

**MUHLENBERG TOWNSHIP
2018 Fee Schedule**

DUPLICATING & ADMINISTRATIVE PROCEDURES

Duplicating 8 1/2 x 11 - per page	\$0.25	
Duplicating 11 x 17 - per page		\$0.50
Coping of Specialized Documents (e.g. blue prints, color copy, non-standard size, etc.)		Actual Cost
Certification of Public Records - per record		\$5.00
Mailing Fee		Actual Cost
Return Checks for Non-Sufficient Funds - per check		\$30.00
Archival Research - Open Records Request		No Charge
Real Estate Tax Certification Fee (Tax Collector)		\$25.00
Trash Certification Fee		\$25.00
Duplicate Tax Bill		\$5.00
Duplicate Trash Bill		\$5.00

SALE OF MUNICIPAL PUBLICATIONS (available on the Township website at no charge)

Comprehensive Plan	\$150.00
Park & Recreation Open Space Plan	\$150.00
Subdivision & Land Development Ordinance	\$50.00
Township Street Map	\$15.00
Zoning Map	\$15.00
Zoning Ordinance	\$50.00

TOWNSHIP NEWSLETTER ADVERTISING

Full Page per issue	\$900.00
1/2 Page per issue	\$490.00
1/4 Page per issue	\$265.00
1/16 Page per issue	\$190.00
1/12 Page per issue	\$95.00
Full Page in 4 consecutive issues	\$2,250.00
1/2 Page in 4 consecutive issues	\$1,225.00
1/4 Page in 4 consecutive issues	\$660.00
1/6 Page in 4 consecutive issues	\$475.00
1/12 Page in 4 consecutive issues	\$250.00

RIGHT TO KNOW

Fees anticipated to be over \$100.00 must be paid in advance

**MUHLENBERG TOWNSHIP
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LICENSE FEES

Amusements License

Annual License	\$10.00
Annual License plus Late Fee	\$20.00
Annual Non-Profit	\$1.00

Business Privilege License

Annual License	\$35.00
Annual License plus Late Fee	\$50.00

Life/Safety License Fee (See Attached Schedule)

Food & Beverage License and Inspection (includes 1 inspection and 1 re-inspection if needed)

Non-Profits (must provide copy of 501C3)	\$10.00
Vendor - Temporary (2 weeks or less)	\$100.00
Vendor - Temporary (Charitable event)	\$35.00
Mobile Units - per unit	\$150.00
License of a retail food facility that had a seating capacity of less than fifty (50)	\$150.00
License of a retail food facility that is not described above	\$300.00
Duplicate license for each retail food facility location	\$25.00
Third and subsequent follow-up inspections - cost per inspection	\$300.00
Food Merchant operating in buildings exceeding 30,000 sf	\$500.00
Food & Beverage License late payment fee (set by Ordinance)	Fee Doubled

Plumbing License

Journeyman Plumber - New	\$50.00
Journeyman Plumber - Renewal	\$30.00
Master Plumber - New	\$100.00
Master Plumber - Renewal	\$50.00
Heating Installer - New	\$50.00
Heating Installer - Renewal	\$30.00
Heating Contractor - New	\$100.00
Heating Contractor - Renewal	\$50.00

Refuse License	\$100.00
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**MUHLENBERG TOWNSHIP
2018 Fee Schedule**

RESIDENTIAL RECYCLING & TRASH REMOVAL

Residential	\$280.00
Residential - Sr. Citizens (age 65 & over)	\$240.00
Late fee	\$15.00
Recycling Bin	\$20.00

PARKS & RECREATION FEES

Equipment Rental \$35.00 Deposit Required refunded less user fee with equipment return

Resident user fee	\$15.00
Non-Resident user fee	\$20.00
Replace damaged/lost equipment	Actual Cost

Recreation Building Use Fee	See Schedule
Park Use Fee	See Schedule
Jim Dietrich Park Fee	See Schedule
Court use fee with lights - Resident (per hour, min. 2 hours)	\$5.00
Court use fee with lights - Non-Resident (per hour, min 2 hours)	\$7.50
Athletic Field use fee	See Schedule

