

**BOROUGH OF SOUDERTON
MONTGOMERY COUNTY, PENNSYLVANIA
RESOLUTION 2024-27**

**A RESOLUTION OF SOUDERTON BOROUGH COUNCIL,
COUNTY OF MONTGOMERY, COMMONWEALTH OF
PENNSYLVANIA, ESTABLISHING A 2025 FEE SCHEDULE**

WHEREAS, The Borough Council of Souderton Borough has established a fee schedule; and

WHEREAS, the fee schedule may be amended; and

NOW THEREFORE, be it resolved that the Borough Council of Souderton Borough hereby amends and adopts the 2025 Fee Schedule as follows:

2025 Fee Schedule

ZONING

Applications to the Zoning Hearing Board for Special Exceptions, Variances, and/or Interpretations (excluding curative amendments) and Conditional Use Applications:

Single-Family Residential	\$575
Multi-Family/Combined Use Structures	\$1,100
Commercial/Industrial/Institutional	\$1,225

\$175 for each additional or continued hearing

Curative amendment applications to Souderton Borough Council or the Zoning Hearing Board:

\$3,500 plus additional assessable costs

\$650 plus additional assessable costs for each additional hearing

Application to Borough Council for an amendment to the Zoning Ordinance or for a change of zoning map classification:

\$3,500 plus additional assessable costs

\$650 plus additional assessable costs for each additional hearing

Application to Borough Council for an amendment to the Zoning Ordinance or for a change of zoning map classification for property relocated in a designated redevelopment area:

\$3,500 plus additional assessable costs

\$650 plus additional assessable costs for each additional hearing

Note: No meeting shall extend beyond 10:00pm of the day convened. Assessable costs may include transcripts, stenographer, meeting room, solicitor, planning consultants, engineering, professional consulting fees, advertising, and other related expenses.

SUBDIVISION AND/OR LAND DEVELOPMENT

Applications Fees:

Sketch Plan –

1 to 9 lots **Non-Refundable Filing Fee - \$525.00**
Refundable Escrow Deposit - \$2,500.00

10 or more lots **Non-Refundable Filing Fee - \$775.00**
Refundable Escrow Deposit - \$2,500.00

Preliminary/Final Plan –

Residential:

1 to 2 lots/Units **Non-Refundable Filing Fee - \$750.00**
Refundable Escrow Deposit - \$6,000.00

3 to 10 lots/Units **Non-Refundable Filing Fee - \$1,000.00**
Refundable Escrow Deposit - \$12,000.00

11 to 25 Lots/Units **Non-Refundable Filing Fee - \$1,500.00**
Refundable Escrow Deposit - \$14,000.00

26 to 50 Lots/Units **Non-Refundable Filing Fee - \$2,000.00**
Refundable Escrow Deposit - \$20,000.00

51 to 75 Lots/Units **Non-Refundable Filing Fee - \$ 2,500.00**
Refundable Escrow Deposit - \$20,000.00

76 to 100 Lots/Units **Non-Refundable Filing Fee - \$3,000.00**
Refundable Escrow Deposit - \$20,000.00

Over 100 Lots/Units **Non-Refundable Filing Fee - \$3,000.00**
Refundable Escrow Deposit - \$22,000.00

Commercial:

1 to 2 Lots/Units **Non-Refundable Filing Fee - \$1,500.00**
Refundable Escrow Deposit - \$12,000.00

3 to 10 Lots/Units **Non-Refundable Filing Fee - \$2,000.00**
Refundable Escrow Deposit - \$15,000.00

11 to 25 Lots/Units **Non-Refundable Filing Fee - \$2,500.00**
Refundable Escrow Deposit - \$18,000.00

26 to 50 Lots/Units **Non-Refundable Filing Fee - \$3,000.00**
Refundable Escrow Deposit - \$18,000.00

51 to 75 Lots/Units **Non-Refundable Filing Fee - \$3,500.00**
Refundable Escrow Deposit - \$18,000.00

76 to 100 Lots/Units **Non-Refundable Filing Fee - \$4,000.00**
Refundable Escrow Deposit - \$18,000.00

