

Borough of Pottstown

2023 Schedule of Fees

- 01.331.160 A. ACCOUNTS RECEIVABLE, GENERAL** [§1501 Ord.2043 2007; Res. 2008-39]; [Res. 2009-38]
1. Penalty Fee for Payment Beyond 30 day \$15.00 one-time penalty fee
 2. Interest accrued monthly on outstanding balance 10% of balance

APPLICABILITY- These conditions shall be applicable to all fees contained in the Borough’s Comprehensive Fee Resolution adopted July 7, 1995, as amended.

AMENDMENTS TO EXISTING ORDINANCES - The applicable Sections of the Code of Ordinances of the Borough of Pottstown, which established the fees described below, are hereby amended to permit the imposition of a standard penalty and interest rate for all fees incurred after the effective date of amendments.

ESTABLISHMENT OF STANDARD AND PENALTY INTEREST - All fees, as established in the Borough’s Comprehensive Fee Resolution adopted July 7, 1995, as amended, shall be payable to the Borough of Pottstown within 30 days. If said bills are not paid and received within 30 days from the date of the bill, a penalty fee of \$15 shall be added; and interest shall accrue at 10% and billed each month on the remaining balance. [Res. 2009-38, §12 (Ord. 1825, 5/13/1996, §§ 1-3)

B. CLEAN AND LIEN - [§ 1501 Ord. 2043, 8/13/07] Municipal claims for snow removal, abandoned motor vehicles, accumulation of trash and refuse, removal of grass and weeds, and all health and safety violations that are set forth in § 214, Penalties and Violations, of Part 2B, Office of Code Enforcement, of Chapter 1.

1. Cost of filing lien as per the Montgomery County Prothonotary’s Office
2. Additional \$15.00 administrative processing fee when filing lien
3. Cost of certified mail postage for notice of filing lien

C. COLLECTIONS – THIRD PARTY [Ord. 2162, 2/21/17]

1. Portnoff Law is the designated third-party collection agency for the Borough of Pottstown delinquent sewer, water, and trash. They also collect delinquent Borough and School real estate taxes. Their fee schedule can be obtained from them by calling 866-211-9466. Their address is 2700 Horizon Dr., Suite 100, King of Prussia, PA19406, and their website is www.portnofflawonline.com. Most recent fees adopted by Borough Ord. No. 2162, Feb. 21, 2017.

D. CONTRIBUTIONS – SEE E.a. & E.b. and attached policy dated 12-09-2009 Appendix C

01.322.820 E. DONATION BINS –

1. Annual permit application fee \$50.00 annually
2. Security Deposit escrow fee to be held until bin is removed or there is a violation of the ordinance \$500.00 security deposit
3. Ordinance violation – upon conviction \$600.00 per day/violation

F. FEE IN LIEU OF – SEE Attached policy dated 12-09-2009 Appendix C (§503-507 Borough Code)

1. Undesignated – split 50/50 as follows:
 - a. General Fund Operating Reserve Amt. set at pre-constr. meetings
 - b. Capital Fund Savings Reserve
2. Parks Shade Trees, Open Space Trees, Street Trees, Parking Lot Trees, or as part of subdivision/land development \$500.00 per tree

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G. FIRE DEPARTMENT/FIRE MARSHAL FEES [Res 2014-18]

	Activity		Fee
14.362.450	Fire Inspection - Assembly (A)	Class A (1000+)	\$300
		Class B (300 – 999)	\$200
		Class C (50 – 299)	\$100
14.362.450	Fire Inspection - Apartments (R-2)	Class A (26+ units)	\$300
		Class B (11 – 25 units)	\$200
		Class C (5 – 10 Units)	\$100
14.362.450	Fire Inspection - Business (B)	Class A (Exceeding 30,000 Sq Ft)	\$300
		Class B (10,001 – 30,000 Sq Ft)	\$200
		Class C (Less than 10,000 Sq Ft)	\$100
14.362.450	Fire Inspection - Colleges / Schools (B/E)	Class A (1500+ students)	\$825
		Class B (1000 – 1499 students)	\$400
		Class C (Less than 999 students)	\$200
14.362.450	Fire Inspection - Dormitories (R-2)	Class A (50+ occupants)	\$150
		Class B (Less than 50 occupants)	\$100
14.362.450	Fire Inspection - Daycare Facilities (I / R-4)	Class A (1000+)	\$150
		Class B (7-99)	\$100
		Class C (1 - 6)	\$30
14.362.450	Fire Inspection - Industrial / Factory (F / H)	Class A (Exceeding 100,000 Sq Ft)	\$400
		Class B (30,000 Sq Ft – 100,00 Sq Ft)	\$300
		Class C (Less than 30,00 Sq Ft)	\$200
14.362.450	Fire Inspection - Health Care (24 Hour Operation) (I)	Class A (601 401 Beds and up)	\$550
		Class B (201 – 400 Beds)	\$450
		Class C (Less than 200 Beds)	\$250
14.362.450	Fire Inspection - Hotels / Motels / Rooming House (R-1)	Class A (51+ Rooms)	\$300
		Class B (26 – 50 Rooms)	\$200
		Class C (5 – 25 Rooms)	\$100
14.362.450	Fire Inspection - Mercantile (M)	Class A (Exceeding 100,000 Sq Ft)	\$300
		Class B (30,000 Sq Ft – 100,00 Sq Ft)	\$200
		Class C (Less than 30,00 Sq Ft)	\$100
14.362.450	Fire Inspection - Storage, Warehouse, Parking Garage, Freight Terminal (S/U)	Class A (Exceeding 100,000 Sq Ft)	\$400
		Class B (30,000 Sq Ft – 100,00 Sq Ft)	\$300
		Class C (Less than 30,00 Sq Ft)	\$200

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	Class C (5,001 - 30,00 Sq Ft) <i>Storage less than 5,000 Sq Ft see Business use</i>	
14.362.450	Failure to request cancellation of scheduled inspection	\$60
14.362.450	After Hours Fire Inspection (In addition to occupancy fire inspection fee)	\$60
14.362.450	Re-Inspection Fee (Failure to correct violations after 1 st re-inspection)	\$60
14.395.100	Firefighter (Per hour 2 hour minimum)	\$25.00/hour
14.395.100	Fire Engine (Per hour 2 hour minimum) *	\$91.00/hour
14.395.100	Aerial Device (Per hour 2 hour minimum) *	\$135.25/hour
14.395.100	Rescue Truck (Per hour 2 hour minimum) *	\$42.00/hour
14.362.450	After Hours final inspection / tests (Fire Chief/Fire Marshal for sprinkler, fire alarm etc.)	\$60.00/hour
14.362.450	Certificate of Fitness	\$25.00/system
14.322.900	Fire Police	\$25.00/hour
14.362.410	Tent (>499 sq. ft.)	\$60/each
14.362.410	Operational permits (refer to Operational Permit Table)	\$60
14.362.112	Fire incident reports	\$25/incident
14.362.130	False/Needless fire alarm response (first false alarm per year is no charge)	\$300/incident
14.362.112	Fire investigation photos (requires subpoena)	\$30/CD
14.362.410	Fire protection building/construction permit	3% or minimum of \$60
14.362.410	Fireworks Display (outdoor or indoor)	3% or minimum of \$60

* Based on FEMA's Schedule of Equipment Rates

Operational Permits

In accordance with the Borough of Pottstown Fire Code/International Fire Code Section the following operations/processes require a permit to be conducted within the Borough of Pottstown. Operational Permits are required for all new occupancies beginning January 1, 2018. Operational Permits are listed only for the original applicant and are non-transferrable.

Process/Operation - all 14.362.410	Permit Fee	IFC Reference
Aerosol Products	\$60	105.6.1
Level 2 or Level 3 aerosol products in excess of 500 pounds net weight.		
Amusement Buildings	\$60	105.6.2
Aviation Facilities	\$60	105.6.3
Carnivals and Fairs	\$60	105.6.4
Cellulose Nitrate Film	\$60	105.6.5
Used in Group A occupancy		
Combustible Dust-producing Operations	\$60	105.6.6
Combustible Fibers	\$60	105.6.7
Greater than 100 cubic feet.		
Compressed Gasses	\$60	105.6.8
Refer to Table 105.6.8 of the International Fire Code		
Covered Mall Buildings	\$60	105.6.9
Retail fixtures and displays, concession equipment, kiosks.		