Mandatory Dedication - Residential

Fee-in-lieu-of land dedication (residential unit)	\$1,200.00
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Shooting Range Fee

Muhlenberg Area Shooting Assoc. permitted events	No Charge
Muhlenberg Township Police Department	No Charge
Other Law Enforcement (Mon. - Fri.)	\$10 Plus \$5/Hr.
Other Law Enforcement (Weekends & Holidays)	\$10 Plus \$10/Hr.
All Others	Not eligible

POLICE DEPARTMENT FEES

Accident/Incident Reports - (Plus cost of photos)	\$15.00
Parking Tickets	\$25.00
Alarm Permits (1 time fee)	\$10.00

Alarms - False Alarms

1st through 4th false	No Charge
5th through 10th false	\$50.00
11th and more false	\$100.00
Soliciting Permits (per 30 days/person)	\$25.00
Special Police Services - per hr.	\$75.00

MUHLENBERG TOWNSHIP

2018 Fee Schedule

BUILDING PERMIT FEES include both a Plan Review Fee & a Permit Fee as described below

BUILDING PERMITS: Plan Review Fee

Residential - New (each unit)	\$150.00
Residential - Addition	\$125.00
Residential - Accessory Structure (UCC regulated)	\$75.00
per hour	\$150.00

***Non-Residential review fees will be invoiced by the Township. All fees must be paid prior to the issuance of any building permit**

BUILDING PERMITS: Permit Fee

Residential Building Permits (all expire after 1 year)

New Residential Construction per sq. ft.*	\$0.50
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*Cost based on the total sq. ft. of bldg. or structure space incl. all living areas, garages, basements, patios & porches

Accessory structures (shed, garage, above ground pool, fence)**	\$30.00
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**Plus \$8.00 per \$1,000.00 of cost or fraction

Residential repairs & alternations including an in ground pool, deck or sunroom, patio***	\$50.00
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***Plus \$10.00 per \$1,000.00 of cost or fraction

Permit extension (1 time only for 6 months)	\$100.00
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Non-Residential Building Permits (Commercial, Industrial, Institutional, etc.)

New Non-Residential - first 1,000 sq. ft.	\$2,000.00
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Each Additional 1,000 sq. ft. or fraction thereof	\$150.00
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Commercial/Industrial alterations & repairs*	\$200.00
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*Plus \$15.00 per \$1,000.00 cost or fraction thereof

BUILDING PROJECTS - WITHOUT PERMITS (Including lift stop work order)

Residential Projects*	\$150.00
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*Plus the lesser 2 times the permit fee set forth above or the permit fee set forth above plus \$250.00

Non-Residential Projects*	\$250.00
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*Plus the lesser 2 times the permit fee set forth above or the permit fee set forth above plus \$500.00

Storage Containers	\$50.00
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Residential PODs (valid for 90 days)	\$25.00
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60 day extension

Sea or utility containers	\$50.00
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60 day one time extension	\$25.00
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2018 Fee Schedule**

Construction, Office trailers, retail tents or corrals	\$150.00
Permanent installation of storage containers	Refer to Zoning Office

CURB & SIDEWALK PERMIT* (Construction or Repair)

Sidewalk - New installation regulated by UCC	\$200.00
Sidewalk - Replacement	\$100.00
Curb - New (connecting to existing curb) after 50ft. \$1.00 per ft.	\$75.00
Curb Ramp - New plus UCC fee	\$50.00
Driveway - New regulated by UCC plus UCC fee	\$225.00
Driveway - New not regulated by UCC	\$100.00
Establish curb line & grade - per hour	\$150.00
*When curb and sidewalk construction or repair is being completed as a single project only one fee plus UCC fee (if applicable) is charged.	
Renewal permits are issued at a cost of 50% of the initial permit fee	
UCC Fee	\$4.00

ZONING PERMITS

Residential Accessory Structures	\$75.00
Residential Dwelling	\$100.00
Commercial/Industrial	\$150.00
Commercial - not UCC regulated	\$75.00

OCCUPANY PERMITS

New Residential	\$100.00
Business - per hr.*	\$150.00
Industrial - per hr.*	\$175.00

*The Occupancy Permit Fees will be invoiced by the Township. Fees must be paid prior to the issuance of any Occupancy permit.