Over 100 Lots/Units	Non-Refundable Filing Fee - \$4,500.00 Refundable Escrow Deposit - \$18,000.00
<i>Industrial:</i>	
1 to 2 Lots/Units	Non-Refundable Filing Fee - \$1,500.00 Refundable Escrow Deposit - \$12,000.00
3 to 10 Lots/Units	Non-Refundable Filing Fee - \$2,000.00 Refundable Escrow Deposit - \$15,000.00
11 to 25 Lots/Units	Non-Refundable Filing Fee - \$2,500.00 Refundable Escrow Deposit - \$18,000.00
Over 25 Lots/Units	Non-Refundable Filing Fee - \$3,000.00 Refundable Escrow Deposit - \$18,000.00
<i>Shopping Center:</i>	
1 to 2 Lots/Units	Non-Refundable Filing Fee - \$1,500.00 Refundable Escrow Deposit - \$12,000.00
3 to 10 Lots/Units	Non-Refundable Filing Fee - \$2,000.00 Refundable Escrow Deposit - \$15,000.00
11 to 25 Lots/Units	Non-Refundable Filing Fee - \$2,500.00 Refundable Escrow Deposit - \$18,000.00
<i>Other Land Development Additions to Non-Residential Structures:</i>	
Up to 2,000 sq. ft.	Non-Refundable Filing Fee - \$1,500.00 Refundable Escrow Deposit - \$12,000.00
2,001-5,000 sq. ft.	Non-Refundable Filing Fee - \$2,000.00 Refundable Escrow Deposit - \$12,000.00
Over 5,000 sq. ft.	Non-Refundable Filing Fee - \$2,500.00 Refundable Escrow Deposit - \$12,000.00
<i>Waiver of Subdivision and Land Development:</i>	
Waiver of Subdivision & Land Development Request	Non-Refundable Filing Fee - \$125.00 Refundable Escrow Deposit - \$2,500.00

The Council of Souderton Borough, in the exercise of its responsibilities, may call upon the services of consultants for engineering, legal service, site design, traffic design, landscape architecture and such other consultants as may be necessary for the review of subdivision and/or land development. Fee for the preparation of Development Agreements and Financial Security Agreements is \$2,500 to be deducted from Escrow. A 15% administrative charge shall be added to all applicable fees and deducted from the refundable escrow deposit. Any unused portion of the refundable escrow deposit shall be returned to the applicant. Applicant is required to enter into a Professional Service Agreement.

In the event these costs deplete the escrow fund in the excess of 80% of the original refundable escrow deposit, and it seems likely that costs will run in excess of the unused portion, the Borough reserves the right to require an additional escrow deposit up to the original refundable escrow amount. This amount shall be paid when requested before further review of the proposed development plan. At the time of each filing, applicant's planner, architect and/or engineer shall certify that the submission is complete and, in a form, acceptable for review.

Site Development Plan and/or Drainage Review Plan (Non-SLD):

Residential	Non-Refundable Filing Fee - \$125.00 Refundable Escrow Deposit - \$2,000.00
Non-Residential	Non-Refundable Filing Fee - \$125.00 Refundable Escrow Deposit - \$4,000.00

Souderton Borough may require the submission of a site plan, per Chapters 542 and 554, as amended, when it is determined that the services of engineering, legal, and other consultants are necessary for adequate and thorough review and inspection of a development plan. Examples of when a site plan may be required include, but are not limited to, the construction of a new dwelling, the expansion of an existing dwelling, or the construction of stormwater management facilities. A 15% administrative charge shall be added to all applicable fees and deducted from the refundable escrow deposit. Any unused portion of the refundable escrow deposit shall be returned to the applicant. Applicant is required to enter into a Professional Service Agreement.

Stormwater management plans are required in accordance with Chapters 542 and 554 as amended.

In the event these costs deplete the escrow fund in excess of 80% of the original escrow deposit, and it seems likely that costs will run in excess of the unused portion, the Borough reserves the right to require an additional escrow deposit up to the original escrow amount. This escrow deposit shall be paid when requested before further review of the proposed plan. Any unused portion of the refundable escrow shall be returned to the applicant.

Professional Service Fee:

Refundable Escrow Deposit - \$2,500.00

This fee is applicable whenever engineering, legal, or other professional review of a plan and/or application is deemed necessary by the Borough, or requested by the applicant, and the fee for such review is not covered under any other section of this resolution. A 15% administrative charge shall be added to all applicable fees and deducted from the refundable escrow deposit. Any unused portion of the refundable escrow deposit shall be returned to the applicant. Applicant is required to enter into a Professional Service Agreement.

Appeal to the Indian Valley Regional Appeals Board: PA Uniform Construction Code-

\$550 plus additional costs as defined by the Appeals Board

CERTIFICATE OF OCCUPANCY PERMITS

Sale or changes in occupancy of Residential, Commercial and Industrial Units:

Sewer Certification	\$35
Trash Certification	\$35
Single Family Residential Fee	\$120

<i>Re-Inspection fee if 2nd Inspection is required</i>	\$50
Multi-Family (up to 4 units)	\$140
<i>Re-Inspection fee if 2nd Inspection is required</i>	\$60
Commercial & Multi-Family over 4 units up to 2,000 square feet	\$150
<i>Additional fee above 2,000 square feet</i>	\$0.050 per square foot
Temporary office or storage containers valid for 1 year	
<i>(May be renewed for 1 additional year)</i>	\$170

RENTAL AND BUSINESS LICENSING AND INSPECTIONS

Annual Rental Registration	\$50 per building per year
Rental Inspection (Every 3 Years)	\$48 per inspected rental unit
	<i>(*Inspection is an annual billing of \$16 per year per rental unit)</i>

Business License (valid for 3 years) \$75 per business

PENALTY FOR WORKING WITHOUT PERMITS

WORK COMMENCING BEFORE PERMIT ISSUANCE: Any person who commences work before obtaining the necessary permits shall be subject to 100% of the usual permit fee in addition to the required permit fees.