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Cryogenic Fluids	\$60	105.6.10
Refer to Table 105.6.10 of the International Fire Code		
Cutting and Welding	\$60	105.6.11
Dry Cleaning Plants	\$60	105.6.12
Exhibits and Trade Shows	\$60	105.6.13
Explosives	\$60	105.6.14
Fire Hydrants and Valves	\$60	105.6.15
Flammable and Combustible Liquids	\$60	105.6.16
Refer to Section 105.16 of the International Fire Code		
Floor Finishing	\$60	105.6.17
Floor finishing or surfacing exceeding 350 sq. feet using Class I or II liquids		
Fruit and Crop Ripening	\$60	105.6.18
When using Ethylene gas		
Fumigation and Thermal Insecticide Fogging	\$60	105.6.19
Hazardous Materials	\$60	105.6.20
Refer to Table 105.6.20 of the International Fire Code		
HPM Facilities	\$60	105.6.21
High Piled Storage	\$60	105.6.22
Hot Work Operations	\$60	105.6.23
Excluding work covered under a building construction permit		
Industrial Oven	\$60	105.6.24
Lumber Yards	\$60	105.6.25
Exceeding 100,000 board feet		
Liquid or gas-fueled vehicles or equipment in a building	\$60	105.6.26
LP-Gas	\$60	105.6.27
Magnesium	\$60	105.6.28
Greater than 10 pounds		
Miscellaneous Combustible Storage	\$60	105.6.29
Exceeding 2,500 cubic feet		
Open Burning	\$60	105.6.30
Open Flames and Torches	\$60	105.6.31
Open Flames and Candles	\$60	105.6.32
In connection with assembly areas, dining areas or restaurants and drinking establishments		
Organic Coatings	\$60	105.6.33
Greater than 1 gallon per day		
Places of Assembly	\$60	105.6.34
Private Fire Hydrants	\$60	105.6.35
Pyrotechnic Special Effects Material	\$60	105.6.36
Does not include displays/shows		
Pyroxylin Plastics	\$60	105.6.37
Greater than 25 pounds of cellulose nitrate		
Refrigeration Equipment	\$60	105.6.38
Repair Garages and Motor Fuel Dispensing Facilities	\$60	105.6.39
Rooftop Heliports	\$60	105.6.40
Spraying or Dipping	\$60	105.6.41
Utilizing flammable or combustible liquids or powders		
Storage of Scrap Tires and Tire Byproducts	\$60	105.6.42
Temporary Membrane Structures	\$60	105.6.43
Greater than 400 sq. feet. Excludes tents		
Tire-rebuilding Plants	\$60	105.6.44
Waste Handling	\$60	105.6.45
Includes junk/scrap yards		
Wood Products	\$60	105.6.46

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Storage or wood chips, hogged material, lumber and plywood in excess of 200 sq. ft.

H. GRADING AND EXCAVATING [Res. 2002-16][Res. 2023-7]

01.362.410	1. Base Grading Permit Fee	\$100.00
	2. Engineering, Review and Inspection Escrow for third party fees	
	a. Area of Disturbance:	
	1. Less than 1,000 square feet	\$500.00
	2. 1,000 to 5,000 square feet	\$750.00 plus \$50.00 Per 1,000 square feet
	3. Greater than 5,000 square feet	\$1,000.00 plus \$50.00 Per 1,000 square feet

The Borough reserves the right to impose additional fees for engineering, review and inspection costs over and above the established fee to ensure proper review of the plan and inspection of the project and certification of proper completion.
Any monies remaining in the engineering, review and inspection fee shall be refunded to the applicant upon written request of the applicant.

I. HANGAR RENTALS [Res. 2008-39], [Res.2010-37], [Res 2014-18], [Res. 2016-22], [Res.2016-28], [Res.2019-29] [Res. 2023-7]

09.342.202	1. Penalty for Delinquent Hangar Rental	\$30.00 per month, plus mailing costs
09.342.202	2. OH -Rental Monthly "Original" Hangar Fees	\$312.00 per month or \$3,744.00 per year
09.342.202	3. NH -Rental Monthly "New" T-Hangar Fees	\$416.00 per month or \$4,992.00 per year
09.342.203	4. TD - Rental Monthly Tie Downs	\$105.00 per month or \$1,260 per year
	5. Options for tiered payments and penalties:	
	a. paying rent annually – no service charge and a 3% discount	
	b. paying rent semi-annual - \$3.00 service charge per bill and a 1% discount	
	c. paying rent quarterly - \$1.50 service charge per bill and a 0.5% discount	
	d. paying rent monthly - \$1.00 service charge per bill and no discount	
	6. If no response is provided to billing option, the monthly billing automatically defaults.	

01.362.415 J. HAZARDOUS MATERIAL CLEAN-UP (10, §211) [Res. 7/12/1999B], [Res 2014-18]

1. Residual Highway Waste Cleanup:	
a. Per passenger car and/or truck to 1 ½ ton rating	\$60.00
b. Per truck over 1 ½ ton rating or special use vehicles	\$90.00
2. Hazardous spill, control and/or cleanup (to include fuel oil)	\$120.00 per unit, plus cost of clean up materials used

01.365.500 K. KENNEL (Animal) BOARDING [Res. 2002-41; Res. 2008-39]; [Res. 2010-10], [Res. 2014-18], [Res. 2015-3], [Re, 2016-21],

1. Fee for kennel provided animal is retrieved between 8:00 am and 5:00 p.m.	\$30.00 per day plus extra \$40 if Picked up after 5:00 p.m. any day
2. Fee for kennel if animal is retrieved before 11:00 am following day	no add'l cost
3. After 11:00 am on the subsequent day, the daily rate shall apply	\$30.00 per day plus extra \$40 if picked up after 5:00 p.m. any day
4. Annual municipal user Kennel Fee	\$500.00 per year

L. LAND DEVELOPMENT APPLICATION – see SUBDIVISION

M. LICENSES AND GENERAL BUSINESS REGULATIONS –

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01.321.450	1. Adult annual business license fee (13, §705) [Res. 8/9/1999D] a. Annual application, investigation and license fee for business employee license	\$750.00 \$250.00
01.321.450	2. Alarm Device Business License – Installed (13, §103) [Res.2003-36; Res. 2007-1; [Res. 2009-38]	billed through Third Party
01.321.710	3. Amusement Machine License [Res. 2003-36]	\$70.00 per year, per machine
01.321.450	4. Auction House – SEE General Business License (13, §301)	
01.321.450	5. Bill-Posting License (13, §301)	no charge
01.321.700	6. Coin Vending Machine License [Res. 2003-36; Res.2007-1], [Res. 2014-18]	\$40.00
01.321.400	7. Contractor License (General) [Res. 20030-36; Res. 2007-1] [Res. 2010-10]	\$125.00
01.321.400	8. Contractor License – REPRINT the license	\$20.00
01.321.450	9. Dry Cleaners License SEE General Business License	
01.321.610	10. Electrician - [Res. 2009-38] a. Master, Standard Master, Standard Maintenance or Standard Residential	\$125.00 per year
01.321.730	11. Flyer (Vendor) Distribution [Res. 2005-17]	\$25.00 per person per day
01.321.640	12. Garage License [Res. 2007-1] ; [Res. 2009-38]	\$100.00 per year
01.321.450	13. General Business License [Res. 2008.39]	\$100.00 per year
	14. Home Occupation Permit - SEE ZONING under PERMITS	
01.321.720	15. Jukebox Music License Fee (13, §301) [Res. 2003-36]	\$70.00 per machine
01.321.320	16. Junkyard License [Res. 2007-1]	\$65.00 per year
01.321.620	17. Pawn Broker License [Res. 2003-36]	\$100.00 per year
01.321.700	18. Pinball Machine License (coin vending) (13, §301) [Res. 2003-36]	\$70.00 per year
01.321.600	19. Plumbing [Res. 2003-36; Res 2006-15; Res. 2007-1; Res. 2008-39]; [Res. 2009-38], [Res. 2014-18] a. Master Plumber, Standard Master, Master Plumber w/ gas, or Standard Residential (nonresident) (5, §420)	\$125.00 per year
01.321.730	20. Sample Merchants & Solicitors License (13, §301) [Res. 2007-1], [Res. 2014-18]	\$100.00 per person
01.321.730	21. Transient Retail –Vendor Merchants License a. By Vehicle (13, §301) b. Semi-Permanent Location (13, §301) c. Without Permanent Residence in Borough (13, §301)	\$250.00 per year \$345.00 per month \$345.00 per day

