

**Allen Township**  
**Northampton County, Pennsylvania**

**RESOLUTION #2025-09**

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**TOWNSHIP'S GENERAL FEE SCHEDULE FOR 2025**

**WHEREAS**, the certain ordinances of Allen Township provide for fees that are to be paid to the Township General, Escrow and Recreation Funds for reviewing applications and processing plans and applications; and

**WHEREAS**, these fees are to be established to provide for general reimbursement to the Township General, Escrow, Water/Sewer and Recreation Funds for administrative costs associated with processing applications and plans, distributing the application and plans to various review agencies, and

**WHEREAS**, the Township of Allen is desirous of establishing a uniform Fee Schedule for such applications so that the general administration costs associated with processing each application does not have to be calculated on a case-by-case basis,

NOW, THEREFORE be it resolved, and it is hereby resolved as follows:

All "whereas" clauses are incorporated herein by reference, The Allen Township Board of Supervisors hereby repeals all prior inconsistent fee schedule Resolutions and sets forth fees as follows:

**1. Administration/ Miscellaneous**

A. Comprehensive Plan	\$25.00
B. Copies (per page)	\$ .25
C. Certification of Record (per record)	\$5.00
D. Postage Fees	Actual Cost
E. Returned Check	\$25.00
F. Tax Certification	\$15.00
G. Sewer/Municipal Waste & Recycling Certification	\$10.00
H. Duplicate Tax Bill	\$10.00
I. Credit Card Processing Fee at Township Terminal	2.28% to 3.8%

*The credit card company will charge a fee ranging from 2.28% to 3.8% per transaction dependent upon amount charged and credit card type. This fee is intended to offset the cost for offering the convenience of paying via the Township credit card terminal.*

**2. Application for Hearing (Zoning Hearing Board and Board of Supervisors)**

<b>Zoning Hearing Board</b>	<b>Application Fee</b>	<b>Escrow</b>
Zoning Hearing	\$600.00	\$0.00
<b>Board of Supervisors</b>	<b>Application Fee</b>	<b>Escrow</b>

Validity Challenge	\$2,000.00	\$5,000.00
Conditional Use	\$1,500.00	\$2,000.00
Curative Amendment	\$2,000.00	\$5,000.00
Petition for Rezoning/Amendment	\$1,500.00	\$5,000.00
Miscellaneous Request to Council (Township Solicitor or Engineer to review or render a decision or opinion)		
	\$100.00	\$750.00
Residential Site Plan Review	\$50.00	\$500.00

### **3. Erosion and Sedimentation Control/Stormwater Management Ordinance, Grading Plan**

A. Residential	
Application Fee	\$75.00
Escrow	\$750.00
B. Commercial/Industrial	
Application Fee	\$100.00
Escrow	\$2,000.00

### **4. Highway Occupancy, Road Encroachment and Driveway Permits:**

These fees are applied to the administrative costs incurred in reviewing the application and plan(s) and issuing and processing the permit, including the preliminary review of the site location identified in the application, whether or not a permit is issued and processed. All Fees are per unit.

#### **A. Driveways**

1. Minimum use (e.g., single-family dwellings, apartments with five or fewer units)	\$90.00
2. Low volume (e.g., office buildings, car washes)	\$275.00
3. Medium volume (e.g., motels, fast food restaurants, service stations, small shopping plazas)	\$325.00
4. High volume (e.g., large shopping centers, multi-building apartment or office complexes)	\$400.00
5. Other (e.g., bank removal, sidewalk and curb)	\$75.00
6. Each six-month time extension or each submitted change	\$25.00
7. PennDOT Highway Occupancy Permit (HOP) Review by Township staff	\$35.00

#### **B. Utilities**

1. Surface Openings (Trenching, Boring, Plowing) These fees are calculated on the total linear feet of the opening being permitted within different areas of the right-of-way.)	
a. Opening in pavement	\$90.00
(per linear foot \$500.00 minimum)	\$20.00
b. Opening in shoulder	\$50.00
(per linear foot)	\$10.00
c. Opening outside pavement and shoulder	\$25.00
(per linear foot)	\$5.00
d. Concrete Sidewalk (per section)	\$250.00