DEMOLITION - RESIDENTIAL/COMMERCIAL/INDUSTRIAL*

Permit - per \$1,000.00 cost plus plan review fee	\$8.50
Plan Review Fee	\$150.00
Dumpster Fee to be located within Cart way or Right of way	\$50.00

*Must have PA DEP approval for air quality

Financial Security may be required

PROPERTY TRANSFER INSPECTION

Occupancy Permit	\$75.00
Inspection - Single Family Dwelling	\$125.00
Inspection - Multi-Family Dwellings - per unit	\$75.00

**MUHLENBERG TOWNSHIP
2018 Fee Schedule**

Additional Inspections beyond 2 are charged an additional fee per inspections \$75.00

ELECTRICAL PERMITS

Residential

Existing residential retrofitting flat fee \$90.00

New Residential or Addition

Plan review fee \$150.00

Rough Inspection \$90.00

Final Inspection \$90.00

Any additional Inspections (per site visit) \$150.00

Commercial

Plan review- **Fee plus 3.5% of contract cost** \$150.00

Rough Inspection \$125.00

Final Inspection \$125.00

Any additional Inspections (per site visit) \$175.00

Residential

Sewer Connection (Tying to sewer lateral) \$125.00

Water Service \$125.00

Existing residential retrofitting flat fee \$75.00

New Residential Plumbing - **Fee plus 3.5% of Contract Cost** \$75.00

Addition or expansion Plumbing - **Fee plus 3.5% of Contract Cost** \$75.00

HVAC Existing residential retrofitting flat fee \$75.00

Residential HVAC - **Fee plus 3.5% of Contract Cost** \$75.00

Commercial Plumbing/HVAC

Commercial/Industrial Plumbing - **Fee plus 3.5% of Contract Cost** \$100.00

Commercial/Industrial HVAC - **Fee plus 3.5% of Contract Cost** \$100.00

Additional Plumbing Inspections beyond 2 are charged an additional fee per inspection \$75.00

Grease Trap Installation - **Fee plus 3% of Contract Cost** \$50.00

Great Trap Inspection except intermittent operations \$200.00

Great Trap Inspection - intermittent operations \$100.00

Additional Grease Trap Inspections beyond 2 are charged an additional fee per inspection \$100.00

UCC L&I FEE PER EACH UCC REGULATED PERMIT FOR TRAINING AND CERTIFICATION (NON-REFUNDABLE)

\$4.00

STREET CUTS (set by Ordinance)*

Street Cuts - per 40 Sq. Ft. opening \$200.00

**MUHLENBERG TOWNSHIP
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Oversized Street cuts and excavation larger than 40 Sq. Ft. additional fee per 20 Sq. Ft. or fraction thereof	\$50.00
Emergency Repair within 3 years of road improvement	\$1,500.00
*Emergency cuts on roads paved within the past three years from the date of application are not permitted except on an emergency basis.	

TRAILER PARKS PERMIT (see by ordinance)

Annual Fee	\$100.00
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SIGN PERMIT

Fee plus \$30.00 per \$1,000 of actual cost or fraction	\$50.00
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FEES