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01.321.455	22. Business Registration	\$35.00 per year
01.322.901	N. PARADE/ASSEMBLY PERMIT	
	1. Parade/Assembly/Functions requiring Borough street closing Permit [Res, 2005-17]	\$100.00
	O. PARK and RECREATION FACILITY FEES – [Res. 2009-38, Res. 2016-22 & 28] see attached APPENDIX A	
01.331.140	P. PARKING [Res. 2005-17] <u>see also Parking Sect. 410(1) of Borough Code</u> [Ord. 2120 01-13-14]; [Ord. 2182]; [Res. 2019-8]	
	<u>PARKING VIOLATIONS:</u>	
	1. Handicap Space Application	\$10.00
	2. Handicap Space Signs and Paintings	\$125.00
	3. Parking Violations of § 402(1)(A)(B)(C) of Borough Code [Ord. 2124]	\$30 plus prosecution costs
	4. Parking Violations of §402(1)(K) or §404 of Borough Code [Ord. 2124]	\$40 plus prosecution costs
	5. Parking Violations of §402(1)(E)(F)(G)(H) of Borough Code [Ord. 2124]	\$50 plus prosecution costs
	6. Parking Violations of §409 of Borough Code [Ord. 2124]	\$30 plus prosecution costs
	7. Parking Violations of any other part of §402, 409, 410 [Ord. 2124]	\$25 plus prosecution costs
	8. Failure to properly display residential parking permit §409(8)(A) [Ord.2124]	\$5
	This fee shall be imposed on individuals whether or not any additional citation or ticket is issued.	
	9. Parking Violation of §406.1(B)(1) non-seasonal vehicle/equip. [Ord.2124]	
	a. First offense	dbl daily permit fee per size of unit
	b. subsequent offenses	trpl daily permit fee per size of unit/day
	10. Parking Violation of §5 of Chpt. 15 of Borough Code [Ord.2182] - Metered	\$20 plus prosecution costs
	11. Parking Violation of §602 Part 6, Chpt.15 of Borough Code [Ord 2182] – Kiosks	Up to \$600 plus prosecution costs
	12. Parking Violation of §602 remaining sections of Part 6 Borough Code [Ord 2182]	\$20 plus prosecution costs
	<u>METERED PARKING - Kiosks or ParkMobile App:</u>	
	Payment is required on High St. between Manatawny and Madison Streets, and in all 7 Borough lots, 7 days a week between 6 a.m. and 2 a.m. (Lot 7 has some exemptions. Payment is not required where 30-minute parking is posted.	
	13. Metered Hourly Parking in Off-street metered lots [Ord. #2182][Res.2019-29] Evans, King, Lessig, Reading, Shop N Park, Trinity; Smith Plaza	\$.50 per hour and if using Park Mobile, the 1st hour is free
	14. Metered Hourly Parking in On-street parking zones – High St	\$.50 per hour and if using Park Mobile, the 1st hour is free
	<u>PERMIT PARKING:</u>	
	15. Permit Parking in Off-street parking lots #1-6 (1st come, 1st serve) Evans, King, Lessig, Reading, Shop N Park, Trinity	\$15.00 – Monthly \$40.00 – three months - qtrly \$150.00 – one year
	16. Within the downtown - On-Street Parking permit - GREEN ZONE	
	a. Resident	
	1. first permit	\$55.00 – six months/\$110.00-year
	2. second permit	\$127.00 – six months/\$253.00-year
	b. Business	\$170.00- six months/\$325.00-year
	17. Outside of downtown – On-Street Parking permit - BLUE ZONE	
	a. Resident	
	1. First permit	\$21.00 – six months/\$42.00-year

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2. Second permit \$38.00- six months/\$76.00-year

b. Business \$46.00- six months/\$92.00-year

PARKING SIGNS:

18. Parking Signs – Temporary Restriction signs \$2.00 each

Q. PERMITS – through the LICENSING AND INSPECTION Department

1. Adult Business Permit - See No. 12.c here - Zoning

01.362.410	2. Building Permit Fees (also listed under Fire Marshal 14.362.410)	
	a. Construction Permit [Res. 2008-39; Res. 2009-6] [Res. 2010-1], [Res 2014-18]	\$60 minimum up to first \$2,000 cost and then 3 % on the costs in excess of \$2,000 cost
01.362.410	b. Demolition [Res.2009-38]	First 1,000 sq. ft. or fraction of \$115.00 – ea. add’l 500 sq. ft. 40.00
	1. Demolition of sheds/garage with no service connection	\$40.00 (w/1% on all 2,000 demo costs)
01.362.411	3. Bldg. Permit Violation -New Construction; Residential, Commercial and Industrial (1, §214)	
	a. Construction or Activity Prior to Issuance of Permit, License or Certificate [Res. 2000-9]	*\$250.00 as maximum, or whichever is less on calculation
01.362.460	4. Commonwealth PA UCC Fee paid to State (Form CLGSC-13) Applicable to all Bldg., Electrical, Plumbing and HVAC Permits	\$4.50 per permit

*The application fee for permits, licenses or inspections and/or certificates issued after construction or activity has been initiated, shall be twice the amount of the required fee for that particular permit, license or certificate, and shall be \$250.00 or whichever amount is less. It is the intent of this resolution to include certificates for use and occupancy, certificates or permits for property transfer and rental inspections.

01.362.410	5. Electrical Permits	\$60.00*
01.362.411	6. Failure to Appear for Permit Inspection Fee [Res 2014-18], [Res. 2015-10], [Res. 2018-30]	\$100.00 each time
	7. Home Occupation Permits - SEE ZONING PERMITS	
	8. Outdoor Dining Permit - SEE ZONING PERMITS	
01.362.430	9. Plumbing [Res. 2003-36; Res 2006-15; Res. 2007-1; Res. 2008-39]; [Res. 2009-38], [Res. 2014-18]	
	a. Plumbing Fixture Installed as follows: (each)	
	1. Residential	\$20.00
	2. Commercial	\$20.00
	b. Sewer Ejector or Interceptor (grease, hair, oil, etc.)	\$50.00
	c. Sewer Lateral/Water Lateral repair/replace	\$35.00/100 linear ft. or fraction of
	d. Plumbing inspect fee	\$60.00
01.362.130	10. Security System Permits and False Alarm Charges (13, §104) - per third party contracted agreement through Police Department	
01.362.410	11. Use and Occupancy Bldg. Permits NEW CONSTRUCTION [Res. 2003-36; Res. 2007-1; Res.2008-39]; [Res.12-27];	

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	[Res. 2009-6]	
	a. Industrial/Commercial/Nonresidential /Institutional	\$175.00 upon completion
	b. Industrial/Commercial/Nonresidential/Institutional Additions	\$130.00 upon completion
	c. New Residential Building (per dwelling unit)	\$115.00 upon completion
	d. Residential Additions	\$ 70.00 upon completion
	e. Failure to attend inspection /appointment	\$100.00 each time
01.362.451	12. Use and Occupancy Permits PROPERTY TRANSFERS *** (NOT A RENTAL INSPECTION) [Res. 2003-36; Res. 2006-15; Res. 2007-1; Res. 2009-06]; [Res. 2009-38]; [Res. 2013-10]	
	a. Single Family/Duplex	\$140.00 per unit;
	b. Apartment Building with at least 3 but no more than 6 units	\$ 100.00 per unit;
	c. Apartment Building with 7 or more apartments	\$ 50.00 per unit;
	d. Commercial/Industrial/Institutional	\$115.00 up to 2,500 sq.ft. and then \$115.00 ea. add'l 2,500 sq. ft. or fraction thereof; Maximum \$1,500.00
	e. Re-inspection for Residential or Commercial Property Transfer - which is clarified as the third and subsequent on-site appointments	\$45.00 each time, per property
	f. Failure to appear for inspection	\$100.00 each time, per property
	g. REPRINT of Use and Occupancy certificate	\$ 20.00 each time, per property
	h. Residential Rental License Administrative Fee (with valid/current rental license)	
	1. Single family and apartments of 2 through 6 units	\$25.00 per unit
	2. Apartment buildings with 7 or more apartments	\$10.00 per unit
01.362.440	13. Vacant Property Ordinance Fees [Ord.2139 (§1509) 7-13-15; Ord.2190 10-15-19]	
	a. A non-refundable registration fee	
	1. Semi-annual for properties in default or foreclosure	\$300 per property semi-annually
	2. Annual for properties vacant, not encumbered by a mortgage; and vacant properties that ARE encumbered by a mortgage and are NOT in foreclosure	\$300.00 per property annually
	b. Violations of this section of the code	\$1,000 not to exceed; Plus legal costs
	c. Properties posing serious threat to public health, welfare, etc. the L & I Dept. must secure the property at expense of the mortgage company, services, trustee or owner. If invoice is not Paid in 30 days, admin fee plus reasonable legal & lien file costs \$500.00 admin fee	
01.361.330	14. Zoning Permits (13, §705) [Res. 8/9/1999D]; [Res. 2002-41]; [Res. 2021-10]	
	a. Sign Permit Application Fees	
	a. Signs up to 6 square feet	\$30.00
	b. Signs from 6 square feet to 25 square feet	\$75.00
	c. Signs over 25 square feet	\$200.00
	b. Fences, accessory structures/sheds (200 sq. ft. or less)	\$60.00
01.361.330	c. Adult Business (Zoning) Permit	

