

2023 Mount Pocono Borough Fee Schedule

SUBDIVISION AND LAND DEVELOPMENT	
Informal Sketch Plan	
Application Fee	\$200.00
Professional Escrow Account	\$1,500.00
Minor Subdivision (Preliminary and Final)	
Application Fee	\$250.00
Professional Escrow Account	\$2,000.00
Major Subdivision (Preliminary and Final)	
Application Fee	\$300.00
Professional Escrow Account	\$2,500.00
Land Development Plan (Preliminary and Final)	
Application Fee	\$500.00
Professional Escrow Account	
5 acres or less	\$5,000.00
6 to 10 acres	\$10,000.00
11 to 20 acres	\$15,000.00
21 or more acres	\$20,000.00
Drainage Application Review	\$1,000.00
ZONING	
Zoning Determination	Residential: \$75.00 Commercial: \$75.00 per hour
Minimum Permit fee for any structure or use requiring a permit	\$75.00
Construction	
Non-Residential	\$200 application fee; additional \$.25 per sq. ft up to 50,000 sq.ft and \$.10 per sq.ft > 50,000 sq.ft
Residential	Minimum permit fee: \$75.00 New Construction: \$.15 per sq. ft plus \$55
Tenant Fit Out/Use Permit	\$100
Certificates of Occupancy	
Non-Residential and Residential over 200 sq. ft	\$50
Accessory Structures under 200 sq. ft	\$25
Additional Inspections after the initial inspection	\$50
Demolition	
Residential	\$75.00
Commercial	\$100.00
Signs (Permanent or Temporary)	
Bond required for a temporary sign	\$75.00
Off-site	\$6.50/SF
On-site	\$4.25/SF

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Sign Permit Extension	\$75.00
Certificate of Nonconformance	\$120 (Zoning & Admin Fee)
Change of Use	\$50.00
Accessory Structures (garage, shed, etc.)	\$. 15 per sq. ft plus \$55
Fence	\$75
Above Ground Pool	\$75.00
In Ground Pool	\$100.00
Driveways	
Residential	\$75.00
Non-Residential	\$. 11 per sq. ft
Lot Consolidation (not a part of LDP)	
Application Fee	\$200.00
Professional Escrow Account	\$1,000.00
Vending Permit	\$400.00/Month or \$30/Day
Peddling and Solicitation Permit	\$75.00
Home Occupation Permit	\$75.00
Alarm Permit	\$35.00
Past 30-day violation fee	\$70.00
Yard Sale (up to maximum of 3 per year/residence)	\$10 for a 3 – day sale
Liquor License Transfer (Public Hearing) – (Deposit)	\$1,000.00
Fireworks Permit	\$1,000.00
Temporary Structures (Commercial)	
Tents (Non-profit charitable organizations - exempt)	\$200.00/Event
Mobile Offices/Storage Trailers/Containers	\$200.00 + \$0.45/SF/month
Rentals	
Long-term Rentals: (Registration Fee)	\$100.00
Bed & Breakfast: (Registration Fee)	\$200.00
Short-term Rentals: (Registration and Renewal Fee)	\$500.00
Shopping Cart Fees	
Fine Per Cart	\$600 per cart
Shopping Cart Recovery Fee	\$120
Daily Storage Fee	\$100 per day
APPLICATIONS TO ZONING HEARING BOARD	
Non-Residential and Residential	
Application and Appeals	\$1,000 plus the cost of required transcription
Continuance Requested by the Applicant	\$25
APPLICATIONS TO PLANNING COMMISSION	
Non-Residential and Residential	
Application	\$1,000 plus the cost of required transcription

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Recreation Facility Fee (of impervious area)	\$0.25 per sq. ft.
Petition to Vacate a Borough Street	\$1,000.00
Zoning Map/ Ordinance Change Request	\$550.00
APPLICATIONS TO PROPERTY MAINTENANCE BOARD OF APPEAL	
Non-Residential and Residential Application	\$1000 plus the cost of required transcription
Road Cut Fee	
Road Cut Permit Fee	\$200.00 (for the first 50') plus \$1.00 for each linear foot thereafter.
Borough Supervision of Road Cut Restoration	\$75.00 per hour
On-Lot Septic Fees	
Deposit for on-lot septic reviews as listed below*	\$1,000.00
1. Site visit and/ or re-inspection	\$200.00 Each
2. Soil Probe witness (two soil probes)	\$200.00 Each
3. Witness each additional probe during same visit	\$50.00 Each \$260.00 Each
4. Percolation Test (6 holes) witness	
5. Permit application and inspection fee (4 inspections)	\$900.00 Each
6. Review fee for septic system design for individual on-lot system (each review)	\$275.00 Per Review
7. Review fee for septic system design for individual alternate on-lot system (each review)	\$450.00 Per Review Consultant time & material, plus 15%
8. Sewage Planning Module review	\$200.00 Each
9. Verification of prior testing	\$200.00 Each
10. Tank replacement permit fee	
11. Repair permit application	
Wireless Communication Facilities Fees:	
Application Fees Per each micro facility attached to an existing structure Per each other wireless communication facility	\$1000.00 (Inclusive)
<ul style="list-style-type: none"> • Right-of-way use fee, per location • Charge for attachment to Borough structures in the ROW, per each structure • Rental charge for Borough structures not in the ROW 	Per FCC 18-133- "Declaratory Ruling and Third Report and Order" -Latest Revision
ADMINISTRATIVE SERVICES	
Mailing Fee	Actual Postage Rate
Return Check Fee	\$25.00 plus current bank charge

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Mileage Reimbursement	Current IRS rate
Black & White Photocopies	\$0.25/page
Color Photocopies	\$0.50/page
Borough Zoning Ordinance (USB drive)	\$10.00
Borough SALDO (USB drive)	\$10.00
Request to hang a banner on SR 611	\$100.00
Garbage Lien Certification	\$10.00
Administrative Lien Fee	\$70.00 plus costs

NOTE:

* Deposit is for the purpose of securing payment for Professional Fees incurred by the Borough. The Borough Secretary/ Treasurer will deduct Professional Fees as incurred from the Deposit: When the Deposit is depleted by 80% it must be reimbursed to 100% of the original amount as required by the Borough Secretary/ Treasurer and/ or the Zoning Officer. When the project is completed, any remaining balance will be returned to the applicant.

Notary Public Fee Schedule - Last Revised May 28, 2005

Executing affidavits (no matter how many signatures)	\$5.00	Executing acknowledgments	\$5.00
In Executing acknowledgments Each Additional Name	\$2.00	Executing certificates (per certified copy)	\$5.00
Executing verifications	\$5.00	Administering Oaths (per individual taking an oath)	\$5.00
Taking depositions, per page	\$3.00	Executing protests, per page	\$3.00

Disclaimer: No person, business or corporation will be relieved of paying the Application and Permit Fees Outlined above. To avoid confusion, or if you have questions, always confirm the Application & Permit Fee with the Borough Offices via email: lindsay@sfmconsultingllc.org or call at 570-839-8436 Ext. 303