolution #2023-012-1/3/23)

BOF= "Borough of Freemansburg" "KC"=Keycodes Inspection Agency"

RESIDENTIAL (One- and Two-Family Units)

Item	Fee
<ul style="list-style-type: none"> No permits required for 'temporary' structures such as portable pools that can hold less than 24" of water, swing sets, portable storage bins, and certain signs as identified in the Zoning Ordinance, etc. 	\$0
ZONING PERMIT	
<ul style="list-style-type: none"> Fences Principal or accessory use or structure *(Based on size) Retaining walls Sidewalks, patios, driveways Demolition permit Pools Additions to existing structures, including decks Permanent signs Driveway opening <i>(Permits are not required for re-roofing or re-siding unless structural improvements or changes are proposed as part of the re-roofing or re-siding.)</i>	Non-refundable Application Fee Minimum cost \$75 Additional Costs may incur (See attached KC fee schedule)
<ul style="list-style-type: none"> Home-based business occupancy permit 	\$50
OTHER	
<ul style="list-style-type: none"> Yard Sale Permit 	1st permit – Free; then \$10, \$15, \$25
<ul style="list-style-type: none"> Vendor / Temporary Business License 	\$50 daily/\$100 seasonal
<ul style="list-style-type: none"> Planning Commission Site Plan Review required by Zoning Ordinance 	\$200 Non-refundable Application Fee \$1,250 Escrow Fee (to include costs for professional consultants) <i>*(2 separate checks)</i>
<ul style="list-style-type: none"> Zoning Hearing Board Application 	\$750
CHANGE OF OCCUPANCY (C.O.)	
<ul style="list-style-type: none"> Certificate of Occupancy *(change of owner OR tenant) (\$175 KC + \$25 BOF Admin Fee, includes an initial inspection & one re-inspection, after which a \$75 fee will be charged for each additional inspection.) 	\$200
BUILDING / ELECTRICAL / PLUMBING PERMIT * (Plan Review and all initial inspections)	
<ul style="list-style-type: none"> Application Fee-due when permit application is submitted *(to be applied to the cost of the permit) 	\$135 Non-refundable Application Fee (\$75 KC + \$60 BOF Admin Fee)
<ul style="list-style-type: none"> Any additional fees INCLUDING the \$4.50 PA UCC Fee will be due to the Borough Office upon pick-up of the Permit. 	See Keycodes Fee Schedule
<ul style="list-style-type: none"> Residential Re-Inspection fee IF re-inspection cannot be combined with another required inspection. 	\$75
<ul style="list-style-type: none"> Cost to issue Permit 	\$25

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COMMERCIAL/NON-RESIDENTIAL (or Multi-Family Units-3 or More)

Item	Fee
ZONING PERMIT	
<ul style="list-style-type: none"> Fences Principal or accessory use or structures Retaining walls Sidewalks, patios, driveways, and decks Demolition permit w/o utilities Additions to existing structures Permanent signs Driveway opening <i>(Permits are not required for re-roofing or re-siding unless structural improvements or changes are proposed as part of the re-roofing or re-siding.)</i>	Non-refundable Application Fee Minimum cost \$150 Additional Costs may incur- (See attached KC fee schedule)
CHANGE OF OCCUPANCY (C.O.)	
<ul style="list-style-type: none"> Certificate of Occupancy <i>*(change of owner OR tenant)</i> (See KC Fee Schedule-depends on size of commercial property) 	KC Fees + \$50 BOF Admin. Fee
OTHER	
<ul style="list-style-type: none"> Zoning Hearing Board Application (Other than "Special Exception") 	\$1,000 Non-refundable Application Fee
<ul style="list-style-type: none"> Zoning Hearing Board Application-"Special Exception" 	\$1,000 Non-refundable Application Fee \$2,500 Escrow Fee (2 separate checks) - <i>Escrow fee will be used to cover the Borough's costs for professional consultants; however, applicant is responsible for all Borough costs for professional consultants regardless of the Escrow & the BOF reserves the right to require additional escrow depending on the scope of the Application.</i>
<ul style="list-style-type: none"> Conditional Use Application 	\$1,000 Non-refundable Application Fee \$2,500 Escrow Fee (2 separate checks) - <i>Escrow fee will be used to cover Borough's costs for professional consultants regardless of the Escrow & the BOF reserves the right to require additional escrow depending on the scope of the Application.</i>
Planning Commission Site Plan Review required by Zoning Ordinance	\$250 Non-refundable Application Fee \$2,500 Escrow Fee (to include costs for professional consultants) (2 separate checks)