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	a. Application and investigation fee to accompany application for adult business license (new license)	\$1,500.00
01.361.330	d. Home Occupation Permit (§504(4)) [Res. 2015-19]	\$25.00 one-time per occupation
01.361.330	e. Outdoor Dining [Res. 2019-17]; [Res. 2021-10]	\$25.00 one-time
01.361.330	f. Zoning Officer Determination/Official Response Letter	\$50.00
01.361.710	R. PHOTOCOPYING and RIGHT-TO-KNOW [Res. 2009-38], [Res.2020-4]; [Res. 2021-5]; [Res. 2022-5]	
	1. Regular copies	
	a. Letter, Legal, and Ledger (11X17)	\$.25 each copy
	b. Plan size 18" X 24"	\$1.50 each
	c. Plan size 24" X 36"	\$2.00 each
	d. Plan size 30" X 42"	\$3.50 each
	2. Right-to-Know Copies	
	a. Black and White Copies - Cost Per page	\$0.25 per copy up to 1,000 pages \$0.20 per copy above 1,000 pages
	b. Color Copies - Cost per page	\$0.50 per copy
	c. Specialized Documents	Actual Cost
	d. CD/DVD	Actual Cost, not to exceed \$1.00 per disc
	e. Flash Drive	Actual Cost
	f. Facsimile	Actual Cost
	g. Other Media	Actual Cost
	h. Conversion to Paper	\$0.25 per page
	i. Postage	Actual Cost of USPS First-Class postage
	j. Certification	\$5.00 per document/record
	NOTE: In the event that the estimated cost of fulfilling a request is expected to exceed \$100.00, the Open Records Officer shall obtain the expected cost in advance of fulfilling the request, to avoid unwanted expense of Borough resources. Thereafter, the Open Records Officer shall notify the person or entity requesting the copies of the records, that they will not be made available until the cost of the copies, as estimated by the Borough open Records officer, is paid in advance. Either a supplemental bill or a refund shall be made if the actual costs are different than the Borough's estimate.	
	S. PLAN REVIEWS – LICENSING AND INSPECTIONS [Res. 2008-39]; [Res. 2008-39]; [Res 12 2010-10]; [Res.2010-37]; [Res. 2008-39]; [Res 2009-16]; [Res 2011-8]; [Rev. 2008-39]	
01.361.310	1. Reviews (based on square footage) individually with in-house review	\$0.05 per sq. ft. (\$250.00 minimum)
	Collectively third party review	\$0.40 per sq. ft. (\$250.00 minimum)
	a. Accessibility Review	
	b. Energy Conservation (insulation etc.) Review	
	c. Mechanical Review	
	d. Electrical Plan Review	minimum \$250.00
	e. Plan Review - Residential	
	f. Plan Review – Commercial	
	g. Plumbing Review	
	h. Alarm Plan Review	minimum \$250.00
	i. Sprinkler Plan Review	minimum \$250.00
	j. Residential Alterations – i.e. renovations, decks, porches, patios, patio enclosures, canopies and completion of unfinished spaces such as basements	\$0.40 per sq. ft. (\$100 minimum)
01.361.320	2. Appeals to the Construction Code Board of Appeals [Res. 2005-27]	
	a. Appeal where a hearing is requested	\$850.00

2023 Borough Fee Schedule

b. Appeal where no hearing is requested \$200.00

T. POLICE AND SPECIAL POLICE SERVICES

01.362.112	1. Accident Report Photos [Res.2003-36]	
	a. for black and white photographs	\$5.00 each.
	b. for digital color photographs	\$10.00 each
01.362.103	2. Barricade Use [Res. 2005-17]; [2013-26]; [2013-26]; [Res. 2021-5]; [Res. 2022-5]	
	a. Small Wooden Barricade	\$3.00 per day
	b. Large Wooden Barricade	\$5.00 per day
	c. Metal Barricade	\$5.00 per day
01.362.103	3. Barricade Delivery and Removal [Res. 2022-5]	
	a. For an event with use of pickup truck	\$25.00/event
	b. For an event with use of pick-up truck and trailer	\$50.00/event
	c. For an event with use of loader	\$100.00/event
01.362.103	4. Bicycles (13, §302)	
	a. Registration and Tagging	\$1.00
	b. Duplicate Registration Card	\$.50
01.363.221	5. Blocking of Parking Spaces [Res. 2005-17]; [2013-26]	
	A. with Trash Dumpster or any waste container	
	1. up to 10-yard dumpster	\$4.00 per day - no Res.
	2. 11 to 15-yard dumpster	\$5.50 per day – no Res.
	3. 16 to 20-yard dumpster	\$8.00 per day – no Res.
	4. 21 to 30-yard dumpster	\$12.00 per day – no Res.
	5. 31 to 40-yard dumpster	\$20.00 per day – no Res.
	B. with Storage Pods/Storage Trailers/Storage Containers	
	1. 5 to 12 feet	\$4.00 per day – no Res.
	2. 13 to 20 feet	\$8.00 per day – no Res.
	3. 21 to 30 feet	\$15.00 per day – no Res.
	4. 31 feet and over	\$25.00 per day – no Res.
01.362.103	6. Escort Services (1, §317)	\$45.00 per hour
01.362.150	7. False 911 Calls [Res. 2005-17]	\$20.00 per occurrence
	8. False Alarm - see “Security Alarms”	
01.362.103	9. Fingerprinting - Employment Related [Res, 20030-36]	\$25.00
01.362.103	10. Fire Police [Res. 2005-17]; [Res.2017-22]	\$25.00/hour per officer
01.362.103	11. Functions on school property needing security (4-hour minimum) (1, §321) [Res. 2005-17], [Res. 2016-22], [Res2 2021-21]	\$90.00 per hour
01.362.103	12. Intoxilyzer/BAC Datamaster Tests [Res. 2005-17],[Res. 2021-21]	\$100.00 per prisoner per occurrence
01.362.102	13. Live Scan processing [Res. 2005-17] (fee set by Judge)	\$150.00 per prisoner per Occurrence
01.362.103	14. Local Record Check [Res. 2003-36]	\$10.00
01.362.112	15. Motor Vehicle Accident Report	\$15.00
01.362.103	16. Outside Agency and arraignments handled by CPO [Res. 2005-17; [Res. 2008-39]	
	a. Arrestee processing fee only	\$50.00 per instance
	b. Arrestee Video arraignment fee	\$50.00 per instance
	c. Arrestee processing and video arraignment fee	\$100.00 per instance
	d. Arrestee incarceration/processing/video arraignment fee	\$175.00 per instance
01.362.101	17. Outside Agency Incarceration (cell holding) [Res. 2003-36]	\$100.00
01.362.103	18. Outside Agency Line-up Assist (CPIN/JNET) [Res. 2009-38]	\$35.00 initial lineup; \$25 ea. add'l.
01.362.103	19. Outside Agency Processing Assist by Civ. Staff (CPIN) [Res. 2009-38]	\$25.00 fee
01.362.103	20. Outside Agency Processing – Damages to CPIN [Res. 2009-38]	\$50.00 per hour to make Repairs
01.362.103	21. Outside Services (1, §321) [Res. 2003-36], [Res. 2016-22], [Res.2021-21]	\$90.00 per hour
01.362.150	22. Police Service Costs (10, §202) [Res. 2012-22]	\$100.00 for each response
01.362.112	23. Police Reports [Res. 2003-36]	\$15.00
01.362.120	24. Security Alarm Permit – to do business [Res. 2011-5]	\$200.00 per alarm

2023 Borough Fee Schedule

01.362.120	25. Security Alarm Application Fee – [Res. 2011-5]	\$35.00 Residential per yr. \$70.00 Comm. Burglary per yr. \$100.00 Duress/Hold up per yr.
01.362.130	26. Security Alarm Manual Reset Fee – [Res. 2011-5]	\$100.00 per residential per year
01.362.130	27. Security Alarm Excessive Charges - Response Fee – [Res. 2011-5]	\$50 - 3 rd duress & 4 th & 5 th burglary \$100 4 th , 5 th duress; 6 th , 7 th burglary \$200 6 th , 7 th duress; \$300 8 th duress & burg plus suspend
01.362.130	28. Security Alarm Public Nuisance Penalty Fees– [Res. 2011-5]	\$200.00 B-1; \$600 B-2
01.362.150	29. Testing, Entry Level Police Officer [Res. 2005-17]	\$35.00
01.362.106	30. Cellebrite Physical Analyzer [Res 2021-5]	\$100.00 per each electronic device download
01.362.108	31. Detour Package [Res. 2023-7]	\$100.00 per event

