

CODE OF ORDINANCES
of the
TOWNSHIP OF SMITHFIELD
Monroe County, Pennsylvania

Published by Authority of the Board of Supervisors

Adopted April 26, 1994

Code originally published and revised through August 24, 1999, by:

PENNS VALLEY PUBLISHERS
(A Division of Fry Communications, Inc.)
Mechanicsburg, Pennsylvania

Revised and Supplemented Through November 22, 2005, by:

KEYSTATE PUBLISHERS, INC.
Shippensburg, Pennsylvania

Code originally published by Penns Valley Publishers and adopted April 26, 1994. Revised and supplemented by Penns Valley Publishers through:

Revision Dates:

12/23/1997
7/28/1998
8/24/1999

Revised and supplemented by Keystone Publishers, Inc., through:

6/25/2002
8/27/2002
11/22/2005

OFFICIALS
of the
TOWNSHIP OF SMITHFIELD
County of Monroe
Pennsylvania

ELECTED OFFICIALS

Board of Supervisors

Chairman	-	Wayne Vanderhoof
Vice Chairman	-	Nicholas Fredericks
Road Master	-	Stephen P. Carey

APPOINTED OFFICIALS

Secretary/Treasurer	-	Jacqueline K. Ocker
Zoning Officer/ Sewage Enforcement Officer	-	Wayne D. Rohner
Solicitor	-	Robert G. Williamson, Esquire
Engineer	-	John W. Henning, P.E.

SCHEDULE OF FEES

	<u>AMOUNT</u>
<u>ZONING PERMIT:</u>	
1. The minimum permit application fee for any use or structure requiring a permit is \$52.00	\$52.00
2. The permit application fee for any structure requiring a permit that exceeds 499 square feet up to 5,000 square feet is \$0.10 per square foot of floor space including basements, porches and garages (attached and unattached)	\$0.10/S.F.
3. Transient Retail, 30 day maximum	\$100.00/month
A. Each additional 30 day permit at same location will cost	\$40.00/month
B. At same location, maximum fee per vendor	\$300.00/year
4. Soliciting/hawking, 30 day maximum	\$50.00/month
5. Home Occupation	\$50.00
6. Certificate of Compliance or Occupancy	\$52.00
<u>PUBLIC HEARINGS:</u>	
7. A "Conditional Use" application - includes site plan review	\$500.00*
8. Zoning Hearing Board application	\$500.00*
9. Any other matter requiring a public hearing, including appeals	\$500.00*
<u>MISCELLANEOUS PERMITS:</u>	
10. Driveway or Road Occupancy Permit	\$50.00
Road Occupancy Refundable Deposit for road work repair plus \$6.00 per square foot of right-of-way disturbance	\$500.00
11. Special Event Permit - per 10 day period	\$50.00
12. Yard/Garage Sale	\$5.00
13. Well Permit	\$50.00
14. Sign Permit	\$50.00
15. Temporary Sign Permit	\$50.00
Sign deposit - refunded upon removal of sign	\$100.00
<u>SUBDIVISION/LAND DEVELOPMENT:</u>	

	<u>AMOUNT</u>
16. Planned Residential Development application	
Administrative fee	\$250.00
Plan review	\$500.00*
Total	\$750.00*
17. Site/land development	
Administrative fee	\$50.00
Plan Review	\$200.00*
Total	\$250.00*
18. Subdivision Plan for major/minor	
Administrative fee	\$50.00
Plan review	\$300.00*
Plus per lot	\$25.00*
<u>SEWAGE PERMITS: (fees payable in advance)</u>	
19. New On-Lot Disposal Systems:	\$300.00
Soil probes (max 2 per lot)	\$50.00
Each additional probe (over 2)	\$50.00
Perc test (1 per lot)	\$50.00
Permit review and issuance per application	\$50.00
Inspections including final per application	\$50.00
20. Repair of On-Lot Disposal Systems:	
Pipe repair	\$50.00
Tank replacement	\$50.00
Soil probes (max 2 per lot)	\$50.00
Additional probes over 2	\$50.00
Perc test (1 per lot)	\$50.00
Permit review and issuance per application	\$50.00
Inspections including final per application	\$50.00
21. Spray Irrigation System, (IRSIS):	
Soil testing	\$500.00
Permit review and issuance per application	\$200.00