BUILDING PERMITS (PLUS \$4.50 STATE FEE REQUIRED)

Residential permits for new single-family dwellings, single family semi-detached dwellings, townhouses, duplex dwellings, multi-family dwellings and garden apartments. Square footage calculation includes basement and garage. \$550 base plus \$0.25 per square foot

Residential Addition or Alterations \$250 base plus \$0.25 per square foot

Recreational Impact Fee *(New residential construction per dwelling unit)* \$1,250

Commercial and Mixed-Use Recreational Impact Fee \$1,250 base plus \$0.75 per square foot

Commercial and Mixed-Use New Construction \$750 base plus \$0.45 per square foot

Commercial Alterations or Tenant Fit Out \$325 base plus \$0.45 per square foot

Accessibility New Construction & Additions up to 2,000 square feet \$325 base fee up to 2,000 square feet
Additional \$0.10 per square feet over 2,000 square feet

Decks and Patios \$95 base plus \$0.35 per square foot

Accessory Structures with Foundations \$150 base plus \$0.35 per square foot

PLUMBING PERMITS (PLUS \$4.50 STATE FEE REQUIRED)

Residential Inspection \$65

Residential per fixture fee \$25

Sump Pump \$45

Lateral Replacement Only \$75

Commercial, Industrial, Institutional Inspection \$85

Commercial per fixture fee \$35

Grease trap per fixture \$105

ELECTRICAL PERMITS (PLUS \$4.50 STATE FEE REQUIRED)

Residential single family up to 400-amp service \$290

Residential 401amps to 600 amps \$350
(Third Party Inspection Required)

Residential Alterations up to 500 square feet \$175

Up to 200 Amp Service new/replace or repair \$105

Each additional meter base \$25

HVAC wiring \$125

Generator up to 20kw \$275
(21kw and over price quoted after plan review)

Solar project up to 10kw \$350
(\$20 addition fee for 10kw or fraction thereof)

Temporary Service up to 200 amp \$175

Temporary Service 200 amp to 400 amp \$250

Residential Fire/Burglar Alarm System \$75

Commercial Electrical Inspections \$150
(Third Party Inspection)

Commercial Fire/Burglar Alarm System \$175
(Third Party Inspection)

400-600amps Service \$205
new/replace or repair
(Third Party Inspection)

MECHANICAL PERMITS (PLUS \$4.50 STATE FEE REQUIRED)

Residential HVAC System \$180

Residential replacement unit \$105
no duct work

Residential Gas or Wood Fireplace, \$85
Wood Stove or Pellet Stove

Commercial HVAC System \$290
up to 2,000 square feet

(Commercial HVAC System over 2,000 square feet add \$0.35 per square foot)

Commercial replacement unit \$225
no duct work

Commercial Hood \$300
with Fire Suppression

Commercial Hood \$250

FIRE PROTECTION PERMITS (PLUS \$4.50 STATE FEE REQUIRED)

Residential Fire Sprinkler \$345
(Single Family Detached
& Semi Detached)

Residential Fire Sprinkler \$250 per unit
(Multi- Family Dwellings)

Residential Sprinkler Modification \$80 base plus \$3 per head

Commercial Fire Sprinkler \$610 base plus \$5 per head

Commercial Sprinkler Modification \$80 base plus \$5 per head
up to 10 heads

Commercial Sprinkler Modification \$150 base plus \$5 per head
11-20 heads

(If more than 20 heads are modified in any system it will be considered a new system)

SIGNS

Business, Commercial, Industrial, Residential	\$75 per sign
Illuminated signs	\$275

EXTERIOR STRUCTURE PERMIT

Residential Shingle Replacement	\$75
Residential Shingle and Plywood Replacement	\$175
Residential Stucco/EFIS system	\$225
Commercial Roof Replacement	\$250
Commercial Stucco/EFIS system	\$375

DEMOLITION PERMITS (PLUS \$4.50 STATE FEE REQUIRED)

Includes both Demolition and Relocation of Structures.