46.380.200 U. POTTSTOWN AREA RAPID TRANSIT - PART – [Res.2013-10], [Res 2014-18], [Res. 2016-22], [Res.2018-17]

	<u>One Way</u>
1. Base Fare – Adult	\$2.25
2. Students (Age 6 to 18 with student ID)	\$1.10
3. Children under “Fare Box Height”	two children ride FREE with full fare paying adult
4. Each Additional Child under “Fare Box Height” w/full paying adult	\$.25
5. Disabled/Medicare Card User (with valid Half-Fare Card)	\$1.10
6. Seniors – FREE (65 and over with Transit ID or Medicare Card)	----
7. Transfer	\$.75
8. Para-transit Fare	\$4.50
9. Multi-ride pass – full fare –bulk purchase for ten rides	\$22.50
10. Multi-ride pass – half fare –bulk purchase for ten rides	\$11.00
11. Multi-ride Transfer pass - bulk purchase for ten rides	\$7.50
12. Round Trip Full Fare	\$4.50
13. Round Trip Half Fare	\$2.20
14. Round Trip Transfer	\$1.50
15. Replacement Discount Cards	
a. Cards issued prior to 01-01-05 are allowed 1 replacement card at no charge	
1. SECOND replacement card	\$5.00
2. THIRD and any additional thereafter	\$25.00

10.364.102 V. PROPERTY MAINTENANCE [Res. 2002-41] Clean & Lien Services

1. Hourly fee, per worker [Res. 2006-15; Res. 2008-39] [Res. 2010-10], [Res. 2015-1], [Res. 2015-10],
A \$50.00 minimum charge for overhead plus the hourly fee per worker equivalent to 135% of the employee cost with a minimum of one hour for in-house work.
2. Independent Contractor: \$50.00 minimum charge for administrative costs; in addition to per hour rate charged by third party contractors, with a minimum of one hour for work performed by independent contractor
3. Legal fees –Clean & Lien - for the collection of property maintenance charges, including but not limited to lawn mowing, weed- whacking, snow removal, and/or trash debris clean up [2013-26] \$135.00 per hour

Note: In addition, the fee for all work associated with removal of trash and refuse as contemplated by Chapter 20, §312(A) shall be the greater of the hourly rate per worker times the actual time incurred or 1 hour. [Res. 2006-15]

W. PROPERTY TRANSFER USE AND OCCUPANCY INSPECTION – see Section Q - Permits

2023 Borough Fee Schedule

X. PUBLIC WORKS SERVICES [Res. 2007-39]; [Res. 2009-38]; [Res. 2019-29]; [Res. 2022-5]; [Res. 2023-7]

01.395.100	1. Equipment Price List for Billable Work - Labor shall be billed at 135% for each employee, plus overtime	
	a. Air Compressor	\$50.00 per hour
	b. Backhoe	\$125.00 per hour
	c. Bucket Truck	\$125.00 per hour
	e. Dump Truck (5 yd.)	\$100.00 per hour
	f. Gas Cut Saw	\$35.00 per hour
	g. Gas Cut Saw (on wheels)	\$60.00 per hour
	h. Loader	\$65.00 per hour
	i. Pick-up Truck	\$50.00 per hour
	j. Roller	\$100.00 per hour
	k. Tamper	\$35.00 per hour
	l. Trash Pump (3 inches)	\$35.00 per hour
	m. Trash Pump (small)	\$35.00 per hour
	n. TV Rig	\$200.00 per hour
	o. Sewer Jet Truck	\$200.00 per hour
	p. Snow Blower	\$60.00 per hour
	q. Snowplow Dump Truck	\$75.00 per hour
	r. Snowplow Pickup	\$60.00 per hour

Y. RECORDS, PUBLIC [Res. 2007-39; Res. 2008-30]

01.361.710	1. Duplication of requested records- see also Photocopies	\$0.25 per page
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All other fees and costs associated with the Open Records access policy are contained specifically in that policy [Res.2008-40].

01.362.452	Z. RENTALS: RENTAL LICENSE OCCUPANCY INSPECTION [Res. 2007-1]; [Res. 2009-38]; [Res.2013-10]; [Res.2015-10] [Res. 2023-7]	
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NOT A PROPERTY TRANSFER

1. Industrial/Commercial/Non Residential/Institutional Rental License	\$115.00 per 2,500 square feet or fraction thereof per unit; Maximum \$1,500.00
2. Residential Rental Registration fee – one-time	\$115.00
3. a. Residential Rental License Application fee - application w fee	\$10.00 biennially
b. Residential Rental Inspection Fee	
1. Single Family/Duplex	\$140.00 per unit
2. Apartment Bldg. with at least 3 but no more than 6 units	\$100.00 per unit
3. Apartment Bldg. with 7 or more apartments	\$50.00 per unit
4. Re-inspection Commercial or Residential Rental for third and subsequent on-site appointment	\$45.00 each time, per property
5. Failure to appear for scheduled inspection	\$100.00 each time per property
6. Reinstatement of Residential Rental License	\$230.00 per property
7. REPRINT of Rental License	\$20.00 per unit/license

01.362.452	AA. RENTAL: SHORT-TERM UNITS – ANNUAL [Res. 2007-1]; [Res. 2009-38], [Res. 2014-18], [Res.2015-10], [Res. 2016-22]	
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1. Rooming houses, hotels, motels, bed and breakfasts	\$30.00 per unit/room
2. Re-inspection fee for 3 rd and subsequent on-site appointments	\$20.00 each time, per property
3. Failure to appear for scheduled inspection	\$100.00 each time, per property

01.331.150	BB. RETURNED CHECKS [Res. 8/12/1996; [Res. 2008-39], [Res. 2014-18]	
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1. Returned Check Fee	\$30.00 per check
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08.364.120	CC. SEWER BULK and INDUSTRIAL WASTE FEES (18, §302(2) (E)); [Res. 2009-38]	
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2023 Borough Fee Schedule

Septage Discharge fees - see fee schedule as part of Sewer Rates attached at the end

Sludge Discharge fees - see fee schedule as part of Sewer Rates attached at the end

DD. SEWER SERVICE FEES [Res. 2004-38]; [Res. 2010-10]; [Res. 2005-28]; [Res. 2005-28]; [Res. 2022-5] [Res. 2023-7]

08.389.100	1. Certification for Sewer for property sales (per unit)	\$20.00 each
08.364.101	2. Sewer connection application fee	\$60.00
08.364.104	3. Commercial/Industrial/Public	By meter size
08.364.104	4. Inspection fee for each connection	\$250.00
08.364.100	5. Mixed Use (Residential/Commercial)	1 EDU per unit
08.364.100	6. Residential	1 EDU per unit
08.380.100	7. Tapping fee for all new connections	\$1,545.00
08.380.100	8. Service call after normal work hours (customer problem in building)	\$60.00/hour
08.380.100	9. Missed Appointment Fee	\$50.00/ appointment

EE. SEWER F.O.G. (FATS, OILS, GREASE) [Ord. #2149, Res. 2016-13]

08.364.105	1. Logs not maintained or manifests not provided	
	a. First Offense	\$50.00
	b. Second Offense	\$100.00
	c. Third Offense	\$150.00
	d. Fourth Offense	\$200.00
	2. Manifests not provided proving external oil and grease interceptors not cleaned	
	a. First Offense	\$150.00
	b. Second Offense	\$300.00
	c. Third Offense	\$450.00
	d. Fourth Offense	\$600.00
	3. Failure to allow access to FOG handling equipment in a timely manner	\$50.00
	4. Failure to respond to correspondence in a timely manner by email, phone, or US mail	\$25.00
	5. FOG Permits (3 years)	\$30.00
	6. FOG Inspection Fee	\$30.00
	7. FOG Sampling Fee	\$50.00

FF. SEWERS AND SEWAGE DISPOSAL [Res. 2002-41]