2. Surface Openings (e.g., service connections performed independently of underground facility installation, pipeline repairs) (each opening per square yard)
  - a. Opening in pavement \$90.00  
(per square yard \$500.00 minimum) \$20.00
  - b. Opening in shoulder \$50.00  
(per square yard) \$10.00
  - c. Opening outside pavement and shoulder \$25.00  
(per square yard) \$5.00
  - d. Concrete Sidewalk (per section) \$250.00
3. Above-Ground Facilities (poles, guys, and/or anchors if installed independently of poles)
  - a. Up to 10 physically connected above-ground facilities \$50.00  
(each continuous group)
  - b. Additional above-ground physically connected facilities \$15.00  
(each pole with appurtenances)
4. Crossings ("overhead" tipples, conveyors or pedestrian walkways and "undergrade" subways or mines) \$160.00
5. Seismograph--Vibrioses Method (e.g., prospecting for oil, gas)
  - a. First mile \$75.00
  - b. Each additional mile or fraction thereof \$15.00
6. Non-Emergency Test Holes in Pavement or Shoulder (per hole) \$20.00
7. Other (e.g., bank removal, sidewalk and curb) \$75.00
8. Emergency Permit Card (each card) \$15.00

**ADDITIONAL INSPECTION FEES Associated with Highway Occupancy, Road Encroachment and Driveway Permits.**

If the township determines that the permitted work is of sufficient magnitude or importance to warrant assignment of one or more persons to inspect the permitted work on a more than spot inspection basis, the permit will so indicate and the permittee shall be charged for additional salary, overhead and expenses incurred by each assigned inspector and the township at a rate not to exceed \$50.00 per hour.

**EXEMPTIONS: (Pertaining to the Highway Occupancy, Road Encroachment and Driveway Permits Schedule Only)**

Permit issuance fees and general permit inspection fees are not payable by any of the following:

The Commonwealth of Pennsylvania.

Political subdivisions of the Commonwealth, except when placing a facility longitudinally within more than 100 total linear feet of pavement. In that case, the application and inspection fees for pavement openings will be charged.

Governmental authorities organized under the laws of the commonwealth.

The federal government.

Charitable organizations that are in compliance with Act No. 337, approved August 9, 1963, P.L. 628, as amended (churches, hospitals, schools, charitable institutions, veterans' organizations, non-profit organizations)

Utility facility owners for:

- a. The installation of streetlights at the request of the Township or the political subdivision.
- b. The replacement or renewal of their facilities prior to a township resurfacing project after notice from the township.
- c. The removal of poles and attached appurtenances.
- d. Facilities moved at the request of the Township or the political subdivision.
- e. The reconstruction or maintenance of their facilities that occupy the right-of-way under private status.

5. **Junkyard License** (Annually) \$300.00

6. **Liquor License Transfer Fee** (plus hearing cost) \$500.00

7. **Municipal Waste and Recycling Annual Invoice**  
 On or Before March 31, 2025 \$390.00  
 Between April 1, 2025 and April 29, 2025 \$400.00  
 After April 29, 2025 \$440.00  
 \*\* \$10 senior citizen discount available if paid by April 1, 2025

8. **Recycling Bin**  
 A. Can with Detached Domed Lid (32 gallon) \$27.00  
 B. Wheeled Cart with Hinged Lid (35 gallon) \$50.00

9. **Solicitation** (per canvasser, per week) \$20.00

10. **Occupancy/Moving Permit** \$10.00

11. **Recreation Park Facility Rental** See Lease & Policy

12. **On-Lot Sewage Disposal Systems**

A. New On-Lot Septic Installation  
 Application Fee \$75.00  
 Escrow \$2,000.00

B. Repair On-Lot Septic Installation  
 Application Fee \$75.00  
 Escrow \$2,000.00

C. Minor Repairs or Redesigns (each occurrence) \$250.00

D. Permit Renewals or Transfers (each occurrence) \$150.00

*Note: Relocations are considered new testing and will require new site evaluation and new application fees.*

13. **Public Sanitary Sewer**

A. Plumber's Certification (Annual Fee) \$50.00

B. Building Sewer Lateral Inspection (per hour) \$115.00  
*(Minimum deposit of one hour required at permit submission.  
 Additional will be billed and due to closeout permit.)*