Rental Registration Fee - per unit per year less than 10 units	
1st Year or New Owner	\$50.00
Consecutive Years	\$25.00
Rental Registration Fee - per unit per year 10 - 40 units	
1st Year or New Owner	\$35.00
Consecutive Years	\$20.00
Rental Registration Fee - per unit per year 41 or more units	
1st Year or New Owner	\$15.00
Consecutive Years	\$10.00
Inspection Fee - Less than 10 Units	
First Visit and 1 Re-inspection	\$100.00
Inspection Fee - per unit per year 10 - 40 units	
First Visit and 1 Re-inspection - min. 10 units per day	\$75.00
Inspection Fee - per unit per year 41-99 units per day	
First Visit and 1 Re-inspection - min. 40 units per day	\$50.00
Inspection Fee - per unit per year 100 or more units	
First Visit - min. 50 units per day	\$25.00
Re-inspection - min. 50 units per day	\$15.00
Inspection Fee 3rd visit - per unit	\$300.00
Inspection Fee 4th visit and all subsequent visits - per unit	\$1,000.00
Rooming House initial registration	\$15.00
Rooming House consecutive registration	\$10.00
Rooming house inspection (up to 4 rooms)	\$100.00
Additional inspection (per room)	\$25.00
No Show Fee - 1st offense	\$150.00
No Show Fee - 2nd offense	\$250.00
No Show Fee - 3rd offense	\$400.00

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2018 Fee Schedule**

Third request for inspection cancellation fee and each cancellation request beyond the 3rd \$400.00

Illegal Rentals and Failure to renew registration will result in registration fees being doubled

FIRE LICENSE INSPECTION FEE SCHEDULE/per year

Place of Assembly

Class A - more than 1,000 people over 30,000 sq. ft.	\$250.00
Class B - more than 1,000 people	\$125.00
Class C - 300 - 1,000 people	\$100.00
Class D - less than 300 people	\$75.00

Apartment Building

more than 25 units	\$225.00
10 to 25 units	\$125.00
less than 10 units	\$75.00

Business, Office, etc.

Class A - more than 30,000 sq. ft./building	\$200.00
Class B - 10,000 to 30,000 sq. ft./building	\$125.00
Class C - less than 10,000 sq. ft./building	\$75.00

Educational Facility

Class A - more than 1,000 students	\$200.00
Class B - 501 to 1,000 students	\$150.00
Class C - 100 to 500 students	\$100.00
Class D - less than 100 students	\$50.00

Day Care Facilities, Group Day Care, Family Day Care

Class A - more than 13 persons receiving care	\$150.00
Class B - 6 to 12 persons receiving care	\$100.00
Class C - 1 to 5 persons receiving care	\$50.00

Health Care facility; Hospitals, Nursing Homes, etc.

Class A - more than 400 patients	\$200.00
Class B - 200 to 400 patients	\$150.00
Class C - less than 200 patients	\$100.00

Industrial/Factory, etc.

Class A - more than 30,000 sq. ft./building	\$200.00
Class B - 10,000 to 30,000 sq. ft./building	\$150.00
Class C - less than 10,000 sq. ft./building	\$100.00

Hotels/Motels, etc.

Class A - more than 50 rooms	\$200.00
Class B - 25 to 50 rooms	\$150.00
Class C - less than 25 rooms	\$100.00

Lodging/Rooming, Foster Homes, etc.

Class A - more than 25 units/bldg.	\$200.00
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Class B - 10 to 25 units/bldg.	\$150.00
Class C - less than 10 units/bldg.	\$100.00
Mercantile	
Class A - more than 30,000 sq. ft. or 3 floors	\$200.00
Class B - 5,000 to 30,000 sq. ft.	\$125.00
Class C - less than 5,000 sq. ft.	\$75.00
Storage, Warehouse, Parking Garage, Freight Terminal, etc.	
Class A - more than 30,000 sq. ft./bldg.	\$200.00
Class B - 10,000 to 30,000 sq. ft./bldg.	\$150.00
Class C - less than 10,000 sq. ft./bldg.	\$100.00
Re-inspection - after the second inspection for failure to comply	\$50.00
Failure to cancel scheduled inspection in writing, no show, etc.	\$40.00
Pre Sales Inspection - Residential	\$25.00
Pre Sales Inspection - Commercial	\$50.00
After Hours Inspection (18:00-07:00) Inspections and Test witnessed after normal work hours - per hour	\$40.00
Late Payment of Inspection Fee	Double Fee
Other - Miscellaneous	To be Determined
ON-SITE SEWAGE SYSTEMS	
Site Investigations - per lot	\$500.00
Verification of prior SEO testing - per lot	\$100.00
Permitting - per application	
New & Replacement Systems	\$700.00
Repair	\$300.00
Holding Tanks	\$300.00
Permit Renewals	\$50.00
Additional fee for designs requiring P.E. review	\$150.00
Required System Inspections - every 3 yrs.	\$200.00
Planning Module Review - per hr.	\$150.00
LIQUOR LICENSE TRANSFER APPLICATION FEE (set by Ordinance)	
Township Code Chapter 85-4	\$3,000.00
*added staff and consultant fees will be billed for expenses exceeding the fee	
TIMBER HARVESTING	
Review Fee	Actual Cost
Permit Fee	\$500.00