08.364.105	1. Industrial Pretreatment Investigations	
	a. Accidental Spill, Spills, Notice of violation, Admin-Order, other miscellaneous	\$30.00 per hour
08.364.140	2. MIPP - Industrial Pretreatment Sampling	
	a. Quarterly	\$50.00 per hour
	b. Resample/Violation	\$70.00 per hour
	c. Industrial Pretreatment Violation Appeals	\$100.00 plus costs
08.364.141	3. MIPP – Concentration Surcharge	<u>See Industrial Waste Rates (18, §303)</u>
08.364.105	4. Industrial User Permits	
	a. Class 1	\$30.00 per hour
	b. Class 2	\$40.00 per hour
08.364.105	5. Permit Applications for new Industrial User	\$250.00 plus costs
08.364.141	6. Removal of Pollutants	<u>See Industrial Waste Rates (18, §303)</u>
08.364.107	7. Show Cause Hearing	\$100.00 plus costs
08.364.107	8. Sewer Lateral Fee	\$1,000.00

08.364.107

GG. SIGNS – see Permits – Zoning

HH. STORMWATER MANAGEMENT [Res. 2006-27], [2014-11]

2023 Borough Fee Schedule

01.362.410	1. Application Fee for all applications and plans submitted pursuant to Ordinance 1977	\$100.00
	2. Resubmission Fee	\$25.00
	3. Post Construction Inspection Fee (to be paid upon the operation and Maintenance Agreement)	calculated
	4. Escrow Fee to cover all fees and expenses incurred by the Borough in the review and processing of such applications (to accompany all applications)	\$2,000.00

In the event that there are insufficient funds in the escrow account to pay for such fees and costs, no further review of the application and/or plan shall occur until the amount has been paid in full and the escrow amount is replenished.

II. STREETS AND SIDEWALKS

01.322.800	1. Sidewalk or curb work permit fee (21, §214) [Res. 2007-1] ; [Res. 2009-38]	\$60.00, plus 3% over \$2,000
01.322.810	2. Street Opening & Excavation Permit (21, §105) [Res. 2009-38] [Res. 2023-7] Street Opening Escrow Escrow shall be retained by the Borough for a period of one year for a reinspection of street opening to ensure the repair is still in good condition. The escrow will be returned to the person or company that posted the money.	\$300.00 0-100 square yards \$600.00 101+ square yards \$1,000.00
01.322.810	3. Street Opening & Excavation Permit in an emergency situation [Res. 2009-38]	\$55.00
01.322.900	4. Street Closing –Parades, Assembly Functions [Res. 2005-17]	\$100.00

JJ. SUBDIVISIONS / LAND DEVELOPMENTS

1. Application Fees (non-refundable)

01.361.310	A. Subdivision [Res. 2006-15]	
	1. Residential	\$500 plus \$50 per lot (And escrow fees - see E.)
	2. Commercial/Industrial	\$500 plus \$100 per lot (And escrow fees - see E.)
	3. Revised submissions of any residential or commercial/ industrial subdivision and land development plans.	\$25.00 each plan
01.361.310	B. Land Development [Res. 2006-15], [Res. 2019-29]	
	1. Residential	\$500 plus \$50 per dwelling unit (And escrow fees - see E.)
	2. Commercial/Industrial	\$500 plus \$100 per acre (And escrow fees - see E.)

(Combining subdivision and land development under one application reduces the land development fee by 50 %.)

01.361.310	C. MINOR Subdivision/Land Development [Res. 2019-29]	
	1. Residential	\$500 (and escrow fees - see F.)
	2. Commercial/Industrial	\$500 (and escrow fees - see F.)
	D. Fee Waiver Application – request to waive land development Requirements; fee shall be submitted concurrently with the land development waiver requests. [Res.2000-31]	\$1,500.00 – must accompany

2023 Borough Fee Schedule

E. SD/LD Escrow Review Fees (22, §401) – Escrow Prof Consulting Fees [Res. 2006-15]

- | | |
|-------------------------------|--|
| 1. Residential Escrow Fee | \$2,500 for first unit and \$500.00 for each additional unit |
| 2. Non-residential Escrow Fee | \$5,000 for first 5,000 square feet of building area and \$1,000 for each additional 1,000 square feet or a fraction thereof building area, to a maximum of \$10,000 |

F. MINOR SD/LD Escrow Review Fees (22, §401) – Escrow Prof Consulting Fees [Res. 2006-15], [Res.2019-29]

- | | |
|-------------------------------|---------|
| 1. Residential Escrow Fee | \$2,500 |
| 2. Non-residential Escrow Fee | \$5,000 |

G. Review Fees – Escrows -- procedure for maintaining all subdivision/land development [Res. 12/13/1000]

The Borough shall maintain a record of all costs including, but not limited to, engineering, legal and administration and advertising incurred for the processing of subdivision and land developments. Periodically, when the initial escrow deposited by the applicant has been reduced to 50% of its original amount, the Borough shall invoice the applicant for reimbursement and re-establishment of the escrow fee to its original amount. A condition for final approval of each subdivision and land development plan shall be an accounting of said costs expended by the Borough. Should the accounting establish costs in excess of the fees paid, the applicant, prior to final approval and prior to release of any subdivision or land development plan, shall pay to the Borough the difference between actual costs expended by the Borough in processing the application and the amount of any applicable fee or fees paid. In the event that there are insufficient funds in the applicant’s escrow account for payment of a review fee bill, and an applicant has not disputed a review fee bill within the time period set forth in the Pennsylvania Municipalities Planning Code, no further review of the plan will occur until the bill has been paid and the escrow account is replenished. [Res. 2006-15]

01.361.650 KK. TAX COLLECTOR – POTTSTOWN TAX OFFICE [Res. 2002-5]; [Res. 2010-1], [Res 2012-27] [Res. 2015-1],

- | | |
|-------------------------------|-------------------------------------|
| A. Duplicate copy of tax bill | \$2.00 each |
| B. Tax Certification | \$36.00 to be allocated as follows: |
| Borough of Pottstown | \$12.00 |
| Pottstown School Dist. | \$12.00 |
| Montgomery County | \$12.00 <u>[Res. 2017-22]</u> |

(see Res. #2013-9 for adopted ACT 32 Local Enabling Tax collection fees by TTC Berkheimer.)

- | | |
|---|-------------------------|
| C. User Fee for tax payments made with credit cards | 2 % of total amount due |
|---|-------------------------|

01.321.660 LL. TOWING CHARGES [Res. 2004-4]

- | | |
|--|---|
| A. Towing as First Class | \$300.00 per year; plus \$50.00 per tow truck or towing vehicle |
| B. Towing as Second Class | \$50.00 per year |
| C. Associated fees: [Res. 1999B], [Res. 2013-26] | |
| 1. Max Tow Fee Class 1 Tower – vehicles towed under these Provisions per TOW | \$150.00 |
| 2. Max Storage Fee, Class 1 Tower – under these provisions Per DAY | \$50.00 |
| 3. Max Disposal Fee, Class 1 Tower – towed under these Provisions per TOW | \$25.00 |
| 4. Max Charge for vehicles inoperable, abandoned, Impounded, Illegally Parked – per each | \$100.00 |
| D. License Reinstatement Fees for Class II: [Res.2004-4] | |
| 1. Class II tower whose license was suspended for any reason, shall | \$25.00 |

2023 Borough Fee Schedule

pay a license reinstatement fee, after the appropriate suspension period has been served, and prior to being eligible to participate in future Class II towing license bidding processes.

NO Class II towing license that has been suspended or revoked as set forth in Chapter 15, Part 7, §704(8), will be reinstated until such time that all applicable fees are paid in full.

MM. TRASH SERVICE FEES -- [Res. 2004-38; Res. 2007-2; Res. 2007-39; Res. 2008-39]; [Res. 2009-38], [Res. 2015-1]; [Res. 2019-29]; [Res. 2022-5], [Res. 2023-4]

10.389.100	1. Certification for Trash for property sales (per unit) [Res. 2004-38]; [Res. 2009-38]; [Res. 2017-22]	\$20.00
10.364.010	2. Annual service charge (78.87 per qtr.) for the collection and disposal of garbage, rubbish, refuse, and recycling for each residential unit [Res.2023-4]	\$347.03/year or \$86.76/qtr.
10.364.100	3. Tote Replacement costs [Res. 2009-38]	
	a. Recycle blue tote container replacement cost	\$75.00
	b. Trash gray tote container replacement cost	\$85.00
01.322.100	4. Bulk Waste Sticker [Res. 2005-11]; [Res. 2009-38]	
	Effective 01-01-20 One bulk item per week picked up at no cost; anything extra:	
	Sticker is required for any extra item to be picked up by hauler	
	Bulk Waste: Large items of refuse, excluding white goods, furniture, or small items that require collection other than conventional, compact or refuse collection facilities or items that are too large to be placed in an approved trash can or trash container	\$15.00
	NO large auto parts, large branches or tree parts	
	White Goods: Including refrigerators, washing machines, dryers, window air conditioners, hot-water heater tanks, and other major home appliances	\$25.00
10.364.101	5. Leaf Collection Bags [Res. 12/30/1998; Res. 2007-27]	\$0.50 per bag
10.364.115	6. Trash/Recycle Violation Fees [Res. 2010-10]	
	a. Use of Recycling bin as trash receptacle (per occasion)	\$75.00 per violation
	b. Removal of excess municipal waste (per service)	\$75.00 per violation
01.322.100	7. Mattress Bag	\$6.75/bag

