

RESOLUTION NO. 2025-19
FEE SCHEDULE FOR THE YEAR 2025

The Board of Supervisors of Stroud Township, Monroe County, Pennsylvania, hereby adopts the following Resolution at its at its re-organizational meeting held on January 6, 2025, at 3:00 P.M., to wit:

WITNESSETH:

WHEREAS, The Supervisors of the Township of Stroud have adopted an ordinance providing for the setting of all application and filing fees, charges, and costs by resolution adopted by the Board of Supervisors from time to time; and

WHEREAS, it is the desire of the Supervisors to further amend and revise the fee schedule as heretofore adopted.

WHEREAS, the Board of Supervisors of the Township of Stroud, Monroe County, hereby: 1) continues park usage fees in 2025, as set forth herein, for non-resident users of Pinebrook, Brodhead Creek, Yetter and Creekview Parks (beyond area leased by Stroudsburg Little League) and 2) prohibits picnicking in Pinebrook South area, Brodhead Creek, Yetter and Creekview Parks (beyond area leased by Stroudsburg Little League) including parking areas and lands owned by Stroud Township adjacent to the Brodhead Creek until further notice.

NOW, THEREFORE, it is hereby resolved as follows that all Stroud Township fees, charges, and costs are hereby fixed as follows, to wit:

SECTION 1: ADMINISTRATION FEES

Mailing Fees: Actual postage or delivery service charges (e.g., UPS, FedEx)	
Photocopies per page.....	.25
Large format copies per page.....	5.00
Return check charge.....	25.00
Certifications.....	10.00

SECTION 2: DRIVEWAY PERMITS

Residential permit for access driveway to house.	50.00
Re-inspection of driveway.....	25.00

Non-residential permit on to Township roads:

Low Volume of driveway.....	50.00
Medium Volume of driveway.....	75.00
High Volume of driveway.....	100.00
Re-inspection of driveway.....	25.00

Note: Volume level of driveway shall be based on PennDOT specifications.

For State Highways, consult PennDOT.

SECTION 3: ENGINEERING FEES¹

Reviews, inspections & other services provided by Township Engineer and any additional secretarial time will be based on the current applicable Township Engineer fee schedule, available upon request. Township Engineer's inspection of Subdivision and Land Development projects, and other projects requiring such inspections as solely determined by Board of Supervisors, will be based on the current applicable Township Engineer Fee Schedule, plus the cost of vehicles, survey, and any other fees including special equipment and reimbursable expenses.

SECTION 4: ESCROW & LETTER OF CREDIT ACCT. MANAGEMENT FEES

Each service and/or transaction fee as charged by bank, if any

Note: Escrow accounts and letters of credit shall be treated as similar transactions for the above management fee purposes.

SECTION 5: HIGHWAY DEPARTMENT FEES

Charges For Equipment Use Including Township Operator Costs (trucks, plows, grader, loader, backhoe, chipper, air compressor, leaf collector, sweeper, roller, etc.; See Section 8 for Personnel Rate when township employee is not operating equipment):

7:00 A.M. to 3:30 P.M. - per operator (per hour or any portion thereof)....	\$110.00 per hour
3:30 P.M. to 7:00 A.M. - per operator (per hour or any portion thereof)....	\$165.00 per hour
Materials used.....	actual cost plus 10%

SECTION 6: MILEAGE REIMBURSEMENT TO EMPLOYEES

Mileage reimbursement to employees current IRS rate

SECTION 7: MISCELLANEOUS FEES

Alarms (security alarms) :

Registration fee – Residential.....	20.00
Commercial.....	50.00
Annual renewal Residential.....	10.00
Commercial	25.00

Commercial Flea Market/Transient Retail:

Per event occurring up to 30 days on any one site in a year.....	500.00
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Garage, lawn or porch sale permit:	5.00
Junkyard License:	
Annual fee.....	200.00
Park User Fee – Non-Resident (daily per non-resident; ages 5 & under free)	10.00
Brodhead Creek Park, Pinebrook Park, Yetter Park and Creekview Park:	
Weekends & holidays from May 24 to September 1, 2025	
No fees for PA licensed fishermen when fishing; no fees for disc golfers when disc golfing at Yetter Park; No fees for Stroud Township residents and residents of reciprocating Monroe County Municipalities; proof of residency required.	
Regulated Vehicle Permit:	
Annual fee.....	\$ 20.00
Uniform Construction Code Appeals Board hearing fees	
Residential use.....	300.00
Commercial use.....	500.00
Uniform Construction Code (UCC)	
Building Code Re-inspection Fee	100.00
In accordance with Section 401.2a of the PA UCC, any owner, contractor, or agent who commences construction activities regulated by the UCC without first obtaining a Building permit from the Building Code Official will be subject to an increase in permit fees of 100% of the required fee.	