	<u>AMOUNT</u>
Inspections including final per application	\$50.00
22. Drip Irrigation System:	
Observe soil scientist testing and verify slope of lot	\$100.00
Permit review and issuance per application	\$100.00
Inspect system installation	\$100.00
23. Miscellaneous Fees:	
10 acre permit exemption	\$50.00
Holding Tank Permit	\$200.00
Appeals Hearing	\$300.00
<u>ADMINISTRATIVE FEES:</u>	
24. Photocopies	
Single side	\$0.25
Double side	\$0.35
25. Service fee on all returned checks	\$50.00
26. Purchase Subdivision/Land Development Code Book	\$35.00
<u>PLAN REVIEW AND BUILDING INSPECTIONS [Res. 243]</u>	
27. Residential Package for New S.F.D., Conventional Frame Includes Plan Review and Approval (Building, Plumbing, Electrical, and HVAC)	\$735.00
Footing (before pouring concrete)	
Foundation (before backfill)	
Frame includes	
_____ HVAC (rough in)	
_____ Plumbing (rough in)	
_____ Electric (rough in)	
Insulation/Draftstop/Firecaulk	
Wallboard	
Final Electric	
Final	
Any additional inspections not noted will be billed at an hourly rate	\$49.50/hr
28. Modular/manufactured Housing, New S.F.D	\$450.00
Includes plan review and approval	

	<u>AMOUNT</u>
Electrical inspections (2 included): service and final	
Building inspections (3 included): footing, foundation, and final	
Any re-inspections will be at an hourly rate	\$49.50/hr
29. Deck Package	\$195.00
Includes 2 inspections and plan reviews	
Any additional inspections not noted will be billed at an hourly rate	\$49.50/hr
30. Commercial Construction	
Plan Review	\$49.50/hr
Inspection Services	\$49.50/hr
NEC Electrical Inspection	\$49.50/hr
Clerical	\$24.50/hr
Initial Escrow Account Required (New Construction)	min \$1,500.00
Alterations & Miscellaneous	min \$250.00
31. Residential Construction	
Additions, Alterations, etc.	\$49.50/hr
Plan review	\$49.50/hr
Inspection Services	\$49.50/hr
NEC Electrical Inspection	\$49.50/hr
Addition or Alteration with full foundation	\$735.00
Addition or Alteration without foundation	\$625.00
Addition or Alteration (see S.P.D. Inspection Lists)	
32. Pole Building or Detached Garage (No Electric)	\$215.00
for above with Electric Add	\$145.00
33. Basement Alteration (Family Room, Etc.)	\$375.00
34. Swimming Pool Package	
Above Ground Pool: Includes Plan Review, electrical and final inspection (2 inspections included)	\$195.00

	<u>AMOUNT</u>
In-Ground Pool: Includes Plan Review, rough and final electric, rough and final inspection (4 inspections included)	\$350.00
Any additional inspections not noted will be billed at an hourly rate	\$49.50/hr
Any re-inspections will be at an hourly rate	\$49.50/hr

Note: All hourly rate charges are portal to portal.

TAX COLLECTOR COSTS

35. Known Place of Employment:

Notice before wage attachment (sent certified mail)

*If paid within 30 days \$16.25

Wage attachment \$16.25

36. Place of Employment Unknown:

Pre collection letter \$12.50

Delinquent tax notice \$10.50

Final notice \$9.50

Pre-legal sample complaint with letter \$16.00

37. Real Estate Taxes:

Real estate pre collection letter \$39.50

Real estate delinquent tax notice \$36.50

Real estate final notice \$25.25

38. Miscellaneous Delinquent Notices:

State list discrepancy courtesy letter \$6.00

Paid before service** \$4.00

Establishment of payment plan \$15.00

Bad check letter fee \$20.00

**Paid before service cost assessed to accounts paid during the interim period in which taxes are transitioning between the current and delinquent collector.

39. Earned Income Tax Collection Notices:

Failure to file earned income tax return \$20.00

Delinquent declaration of quarterly estimated earned income tax form \$20.00

	<u>AMOUNT</u>
Delinquent emergency municipal services tax form (formerly known as occupational privilege tax)	\$30.00
Delinquent employer quarterly return	\$30.00

EXEMPTIONS:

Churches, Volunteer Fire Companies, Volunteer Ambulance/Emergency Companies or Corps, shall be exempt from all fees set forth above within this resolution with the exception of the sewer permits required under the Sewage Facilities Act, which permit shall be paid for by said organizations in accordance with the provisions herein.

* The amount shown shall be considered a deposit against which shall be applied the Township's reasonable and necessary expenses incurred in providing administrative and engineering reviews regarding the submission. In the event actual costs exceed the deposit, the applicant shall be billed for the excess costs and be responsible for the payment thereof. The deposit will be non-refundable.

(Res. 243, 5/25/2004; as amended by Res. 258, 1/25/2005; and by Res. 261, 2/9/2005)