NN. VACANT PROPERTY REGISTRATION –see Section P – Permits – Vacant Properties

OO. WATER SERVICE FEES - [Res. 2004-38]; [Res. 2009-38]; [Res. 2017-22]; [Res. 2005-28]; [Res. 2005-28]; [Res. 2022-5] [Res. 2023-7]

06.389.100	1. Certification for Water for property sales (per unit)	\$20.00 each
06.389.100	2. Additional certification fee for Boro obtaining water meter read to prepare cert. for transfer	\$20.00
06.378.101	3. Water connection application fee	\$60.00
	4. Commercial/Industrial/Public	By meter size
06.378.101	5. Inspection fee for each connection	\$250.00
	6. Mixed Use (Residential/Commercial)	By meter size
	7. Residential	By meter size
06.378.100	8. Tapping fee for all new connections	\$1,764.00
06.380.100	9. Service call after normal work hours (customer problems)	\$60.00/hour
06.380.100	10. Missed Appointment Fee	\$50.00/appointment

2023 Borough Fee Schedule

PP. WATER CONSUMPTION RATES – [Res. 2009-38] see APPENDIX B – Authority Water Fee Schedule

QQ. ZONING HEARING (for permits i.e. signs – see Section P – Permits – Zoning)

01.361.340	1. Conditional Use Application submitted concurrently with conditional use application [Res. 12/13/999]; [Res. 2010-10]	\$600.00
01.361.340	3. Petitions, requests to rezone [Res.8/12/1996]; [Res. 2010-10]	\$600.00
01.361.340	4. Zoning Hearing Application Fee [Res. 2019-29]	
	a. Application for single-family residential dwellings [Res.2004-38]; [Res. 2010-10]	\$750.00
	b. All other zoning appeals, including by not limited to multi-family uses, commercial uses, or industrial uses [Res.2004-38]; [Res. 2010-10]	\$1,500.00

APPENDIX A – 2023 Parks & Recreation Department Schedule of Fees

Ballfield Rentals

Memorial Park Ballfield single 2-hour game	\$80
Memorial Park Ball Field half-day per field 7:30 AM to 1 PM or 2 PM to park close (seasonal)	\$120
Memorial Park Ball Field full-day per field	\$260
Maple St. Park Ball Field half day per field	\$50
Maple St. Park Ball Field full day per field	\$100

Pavilion, Sports Court and Other Outdoor Facility Rentals

	Resident	Nonresident
*Terrace Lane Park Pavilion per day (groups of 30 or less)	\$100	\$125
*Memorial Park Pavilion Fri-Sun & Holidays (per day)	\$175	\$200
Memorial Park Pavilion Mon-Thurs (per day)	\$100	\$125
Memorial Park Gazebo (per day)	\$75	\$85
Memorial Park Island (per day)	\$275	\$325
Riverfront Park Rotary Pavilion	\$75	\$100
Riverfront Park 5K Package (per day) *includes Rotary Pavilion w/ elec. & trail usage and the option to close Keystone Blvd parking lot	\$150	\$175
*Riverfront Park SRT Pavilion Fri-Sun & Holidays (per day)	\$165	\$190
Riverfront Park SRT Pavilion Mon-Thurs (per day)	\$100	\$125
Riverfront Park SRT Pavilion Education Session	\$25	\$40
Chestnut Street Park Pavilion (per day)	\$65	\$90
Tennis/Basketball/ Volleyball Court: (4hrs)	\$35	\$75
Parking Lot at Trilogy Park (limited availability)	\$50	\$75
Smith Family Plaza	\$35	\$50
General Park Rental (all other parks per day, limited availability as permitted by Parks Dept.)	\$40	\$50

Definitions:

Resident: An individual or organization who resides in or keeps corporate offices within the Borough of Pottstown as defined by the Pottstown School District tax map.

Nonresident: Any individual or organization who does not reside in or keep corporate offices within the Borough of Pottstown as defined by the Pottstown School District tax map.

Charges will be assessed the same for rentals billed “per day” regardless of the actual amount of time the facility is used or occupied.

***electrical service included in price.**

2023 Borough Fee Schedule

The rental rates identified above are specific to the use of the Pottstown Parks and Recreation rental facilities. They do not include additional services such as waste removal, portable toilets, and other staffed services, fee for which may be applied as in the fee schedule defined below.

Additional Fees & Service Charges and/or Permit Requirements may apply for special events. It is required that you contact the Parks and Recreation Department to discuss requirements for special events for which fees are to be charged or anticipated attendance is in excess of 150 persons. **Miscellaneous Rental and Service Fees:**

**Event fee for events with 200 or more attendees - \$100

**Event fee for events with 500 or more attendees - \$250

**Billed per facility area, per contract

Reimbursement Rate - Parks Worker I / Parks Worker II: \$75 per hour (1 hour minimum)

Additional Baseball Field Dragging & Lining: weekday, business hours (7:30 AM to 2:00 PM): \$90 / field
weekend, non-business hours: \$130 / field.

Electrical Services: \$35 per location, per day

Additional Commercial Electrical Services: \$10 per vendor

Conditional Park Overnight Usage Fees: \$50 per unit, per contract (by special permission only)

***Commercial Vendor Event Fee: \$75 per facility area, per contract.

***pertains to rentals where commercial sales are conducted on site and/or access to certain park areas is limited for the purpose of charging admission or participation fees.

Additional Fees

Cancellation Fee, Bus Trips: \$50 per ticket

Cancellation Fee, Recreation Course(s) and Park Rentals: \$25 per registration/contract (if contract exceeds \$300: cancellation fee of 10%)

Trash Removal Fee: \$30

Late Fee for Summer Program Tuition nonpayment: \$20 per week

Firewood Permit: \$25 annually

Firewood Haul-out: \$120 per standard 6'4" pick-up bed

\$150 per standard 8' pick-up bed

\$200 per trailer up to 12'

Bark Park Fees

Membership Borough Resident: \$15 annually

Membership Borough Non Resident: \$25 annually

Equipment Rentals

Large Propane Grill – 24" x 60" w/ fuel: \$200 per day (includes 1 40 lb cylinder)

Additional 40 lb propane cylinder - \$50

Tables (6" rectangular): \$8.50 each per contract (5 table minimum)

Chairs: \$2.50 each per contract (15 chair minimum)

Commercial Canopies (10'x 10'): \$50 per contract w/ \$100 refundable cash deposit per unit

Med. Sound System 375 watt: \$150 per day

Sports Equipment: \$15 per package: inquire at office for complete listing of available equipment

Newsletter Sponsorship and Acknowledgement Rates

Newsletter is full-color, quarterly, digital-only publication designed to display at 8.5” by 11”

Logo Page: \$50

Half Page: \$100

Full Page: \$200

2023 Borough Fee Schedule

APPENDIX B - POTTSTOWN BOROUGH AUTHORITY FEES

SCHEDULE OF WATER RATES – 2022

Water Quarterly Service Charge:

<u>Meter Size</u>	<u>Inside Borough</u>	<u>Outside Borough</u>
5/8"	\$47.00	\$49.00
3/4"	\$47.00	\$49.00
1"	\$87.00	\$89.00
1 1/2"	\$164.00	\$166.00
2"	\$241.00	\$243.00
3"	\$497.00	\$499.00
4"	\$726.00	\$728.00
6"	\$1,355.00	\$1,357.00
8"	\$2,101.00	\$2,103.00
10"	\$2,562.00	\$2,564.00

Usage Charge: All Usage (no zones) \$3.50 Per 100 cubic feet

Unmetered Rates:

Sprinkler:	<u>Size of Line</u>	<u>Amount per Year</u>
	5/8"	\$80.00
	3/4"	\$80.00
	1"	\$100.00
	1-1/2"	\$120.00
	2"	\$160.00
	3"	\$603.36
	4"	\$788.64
	6"	\$1,198.32
	8"	\$1,614.64

Bulk Water:

Bulk Water Fill Station at Old Reading Pike	
Debit Card Account	\$15.00
Replacement Debit Card	\$20.00

2023 Borough Fee Schedule

Additional Debit Card (same account)	\$20.00
Bulk water purchase/usage fee	\$4.08 per 1,000 gallons
Bulk water from hydrant	\$20.00 for permit
Bulk water from hydrant purchase/usage fee	\$3.50 per 100 cubic feet

Certificate of Final Bill: \$20.00

Collection Actions: Customer shall be responsible for all charges permitted by law and all costs of collection whether collection is made by the Authority or an agent.