C. Sewer Rentals metered water supply by NBMA 115%  
 of quarterly metered water charge

D. Sewer Rental metered water supply by City of Bethlehem 133.3%  
 of quarterly metered water charge

F. Sewer cost reimbursement charges from Catasauqua Borough/Hanover Township, Lehigh County plus 5% administration fee

Actual Costs

- 14. Water Lateral Inspection** (connection to public system in excess of tapping fee charged by water provider – Northampton Municipal Authority or the City of Bethlehem) \$100.00

**15. Subdivision/Land Development/Sewer Planning.**

	Application Fee	Escrow
Pre-Application Meeting w Township Professional Staff	\$500.00	\$0.00
Sewer Planning Meeting (per Code Section 18-Chapter 126)	\$100.00	\$2,500.00
Residential/Agricultural Sketch Plan	\$150.00	\$1,000.00
Industrial/Commercial Sketch Plan	\$250.00	\$3,000.00
Commercial Land Development Plan	\$250.00	\$10,000.00
Industrial Land Development Plan	\$325.00	\$15,000.00
Minor Subdivision / Lot Line Adjustment Submissions	\$150.00	\$3,000.00
Major Subdivision	\$500.00	# of Lots = calculated fee
	2-8 = \$1,000.00 per lot 9-19 = \$8,000.00 + \$500.00 per lot 20-29 = \$10,000.00 + \$500.00 per lot 30 + = \$12,000.00 + \$500.00 per lot	

**16. Recreation Fees in Lieu of Land Dedication**

- A. Residential Lots (Per Lot) SFD, Duplex, Townhomes \$3,000.00
1. Apartment Buildings (Per Living Unit) \$750.00
- B. Commercial, Office and Industrial Development (base fee) \$3,500.00
1. Additional Fees Based on square footage of gross floor area
- For each square foot of the first 100,000 square feet of gross floor area \$ .20
2. For each additional square foot of gross floor area in excess of 100,000 square feet but less than 500,000 square feet. \$ .10
3. For each additional square foot of gross floor area in excess of 500,000 square feet. \$ .05

The fee for additions to existing buildings shall be computed by calculating the fee for the entire building (including the addition) and thereafter subtracting from this amount any amount of the fee attributed to the original size of the building.

**17. Zoning Permit Application Review and Permit**

- A. Residential
1. New Residential Dwelling \$400.00
2. Residential Dwelling Addition \$300.00
3. Residential Alterations (Interior & Exterior) \$50.00
4. Accessory or Miscellaneous Uses
- a. Decks \$100.00

b. Sheds / Accessory Buildings & Structures	\$100.00
c. Swimming Pools, Spas & Hot Tubs	\$100.00
d. Patios, Fences & Retaining walls	\$75.00
e. Demolition/Razing	\$75.00
f. Business Use Permit (home occupation)	\$75.00
g. Dumpster (Temporary, only if on street)	\$25.00
B. Agricultural	\$200.00
C. Commercial/Industrial	
1. Commercial/Industrial with Change in Use (new construction, additions, alterations, changes in occupancy) Business Use Permit	\$700.00 \$125.00
2. Commercial/Industrial with no Change in Use (new construction, additions, alterations, changes in occupancy) Business Use Permit	\$500.00 \$125.00
D. Temporary Structure (sales/job trailer, etc.)	\$200.00
E. Signs	
1. Temporary	\$100.00
2. Permanent	\$400.00

**18. UCC Permit Application Deposit for Third Party Inspection** \$75.00


The above fees are non-refundable unless noted as escrow and are cumulative if multiple fees apply. Any submission or application requiring both non-refundable application fees and escrow fees must be paid in the form of separate checks. All fees are due at the time of application or submission.

Escrow fees are in addition to any applicable non-refundable fees. All fees and escrows must be paid at the time of plan submission. Approved plans will not be recorded and/or sewage permits will not be issued until such time as all fees are paid to Allen Township. Any escrow balance going below 50% of the original amount must be replenished back to the original amount for the review process to proceed. If escrow accounts go below the minimum amount, no further reviews will be completed, and plans will be rejected. Any interest earned from deposited escrow funds will inure to Allen Township. All expenses deducted from escrow accounts are subject to the prevailing adopted Township Engineers and Township General and Civil Solicitors Fees Schedules.

IN WITNESS WHEREOF, this Resolution has been duly enacted this 6th day of January 2025.

Attest

Allen Township Supervisors

  
Secretary

  
Chairman, Board of Supervisors