Invoices: Payment in full is due within thirty (30) days from date of invoice unless otherwise approved in writing by Board of Supervisors. Balance outstanding thirty (30) days or more will be subject to a monthly interest charge of 1.5%.

SECTION 8: PERSONNEL RATE CALCULATION FORMULA

Total of employee's hourly rate (per hour and per overtime hour), plus costs for Social Security, Medicare, Worker's Compensation, Insurance, Health Care, Pension, State Unemployment Compensation Tax, Life and Disability Insurance, and other applicable benefits).

SECTION 9: ROAD CUTTING PERMIT FEES

Fee is calculated on square feet of facilities within right-of-way, whether paved cartway is opened or not.

Permit Fee

First 100 sq. ft. or fraction thereof.....	\$1,200.00*
\$10.00 each additional sq. foot or fraction thereof	
Inspection Fee For Each Inspection.....	\$ 200.00*

-satisfactory restoration solely determined by Township

*Refundable amount equal to fee determined by Township less applicable inspection fee(s)

Multiple Inspection Projects: fee and/or escrow amount to be determined by Township

SECTION 10: SALE OF ZONING MAP AND RIGHT TO KNOW FEES

Zoning Map (Large).....	20.00
Right-to-Know fees.....	see attached state fee schedule, as may be amended

SECTION 11: SEPTIC SYSTEM APPLICATION FEES

SOILS TESTING FEES

Soil Probe Evaluation (per each Test Pit).....	\$ 150.00
-Owner/Developer provides backhoe	
Conduct Percolation Test (per 1 – 6 hole test site).....	400.00
Inspection Percolation Test (per 1 – 6 hole test site).....	150.00

SEWAGE PERMIT APPLICATION FEES

New Individual Permit Application.....	200.00
New Community Permit Application (800 gpd. or greater).....	225.00
Major Repair Permit (Existing Drain field Repairs).....	200.00
Construction Inspections (per each inspection – typical system 4 inspections).....	100.00
Minor Repair Permit (Tank, Sewer Line Replacements).....	100.00
Technical Support (soil scientist).....	750.00

PLANNING MODULE REVIEW FEES

Component 1 Planning Module (per review, plus hourly rate if review exceeds 2 hours)	250.00
Component 2, 3, & 4 (plus hourly rate if review exceeds 2 hours)	300.00

HOURLY RATE FOR COMPLAINT INVESTIGATIONS; COURT APPEARANCES; LEGAL PREPARATION; SANITARY SURVEYS; OTHER SERVICES REQUESTED BY THE BOARD OF SUPERVISORS

Hourly Rate*	\$45.00
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SECTION 12: SIGNS - ADVERTISING PERMIT FEES

On-Premises Signs	
New Sign or Modification to sign structure, Excluding window, door, and neon signs.....	\$ 200.00
Plus copy, per square foot or portion thereof.....	5.00
New Sign Copy, per square foot or portion thereof.....	5.00
New Off-Premises Signs	
New Sign or Modification to sign structure.....	500.00
Plus copy, per square foot or portion thereof.....	10.00
New Sign Copy	50.00
Individual Signs	
Bulletin Board Sign.....	50.00
Construction Sign.....	50.00
Mural.....	100.00
Political Sign.....	25.00
Special Event Signs.....	50.00
Subdivision Identification Signs.....	50.00
Existing Sign Registration.....	25.00

SECTION 13: SIGNS – MATERIAL COSTS

The cost of all signs (Highway, street name, directional, etc.) shall be the cost of materials and time associated with the production and installation thereof, if available, plus 10%.

SECTION 14: SOLICITING, HAWKING AND PEDDLING PERMIT FEES

Each person on permit (Per Month).....	\$ 50.00
Each person on permit (Annual)	300.00
Secondhand Dealers License:	
Each person on new permit (Annual)	50.00
Each person on renewed permit (Annual)	25.00

SECTION 15: PAVILION RENTAL FEES*

	FEES		SECURITY DEPOSIT	
	<u>Resident / Non-Resident</u>		<u>Resident / Non-Resident</u>	
___ Per Pavilion for up to 4 hours:	\$ 75.00	\$150.00	\$100.00	\$200.00

* or as may be amended by Stroud Region Open Space and Recreation Commission

SECTION 16: SUBDIVISION AND LAND DEVELOPMENT FEES

A. Plan Review Fee - The minimum fee will be that which is listed in the fee schedule and deposited with the Township upon submission of the plan.

If the cost of reviewing the subdivision and/or land development exceeds the amount of the fee which the developer paid to the Township, the developer shall, prior to Township approval of the Plan, pay the Township the amount in excess of the fee which was expended in reviewing the subdivision and/or land development submission.