**MUHLENBERG TOWNSHIP
2018 Fee Schedule**

TOWNSHIP STAFF BILLING RATE FORMULA

Total of employee's hourly rate (straight & OT) as applicable, times a multiplier of 2.8 to cover the costs of all Township paid taxes, insurances, benefits, depreciation of plant and equipment

CONSULTANT BILLING RATE

Actual Cost

TELECOMMUNICATION TOWERS

Construction costs up to \$10,000.00	\$500.00
Construction cost over \$1,000.00 (ea. Additional \$1,000)	\$20.00
Annual Franchise Fee	\$750.00

LARGE GATHERING APPLICATION FEE

\$100.00

SUBDIVISION & LAND DEVELOPMENT FEES include both a Plan Fee and an Escrow fee as described below. Note when the Board of Commissioners approves that a Plan be submitted as a Preliminary/Final Plan, this plan shall be subject to the Preliminary Plan review fee plus escrow and all of the requirements governing Final Plans.

SUBDIVISION & LAND DEVELOPMENT (Non-Refundable)

Sketch Plans

Residential	\$750.00
Commercial/Industrial	\$1,500.00

Plans Exempt from Standard Procedures (Code 128-20)

Revised Plan of Record/Minor Subdivision/Minor Land Development	\$1,500.00
Annexations	\$1,000.00

Preliminary Plans

Residential - plus additional fee a-e (as applicable)	\$2,000.00
a. 1 - 10 buildings or lots - each	\$75.00
b. 11- 60 buildings or lots - each	\$50.00
c. 61 - 100 building or lots - each	\$25.00
d. More than 100 buildings or lots - each	\$15.00
e. Additional fee for apartment or condominium in any multiple family building - each	\$15.00

Final Plans

Residential - plus additional fee a-e (as applicable)	\$1,500.00
a. 1 - 10 buildings or lots - each	\$75.00

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b. 11- 60 buildings or lots - each	\$50.00
c. 61 - 100 building or lots - each	\$25.00
d. More than 100 buildings or lots - each	\$15.00
e. Additional fee for apartment or condominium in any multiple family building - each	\$15.00

Preliminary Plans - Commercial/Industrial - fee plus \$100.00 per 10,000 sq. ft. building or \$100 per acre, whichever is greater \$3,500.00

Final Plans - Commercial/Industrial - fee plus \$100.00 per 10,000 sq. ft. building or \$100 per acre, whichever is greater \$4,000.00

SUBDIVISION & LAND DEVELOPMENT ESCROW FEES - Minimum deposit required from Owner, Sub-divider, or Developer to cover all MPC costs including but not limited to outsourced legal & engineering services. As the escrow deposit for expenses incurred is expended, the applicant shall make further deposits upon notice from the Township until approval of the Plan. Upon plan completion, as determined by the Township, uncommitted escrow funds on deposit shall be returned after the Township has been reimbursed from the account for the cost of collecting, expending and accounting for these funds. The reimbursement shall be in the amount of 15% of the total escrow funds expended.