Residential Structure \$150 base fee
up to 1,000 square feet
(additional square footage add \$0.20 per square foot)

**Commercial/Industrial/
Institutional Structure** \$250 base fee
up to 2,000 square feet
(additional square footage add \$0.75 per square footage)

Note: DEP Approval required on demolishment of any commercial building

MISCELLANEOUS PERMITS

Fence Installation or Replacement	\$50 base plus \$0.25 per linear foot
Sidewalk Installation	\$50 base plus \$0.25 per linear foot
Curb	\$75 base plus \$5.00 per linear foot
Driveway New or Enlargement of Existing	\$75
Driveway Re-pavement of Existing	\$45
Sheds	\$50 base plus \$0.25 per square foot

SWIMMING POOLS, HOT TUBS/SPAS PERMITS (PLUS \$4.50 STATE FEE REQUIRED)

Above Ground	\$250
In-Ground	\$450
Hot Tub/Spa	\$75

HIGHWAY OCCUPANCY PERMIT -ROAD OPENING PERMITS

HOP 3X5 Per Opening	\$40
HOP Trenching	\$10 per linear foot
HOP Sidewalk	\$50 base plus \$0.25 per linear foot

MUNICIPAL CLAIMS AND LIENS (including sewer and trash)

Notice Expenses. A charge, not to exceed \$50, plus postage, shall be added to the unpaid claim for providing notice of delinquency pursuant to § 7106 of the Municipal Claims and Tax Liens Act. Souderton Borough may hire a private company to perform this service and add the amount of this charge to the unpaid claim.

Attorney Fees.

Initial review and sending first legal demand letter	\$175.00
File Lien and prepare Satisfaction	\$250.00
Prepare Writ of Scire Facias	\$250.00
Prepare and mail letter under Pa. R.C.P. 237.1	\$50.00
Prepare Default Judgment	\$175.00
Research, prepare and obtain re-issued Writ	\$175.00
Prepare Praecipe to Amend	\$100.00
Prepare Motion to Amend	\$150.00
Prepare Motion for Alternate Service	\$250.00
Prepare Motion to Consolidate Claims	\$250.00
Amend claim to add United States as defendant	\$250.00
Prepare Writ of Execution	\$800.00

Preparation for sheriff's sale; review schedule of distribution and resolve distribution issues	\$400.00
Prepare Motion to Continue Sheriff's Sale	\$50.00
Prepare Petition for Free and Clear Sale	\$400.00
Preparation and service of Subpoena	\$100.00
Presentation of Motion or Petition	\$50.00
Services not covered above	At an hourly rate between \$75.00-\$275.00 per hour
<u>Collection Fees.</u>	
Validation notice	\$ 25.00 per notice
Notice of delinquent claim and fee shifting	\$40.00 per notice, plus applicable postage
Bookkeeping fee for payment plan of 3 months or less	\$25.00
Bookkeeping fee for payment plan of more than 3 months	\$50.00
Handling fee for returned check	\$25.00

In addition to the Collection Fees set forth above, the amount of out-of-pocket charges, costs, expenses, commissions and fees incurred in connection with the filing, preservation and collection of the Sewer and Trash Claims, including, but not limited to, prothonotary fees and charges, sheriff fees and charges, postage expenses, title search expenses, vehicle identification number (VIN) search expenses, skip tracing and/or other investigatory service expenses, and the costs, fees, charges and/or expenses arising out of any payment by any credit card, debit card or any other payment medium, are hereby approved and shall be included, upon incurrence, together with the applicable Unpaid Claim/Lien.

TRASH/SANITATION

Trash/Refuse Fee per Residential Household Curbside Pick-Up	2025 Tote Accounts - \$508.00 2025 Bag Accounts - \$214.00 2025 Hardship Discount- \$380.00
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MISCELLANEOUS FEES

Copy Charge	\$0.25/page
Return Check Fee	\$25

**Billable Equipment Rates- per FEMA's
Equipment Rate Schedule Dated
August 15, 2019**

Billable Parts & Materials Supplies At Borough Cost

Court Reporting Fees At Borough Cost

**BOROUGH BILLABLE LABOR HOURS FOR SERVICE ON ROADS, STREETS &
FACILITIES**

Public Works Laborer \$80/hr.
Billable Equipment Rates- per FEMA's Equipment Rate Schedule Dated August 15, 2019

POLICE DEPARTMENT

Fines

Violation of Parking Regulations \$20

Multimedia

Digital Photograph- first image \$30

**Digital Photograph-
additional images** \$10/each

Video Recording \$100/each

**Flash Drive Traffic Crash
Photo Images** \$100/each

Reports- Crash & Incident

Initial State Report \$15

Supplemental Accident Reports \$5/per page

Initial Crime Report \$15

Supplemental Pages for Report \$5/per page

Special Duty

Officer \$100/hr.

Police Vehicle \$25/hr.

Solicitation Permits (Transient Merchants)

Monthly (4 week permit) \$100

BE IT RESOLVED and ENACTED this 2nd day of December, 2024.

BOROUGH OF SOUDERTON

By: Tracy W. Burke
Tracy W. Burke, Council President

By: Sara Jarrett-Eaton
Sara Jarrett-Eaton, Secretary