B. No subdivision and/or land development plan shall be reviewed unless all prior unpaid fees have been paid, and no such plan shall be approved unless all fees have been paid in full.

C. Sketch Plan review.....\$ 1,000.00

D. Minor Subdivision Submission..... 2,000.00 plus
\$250 non-refundable administrative fee

E. Major Subdivision and Residential Land Development:

1. Preliminary:

- a. First 5 units or lots..... 2,500.00 plus
\$500 non-refundable administrative fee
- b. Each additional unit or lot over 5..... 500.00

2. Final:

- a. First 5 units or lots..... 1,500.00 plus
\$250 non-refundable administrative fee

b. Each additional unit or lot over 5.....	250.00
c. Recreational Fee per lot.....	500.00
3. Preliminary/Final:	
a. First 5 units or lots	\$4,000.00 plus
\$750 non-refundable administrative fee	
b. Each additional unit or lot over 5..	500.00
c. Recreational fee per lot	500.00
F. Commercial, Institutional, and Industrial Land Development:	
1. First 5 acres of total land acres.....	10,000.00 plus
\$500 non-refundable administrative fee	
2. Each additional acre over 5 acres, up to 10 or more acres...	1,000.00
3. Fair Share Road Improvement, as predetermined by Twp. Engineer	
4. Recreation fee for first 2,000 sq. ft of building area.....	2,000.00
a. Each additional sq. ft. over 2,000 sq. ft.....	.15/sq. ft.
G. Storm Water Fees:	
Plan Review Fee (Permit Cost Included).....	500.00
Plan Review Fee if not associated with LDP or Subdivision	
(Permit Cost Included)	1,000.00
Stormwater Ordinance Buffer Waiver Request	
associated with LDP or Subdivision application.....	500.00
Stormwater Ordinance Buffer Waiver Request	
if <u>not</u> associated with LDP or Subdivision application	750.00

SECTION 17: HEARINGS BEFORE BOARD OF SUPERVISORS

Zoning Change Request.....	\$ 1,000.00
Conditional Use up to 50,000 sq. ft. of buildings, land area used, and/or structures,	
(cumulative total)	3,000.00
• 50,000 to 100,000 sq. ft. of buildings and/or structures (cumulative total)..	7,500.00
• Over 100,000 sq. ft. of buildings and/or structures (cumulative total).....	10,000.00
• Agritourism Conditional Use.....	450.00 per hearing fee
• Floodplain New Construction or Development.....	1,000.00 per hearing fee
Township Road Dedication and/or Vacation.....	500.00
Curative Amendment.....	1,000.00 per hearing fee
Stormwater Ordinance Buffer Waiver Request.....	\$750.00 per hearing fee
All other hearings.....	1,000.00 per hearing fee

SECTION 18: ZONING PERMITS & FEES

Zoning Permit: New buildings, additions, decks or accessory structures (exceeding 150 sq. feet)	
per square foot of gross building space (includes occupancy permit fee):	
Residential uses.....	\$.25/sq. ft. +\$25.00
Commercial uses.....	.30/sq. ft. + 25.00
Institutional uses.....	.30/sq. ft. + 25.00
Industrial uses.....	.15/sq. ft. + 25.00

Residential buildings, additions or accessory structures 150 sq. ft. or under (Includes fee for Occupancy Permit).....	50.00
Non-Residential buildings or additions (less than 150 sq. ft.) Or non-residential accessory structure, per square foot30
C. O. for Footer Inspection.....	25.00
C.O. First Re-inspection Fee	50.00
Multiple CO Inspections after first re-inspection....	\$50.00 x # of re-inspection
Occupancy Permit – Re-inspection Fee.....	25.00
Residential or Non-Profit Certificate of Non-Conformance Application Fee.....	50.00
Commercial Certificate of Non-Conformance Application Fee	100.00
Site Alteration Permit:	
Permitted by right	\$ 50.00
Permitted by special exception	150.00
Change of Use Permit or Change of User Permit.....	50.00
Establishment of New Use Permit	50.00
Zoning Determination/Verification Letter/Email.....	50.00
Permit Minor Modification Fee	50.00
New zoning permit fees will be required for substantial changes to original zoning permits as solely determined by zoning officer. There will be no refund, in whole or in part, for original permit.	
Short-Term Rental (STR) Fees:	
Zoning Permit Application Fee:	\$50.00
STR Rental Permit Fees:	
<u>First Year (12 Months)</u>	\$500.00
Includes 2 zoning/code inspection fees @ \$100/inspection; \$100 refundable if first inspection passes Includes 1 SEO inspection if on-site septic	
<u>Each year fee after first year</u>	\$400.00
Includes 1 inspection @ \$100.00 Includes 1 SEO inspection if on-site septic	
<u>Each additional inspection fee for all years</u>	\$100.00

¹In addition to the fees set forth above the applicant and property owner shall be responsible for the applicable Township Engineer's Fees as described in section 3 above.