1. TERMINATION OF WATER SERVICE:

a. Non-Payment of Sewer or Water Rent:

Posting of Notice	-	\$10.00	
Shut off	-	\$50.00	--fee must be paid and property owner must sign waiver of non-responsibility PRIOR to turn on.

b. Temporary termination at Request of Customer: (i.e. absence from property)

Shut off	-	\$25.00	
Turn on	-	\$25.00	-- fee must be paid and property owner must sign waiver of non-responsibility PRIOR to turn on.

Fire Hydrant: \$45.00 per quarter/ \$180.00 per year

Meter Testing for Disputed Account: A deposit of \$100.00 for 5/8" to 1" meters, \$150.00 for 1 1/2" to 2" meters, \$250.00 for 3" meters, \$350.00 for 4" and larger will be required before the meter is tested, which sum will be returned if the meter is found to be registering more than 2% against the consumer, otherwise, the deposit will be retained by the Authority to cover the cost of the test.

Meters – Deposit for Meter, Backflow, and Hydrant Wrench:

Removal of a meter at the customer's request is subject to the following charge:

<u>Size of Meter</u>	<u>Charge</u>
5/8"	\$200.00
3/4"	\$300.00
2"	\$1,600.00

If a meter is not returned, a flat rate of \$400.00 will be charged for water used and the deposit will be retained by the Authority for replacement costs.

Water Main Extensions: Project Review Fee: Any Application to extend Authority water mains to service two (2) or more residential units or one (1) or more commercial or industrial units will be subject to preliminary project review by the Authority. The

2023 Borough Fee Schedule

applicant shall subject, in addition to the usual Application to extend water main(s), plot plans and a project review fee. The fee schedule is as follows:

<u>Number of Units</u>	<u>Review Fee</u>
Up to 10 Units	\$2,000.00
In excess of 10 Units	\$6,000.00

The project review fee shall be applied toward legal, engineering and other expenses incurred by the Authority in connection with its review of the proposed plan. Any unused portion of the project review fee shall be refunded to an applicant.

Water Main Extension Agreements: Construction escrow, if applicable, based on estimated costs of construction with contingency, engineering inspection and legal fees.

Tapping Fees: \$1,764.00 per EDU

BOROUGH OF POTTSTOWN SCHEDULE OF SEWER RATES - 2022

Metered Base Rate: \$76.25 PER EDU PER QUARTER

USAGE RATE: \$2.63 PER 100 CUBIC FEET

EDU Rate Basis:

Residential Customers	1 EDU/Unit
Mixed Use Customers (Residential/Commercial)	1 EDU/Unit
Commercial/Industrial and Public Customers	by Meter Size

EDU Rate Fees:

<u>METER SIZE:</u>	<u>EDUs</u>
5/8"	1
3/4"	2
1"	3
1-1/2"	6
2"	11
3"	23
4"	41
6"	64
8"	94

Domestic – Unmetered Base Rate: \$131.37 PER EDU PER QUARTER

Commercial- Unmetered Base Rate: \$183.93 PER EDU PER QUARTER

Certificate of Final Bill: \$20.00

2023 Borough Fee Schedule

BULK WASTEWATER / SEPTAGE FEE SCHEDULE: (Ord. #2224) –prices updated 01-09-2023

1. Septage Discharge Fee --	\$ 0.0317 per gallon
2. Holding Tank Wastewater Discharge Fee --	\$ 0.0159 per gallon
Other Wastewater Sources: To be determined by the Utilities Coordinator based on the characteristics of the wastewater sources, the minimum charge shall be	\$ 0.0159 per gallon
3. Leachate – Low Strength	\$0.0159per gallon
4. Leachate – High Strength	\$0.0237 per gallon
5. High TDS	\$0.0715 per gallon
6. Blood Waste	sludge rate
7. A & M Composting	\$0.0212 per gallon
8. John Middleton less than 3% solids	\$0.0334 per gallon
9. John Middleton greater than 3% solids	sludge rate
3. Sludge Discharge Fees:	
0.00% to 3.00% total solids	\$ 0.0493 per gallon
3.01% to 4.00% total solids	\$ 0.0659 per gallon
4.01% to 5.00% total solids	\$ 0.0822 per gallon
5.01% to 6.00% total solids	\$ 0.0987 per gallon
6.01% to 7.00% total solids	\$ 0.1152 per gallon
7.01% to 8.00% total solids	\$ 0.1316 per gallon
8.01% to 9.00% total solids	\$ 0.1481 per gallon
9.01% to 10.00% total solids	\$ 0.1645 per gallon
10.01% to 11.00% total solids	\$ 0.1809 per gallon
11.01% to 12.00% total solids	\$ 0.1975 per gallon
12.01% to 13.00% total solids	\$ 0.2139 per gallon
13.01% to 14.00%total solids	\$ 0.2303 per gallon
14.01% to 15.00% total solids	\$ 0.2467 per gallon
15.01% to 16.00% total solids	\$ 0.2632 per gallon
16.01% to 17.00% total solids	\$ 0.2796 per gallon
17.01% to 18.00% total solids	\$ 0.2960 per gallon
18.01% to 19.00% total solids	\$ 0.3127 per gallon
19.01% to 20.00% total solids	\$ 0.3291 per gallon
20.01% to 21.00% total solids	\$ 0.3455 per gallon
21.01% to 22.00% total solids	\$ 0.3620 per gallon
22.01% to 23.00% total solids	\$ 0.3783 per gallon
23.01% to 24.00% total solids	\$ 0.3948 per gallon
24.01% to 25.00% total solids	\$ 0.4114 per gallon
25.01% to 26.00% total solids	\$ 0.4277 per gallon
26.01% to 27.00% total solids	\$ 0.4442 per gallon
27.01% to 28.00% total solids	\$ 0.4607 per gallon
28.01% to 29.00% total solids	\$ 0.4772 per gallon
29.01% to 30.00% total solids	\$ 0.4936 per gallon

At discretion of the WWTP Utilities Coordinator, an additional surcharge can be imposed on the fees described in subsections one through three above if the WWTP Utilities Coordinator reasonably determines that due to unanticipated cost increases the rates set forth in this Section do not provide sufficient compensation for the sewer treatment that is being provided to the bulk wastewater providers.

Appendix C

2023 FEE IN LIEU OF POLICY

01.387.101

Fee in Lieu of Shade Trees/Open Space Trees/Street Trees/Parking Lot Trees

A project applicant, per the land development and subdivision process, may request the payment of a fee in lieu of trees and acceptance of this request shall be made at the discretion of Borough Council. In the event that a request is accepted, the following regulations shall apply:

- a) The fee in lieu of shall be based upon the number of trees as determined in Chapter 22, Sections 503 through 507 of the Code of Ordinances. The fee per tree shall be \$500.00.

Once the Borough Council, or at the recommendation of the Planning Commission, determines the fee in lieu of trees, the following procedure is recommended:

Procedure:

The Borough of Pottstown shall collect fees in lieu of trees under Chapter 22, Sections 503 through 507 of the Code of Ordinances. These funds shall be deposited into a trust fund designated for landscaping, beautification, and signage projects on public property in the Conservation and Gateway zoning districts and for tree care and maintenance for Borough approved projects.

1. The trust funds shall **NOT** be used for landscaping, beautification, and signage projects on private property.
2. Trust funds shall be allocated for the following projects:
 - a. Planting of new trees and landscaping on Borough owned property
 - b. Beautification projects on Borough owned property
 - c. Signage on Borough owned property
3. Expenditures for projects shall be in accordance with the Borough's procurement and purchasing procedures.

Non-Designated Contribution

31.387.400 and 01.387.400

From time to time the Borough of Pottstown will receive non-designated contribution from a development project or settlement that can be used at the Borough's discretion. Over the years these types of funds have been used to plug budget gaps or cover non-budgeted items as needed. I recommend the following policy to be used when the Borough receives a non-designated contribution:

The Borough of Pottstown shall deposit non-designated contributions based upon the following procedure and formula:

1. Fifty percent (50%) of the funds shall be deposited into an Operating Reserve Fund
2. Fifty percent (50%) of the funds shall be deposited into a Capital Reserve Fund
3. Utilization of funds deposited shall be used at the discretion and approval of the Borough Council.