

MOUNT POCONO BOROUGH
1361 POCONO BOULEVARD, SUITE 100
MOUNT POCONO, PA 18344
TEL # (570) 839-8436/ FAX# (570) 839-0981

APPLICATION AND PERMIT FEE SCHEDULE
(Effective March 4, 2019)

<u>Description</u>	<u>Fee</u>
PERMITS ISSUED BY THE ZONING OFFICER:	
Certificate of Nonconformance	\$80
Change of Use	\$50
Commercial/ Industrial Construction	\$400
Demolition	
Commercial –	\$100
Residential -	\$50
Driveway	
Residential –	\$50
Commercial/ Industrial –	\$250
Occupancy	\$50
Residential Construction (new homes, additions & garages)	\$400
Pools: In-ground; Above-ground over 2' high	\$50
Re-roof	\$15
Decks, Sheds and all accessory structures	\$0.50 per SF
Fence	\$0.25 per linear ft.
Sign (Permanent or Temporary):	
Bond required for a temporary sign	\$50.00
Off-site	\$6.50/SF
On-site	\$4.25 per sq. ft.
Temporary Structures:	
Tents (non-profit charitable organizations – exempt)	\$200.00 per each set-up
Mobile Offices/Storage Trailers/ Containers	\$200.00 + \$0.45/SF per month
Vending Permit Fee	\$400.00/Year or \$30/Day
PERMITS ISSUED BY OTHER OFFICIALS:	
Alarm Permit	\$35
If registered within 30 days after violation	\$70
Yard Sale (up to a maximum of 3 per year/ per residence)	\$10.00 for a 3 – day sale
Liquor License Transfer (Public Hearing) – (Deposit)	\$1,000.00

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Description	Fee
PERMITS ISSUED BY OTHER OFFICIALS (Cont.):	
Rental Inspections:	
Long-Term Rental – Change of Occupancy	\$50.00 per inspection
Short-Term Rental – Bi-Annual	\$75.00 per inspection
Re-inspection	\$50.00 per re-inspection
APPLICATIONS TO ZONING HEARING BOARD:	
Commercial/Industrial/Planned Residential:	
Administration Fee –	\$150
Deposit (Cost of Consultants, etc.)	\$3,000.00 + \$1.50/sq. ft. of building in excess of 1,000 sq. ft. not to exceed \$10,000.00 Deposit [±]
Residential:	
Administration Fee –	\$150
Deposit (Cost of Consultants, etc.)	\$1,000
APPLICATIONS TO PLANNING COMMISSION:	
Conditional Use – Residential (Senior Housing)	
Administration Fee –	\$200
Deposit (Cost of Consultants, etc.)	\$1,000
Conditional Use – Commercial/Industrial	
Administration Fee –	\$200
Deposit (Cost of Consultants, etc.)	\$2,500
Plus Recreation Facility Fee (of impervious area)	\$0.25 per sq. ft.
Informal Review (Sketch Plan) – (Deposit)	\$500
Land Development Review	
Administration Fee –	\$350
Deposit (Cost of Consultants, etc.)	\$2,500
Petition to Vacate a Borough Street	\$1,000.00
Subdivision -	
Administration Fee –	\$150
Deposit (Cost of Consultants, etc.)	\$1,000
Lot Consolidation -	
Administration Fee –	\$150
Deposit (Cost of Consultants, etc.)	\$500
Zoning Map/ Ordinance Change Request	\$550.00

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APPLICATIONS TO PROPERTY MAINTENANCE BOARD OF APPEAL:	
Residential/Commercial Application – Administration Fee	\$100
Residential/Commercial Deposit -	\$500
Road Cut Fee:	
Road Cut Permit Fee	\$200.00 (for the first 50') plus \$1.00 for each linear foot thereafter.
Borough Supervision of Road Cut Restoration	\$75.00 per hour
On-Lot Septic Fees:	
Deposit for on-lot septic reviews as listed below*	\$1,000.00
1. Site visit and/ or re-inspection	
2. Soil Probe witness (two soil probes)	\$200.00 Each
3. Witness each additional probe during same visit	\$200.00 Each
4. Percolation Test (6 holes) witness	\$50.00 Each
5. Permit application and inspection fee (4 inspections)	\$260.00 Each
6. Review fee for septic system design for individual on-lot system (each review)	\$900.00 Each
7. Review fee for septic system design for individual alternate on-lot system (each review)	\$275.00 Per Review
8. Sewage Planning Module review	\$450.00 Per Review
9. Verification of prior testing	Consultant time & material, plus 15%
10. Tank replacement permit fee	\$200.00 Each
11. Repair permit application	\$200.00 Each
Wireless Communication Facilities Fees:	
Application Fees	
Per each micro facility attached to an existing structure	\$350.00
Per each other wireless communication facility	\$1,000.00
Application for wireless franchise (non-refundable)	\$50,000.00
<ul style="list-style-type: none"> • Right-of-way use fee, per location • Charge for attachment to Borough structures in the ROW, per each structure • Rental charge for Borough structures not in the ROW • Initial escrow deposit for consultants and professional advice 	\$100.00 per month \$100.00 per month Negotiable \$2,500.00 to be maintained at that current level.
Miscellaneous:	
Garbage Lien Certification	\$10.00
Administration Lien Fee	\$70.00 plus costs
All Late / Post Project Applications – Additional Fee	\$50.00

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NOTE:

* Deposit is for the purpose of securing payment for Professional Fees incurred by the Borough. The Borough Secretary/ Treasurer will deduct Professional Fees as incurred from the Deposit: When the Deposit is depleted by 80% it must be reimbursed to 100% of the original amount as required by the Borough Secretary/ Treasurer and/ or the Zoning Officer. When the project is completed, any remaining balance will be returned to the applicant.

Notary Public Fee Schedule - Last Revised May 28, 2005

Executing affidavits (no matter how many signatures)	\$5.00	Executing acknowledgments	\$5.00
In Executing acknowledgments Each Additional Name	\$2.00	Executing certificates (per certified copy)	\$5.00
Executing verifications	\$5.00	Administering Oaths (per individual taking an oath)	\$5.00
Taking depositions, per page	\$3.00	Executing protests, per page	\$3.00

Regular Xerox Copies: 8 ½" x 11" 8 ½" x 14" 11" x 17"	\$.25 per sheet \$.35 per sheet \$.50 per sheet
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Disclaimer: No person, business or corporation will be relieved of paying the Application and Permit Fees Outlined above. To avoid confusion, or if you have questions, always confirm the Application & Permit Fee with the Borough Offices:

via email: generalemail@mountpocono-pa.gov or phone: 570-839-8436 Ext. 4 or Ext. 5.