Residential - 3 lots or less	\$3,000.00
Residential - 4 lots or more	\$6,000.00
Commercial/Industrial	\$8,000.00

Extension of Development Related Approvals - Act 46

Extension of an Approval extended by Act 46 - Lesser of 25% of the original application fee or \$5,000.00

Provide written verification of the existence or expiration date of a residential approval \$100.00

Provide written verification of the existence or expiration date of a commercial approval \$500.00

ZONING HEARING

Residential Use Variance Application	\$1,000.00
Commercial & Industrial Use Variance Application	\$2,500.00
Conditional Use Application	\$3,000.00

STORM WATER MANAGEMENT REPORTS AND DRAINAGE PLAN REVIEW FEES*

Filing Fee	\$250.00
Review of documentation in support of exemption	\$500.00
Review of Storm Water Management Report and Drainage Plan	\$1,000.00

MUHLENBERG TOWNSHIP

2018 Fee Schedule

*These fees are applicable only where the submission and review of the reports and plans are required and the needed review fees are not already incorporated in a separate submission under the SALDO

PARKS AND RECREATION FEES SCHEDULE

Rental Policy: Muhlenberg Township Park and Recreation Areas

Location	Serving Room	Restroom	Portable Toilet	No Restroom	Residents		Non-Residents	
					Mon - Thurs	Fri - Sun Holidays	Mon - Thurs	Fri - Sun Holidays
Jim Dietrich Pav. 1		X	X		\$137	\$192	\$181	\$252
Jim Dietrich Pav. 2	X	X			\$165	\$220	\$209	\$280
Jim Dietrich Pav. 3			X		\$66	\$88	\$93	\$115
Red River Pavilion				X	\$66	\$88	\$93	\$115
Temple Playground	X	X			\$143	\$198	\$187	\$258
Laurel Run Park		X			\$137	\$192	\$181	\$252
Stoudt's Ferry		X			\$104	\$143	\$137	\$187
Reading Crest			X		\$66	\$88	\$93	\$115
South Temple			X		\$66	\$88	\$93	\$115
Laurelain			X		\$66	\$88	\$93	\$115
Pioneer Grove				X	\$55	\$77	\$82	\$104
Felix Dam				X	\$49	\$71	\$77	\$99
Hyde Park	X	X	X		\$104	\$143	\$137	\$187

***Alcohol is only permitted at Jim Dietrich Park Pavilions 1, 2, 3 and Red River Pavilion and Laurel Run Park. The fee for alcohol is \$150.00 and requires a caretaker present during your event. There is also a \$100 refundable security due at the time of reservation.**

Recreation Building

GROUP I - RESIDENTS ONLY

NO FEE

GROUP II (2 hr. min.) RESIDENTS

	PER HOUR	
SMALL MEETING ROOM	\$15	
MIDDLE ROOM	\$15	
BACK ROOM	\$15	
KITCHEN (stove only)	FLAT FEE OF	\$17

NON-RESIDENTS

PER HOUR	
\$20	
\$20	
\$20	
FLAT FEE OF	\$23

GROUP III (3 hr. min.) RESIDENTS

	PER HOUR	
MIDDLE ROOM	\$25	
ENTIRE FIRST FLOOR *	\$40	
KITCHEN (stove only)	FLAT FEE OF	\$30

NON-RESIDENTS

PER HOUR	
\$35	
\$55	
FLAT FEE OF	\$40

Jim Dietrich Farmhouse

GROUP I - INTER-DEPT

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ONLY

NO FEE

GROUP II (2 hr. min.)

RESIDENT

NON-RESIDENT

	PER HOUR
FIRST FLOOR	\$40
SECOND FLOOR	\$40
BOTH FLOORS	\$65

	PER HOUR
FIRST FLOOR	\$55
SECOND FLOOR	\$55
BOTH FLOORS	\$75

GROUP III (3 hr. min.)

	PER HOUR
FIRST FLOOR	\$50
SECOND FLOOR	\$50
BOTH FLOORS	\$70

	PER HOUR
FIRST FLOOR	\$65
SECOND FLOOR	\$65
BOTH FLOORS	\$85

There is an additional \$100 fee for alcohol due at the time of reservation at the Recreation Building and the JD Farmhouse.

There is also a \$100 refundable security deposit fee due at the time of reservation. All security deposits are refunded by check and mailed to the person who rented the facility. They arrive approximately 2 weeks after the reservation.