SECTION 19: HEARINGS BEFORE ZONING HEARING BOARD

Variance or Special Exception:	
Single-family residential use.....	\$ 800.00
All other uses.....	1,000.00
Validity challenge appeal.....	(Initial Hearing Fee) 1,000.00
	Per Hearing Fee Thereafter 500.00
Appeal of zoning officer action	1,000.00

Any filing fee paid by a party to appeal an enforcement notice to the Zoning Hearing Board shall be returned to the appealing party if the Zoning Hearing Board or any court in a subsequent appeal rules in the appealing party's favor.

SECTION 20: SEXUALLY-ORIENTED BUSINESS LICENSE FEES*

Sexually-Oriented Business

Application and Investigation Fee (Initial).....\$5,000.00
Application and Investigation Fee (Annual Renewal)..... 2,500.00

Sexually-Oriented Business License Fee (Initial)..... 5,000.00
Sexually-Oriented Business License Fee (Annual Renewal)..... 2,500.00

Sexually-Oriented Business Employee

Application and Investigation Fee (Initial)..... 500.00
Application and Investigation Fee (Annual Renewal)..... 250.00


*In addition, applicant shall reimburse Township for legal fees and all third-party costs in conjunction with such business fee.

SECTION 21: SUPERSEDES PRIOR RESOLUTIONS

This Resolution supersedes and replaces any prior resolution adopting and setting application, filing, permit, and license fees, charges, and costs under any and all Township ordinances.

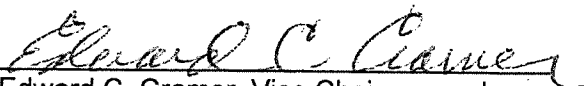
IN WITNESS WHEREOF, the aforesaid Resolution is hereby adopted as of the day and year first above set forth.

TOWNSHIP OF STROUD

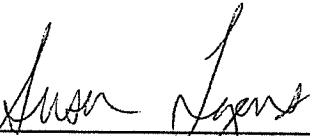


Jennifer Shukaitis, Chairwoman and
Secretary

(TOWNSHIP SEAL)



Edward C. Cramer, Vice Chairman and
Assistant Treasurer



Susan Lyons, Supervisor
and Assistant Secretary

Office of Open Records – Official RTKL Fee Schedule

Updated December 30, 2022

Record Type / Delivery Method	Fee
Black & White Copies (first 1,000)	Up to \$0.25 per copy.
Black & White Copies (beyond 1,000)	Up to \$0.20 per copy. ¹
Color Copies	Up to \$0.50 per copy. ²
Specialized Documents ³	Up to actual cost.
Records Delivered via Email	No additional fee may be imposed. ⁴
CD / DVD	Up to actual cost, not to exceed \$1.00 per disc.
Flash Drive	Up to actual cost.
Facsimile	Up to actual cost. ⁵
Other Media	Up to actual cost.
Redaction	No additional fee may be imposed. ⁶
Conversion to Paper	Up to \$0.25 per page. ⁷
Photographing a Record	No additional fee may be imposed. ⁸
Postage	Up to actual cost of USPS first-class postage.
Certification of a Record	Up to \$5.00 per record. ⁹

¹ A “copy” is either a single-sided copy, or one side of a double-sided copy, on 8.5”x11” or 8.5”x14” paper.

² A “copy” is either a single-sided copy, or one side of a double-sided copy, on 8.5”x11” or 8.5”x14” paper. Note that a requester may ask for black and white copies even if the original is in color and color copies are available.

³ Including, but not necessarily limited to, non-standard sized documents and blueprints.

⁴ If a requester asks to receive records which require redactions in electronic format and the agency is unable to securely redact the records by electronic means, an agency may print the records to provide for secure redaction, then scan them in for delivery by email. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

⁵ If an agency must print records to send them by facsimile, the agency may charge the fees noted above for B&W copies.

⁶ If a requester seeks records requiring redaction and the agency is unable to securely redact the records by electronic means, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

⁷ If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media, unless the requester specifically requests for the record to be duplicated in the more expensive medium. *See § 1307(d)*.

⁸ This assumes the requester is using his or her own camera, such as a cellphone camera, to photograph the records. *See Muenz v. Township of Reserve, OOR Dkt. AP 2015-1021, 2015 PA O.O.R.D. LEXIS 1176*. If redaction is required prior to the requester being granted access to photograph records and the agency is unable to securely redact the records by electronic means, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

⁹ Under the RTKL, an agency may impose “reasonable fees for official certification of copies if the certification is at the behest of the requester and for the purpose of legally verifying the public record.” The OOR recommends no more than \$5 per record to certify a public record. Certification fees do not include notarization fees.