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BUILDING / ELECTRICAL / PLUMBING PERMIT *(plan review and all initial inspections)	
<ul style="list-style-type: none"> Commercial Permit Application Fee-<i>The final permit fee is based on sq. footage. This is just a down payment. All required inspections, including building, electrical, plumbing, etc., will be calculated into the final permit fee. There are a different number of inspections based on the type of work to be done.</i> 	\$230 Non-refundable Application Fee (\$150 KC + \$80 BOF Admin Fee)
<ul style="list-style-type: none"> Any additional fees INCLUDING the <u>\$4.50 PA UCC Fee</u> will be due to the Borough Office upon pick-up of the permit. 	See attached KC Fee Schedule.
<ul style="list-style-type: none"> Commercial re-inspection fee IF re-inspection cannot be combined with another required inspection. 	\$85
SALDO / SITE PLAN APPLICATIONS	
<ul style="list-style-type: none"> Concept design Site plan Lot line adjustment Sketch plan Minor subdivision plan 	\$300 Non-refundable Application Fee \$3,000 Escrow required at time of submission of application (to include costs for professional consultants) (2 separate checks)
<ul style="list-style-type: none"> Preliminary subdivision plan Final subdivision plan Preliminary land development plan Final land development plan 	\$500 Application Fee \$3,000 Escrow required at time of submission of application (to include costs for professional consultants) (2 separate checks)
PROFESSIONAL CONSULTANT REVIEW FEES	
<ul style="list-style-type: none"> Borough Solicitor 	\$120
<ul style="list-style-type: none"> Planning Commission Solicitor 	\$120
<ul style="list-style-type: none"> Zoning Hearing Board Solicitor 	\$120
<ul style="list-style-type: none"> Additional Fees for Solicitors & Engineer 	\$0.25 per copy, scan or print Cost of long-distance calls Cost of fax Cost of mailing Cost of any disbursement or other expenses
STREET OPENING AND OCCUPANCY FEES	
<ul style="list-style-type: none"> Application Fee 	\$120

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• Permit Fee	\$350-Up to 5 Square Feet \$700-Up to 10 Square Feet
• Restoration Escrow	Amount TBD by Borough Engineer
• Letter of Credit (If Applicable)	Amount TBD by Borough Solicitor and Engineer
• Inspection Escrow	Amount TBD by Borough Engineer
• Traffic Control Escrow or Costs	Amount TBD by Borough Engineer
Additional Permit Fees:	
• Additional Openings over 10 square feet	\$500
• Street Occupancy for Driveway	\$300
• Test Holes, street <i>more than</i> 5 years old	\$300
• Test Holes, street <i>less than</i> 5 years old	\$1,500

Requirements per Borough Ordinance:

- All openings will be backfilled per PennDOT Specifications and all materials shall be PennDOT approved.
- All openings shall be milled one (1) foot around trench and topped with wearing course and sealed.
- More than five (5) openings on any street in the Borough within one (1) block will require the street to be repaved.
- If a opening extends more than half a block or the complete block, it will require the street to be repaved.

Miscellaneous Fees		
	Item	Fee
A.	Copy of Comprehensive Plan	N/A
B.	Copy of S.A.L.D.O.	\$35
C.	Copy of Zoning Ordinance with Map	\$35
D.	Photocopies	\$0.25 per page
E.	Facsimile, CD or other media	Actual costs
F.	Returned Check/Stop Payment of Check	\$35
G.	Sewer, Sanitation or Real Estate Tax Certification (Separate Certs.)	\$25 Each Cert.
H.	Duplicate Real Estate Tax Forms (Tax Collector)	\$10
I.	Sale of Reports (Police Accident Reports)	\$15
J.	Escrow Administration Fee	\$10 per entry / invoice / activity
K.	Sewer Tap-in Fee	\$2,000 per unit
L.	Administrative charge for permits applied for after the work is started	Double the cost of the initial permit
M.	Certification of a Record	\$1 per record

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N.	Reproduction of Specialized Records / Postage Fees	Actual cost
O.	Recreation Fees	\$500 per building unit
P.	Charge to file lien or charge to satisfy lien	\$125 plus all applicable Northampton County Prothonotary fees
Q.	UCC Board of Appeals	\$250
R.	Floodplain Zoning Permit Application and Permit	Residential- \$250 Non-refundable Application Fee \$1,000 Escrow Fee
		Commercial- \$500 Non-refundable Application Fee \$2,000 Escrow Fee
S.	Zoning Map/Text Amendment	\$1,000 + \$3000 Escrow
T.	Curative Amendment Zoning Appeal	\$5,000 + \$3,000 Escrow
U.	SANITATION	
	Residential Sanitation- Contractual Single Municipal Hauler (Weekly Curbside Trash Pick-up/Monthly Recycling Drop Off)	\$450/Yearly (\$150 additional carts-residential permitted to have 2 additional 96-gallon carts.) Jan-March-\$150 April-May-\$112.52 June-August-\$75 September-December-\$37.50
	Non-residential Sanitation- Contractual Single Municipal Hauler (Weekly Curbside Trash Pick-up/Monthly Recycling Drop Off)	\$450/Yearly (\$150 additional cans-residential permitted to have 8 additional 96-gallon carts) Jan-March-\$150 April-May-\$112.52 June-August-\$75 September-December-\$37.50
	Exempt Commercial Units (Over 4 Units) Per Contract	Must Supply Own Dumpster
	Bulk Items Tag (per item)	\$30
	White/Metal Good Tag (per item)	\$25
	Additional Bag Tag (per bag) 25lb. maximum	\$3.50
V.	SEWER	
	Residential Sewer Fee	\$125-3x/year \$125-2/1 due 3/3 \$125-6/1 due 7/1 \$125-10/1 due 10/31 or \$360/Year includes \$15 Discount if paid in full for year by 3/31/2022 Late fee \$12.50/unit
	Commercial Sewer Fee	Special Billing by Usage Provided by City of Bethlehem Water Department.

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W	Persons with a Disability or Severely Disabled Veteran Parking Space Sign and Markings Fee	\$75
X.	Persons with a Disability or Severely Disabled Veteran Parking Space Annual Renewal	\$10