

SUMMARY OF FEES & DEPOSITS
Code Enforcement, Zoning Hearings, Conditional Use
Effective January 2019

*(From Borough Fee Resolution & Other Documents –
 See complete resolution/documents for full requirements – section notations shown)*

APPLICANTS MUST CONSULT THE RESOLUTION, ORDINANCE OR OTHER
 RELEVANT DOCUMENTS FOR FULL REQUIREMENTS.
THIS SUMMARY IS PROVIDED FOR CONVENIENCE ONLY.

THE BOROUGH DOES NOT ACCEPT CASH. ALL FEES MUST BE PAID BY CHECK OR CREDIT CARD (some fees may not be paid by credit card; additional charges apply for credit transactions). FOR ALL FEES/DEPOSITS SUMMARIZED HERE THE FOLLOWING APPLIES:

Deposit:

- The applicant shall be responsible for the costs of all necessary reviews, examinations, inspections and tests by the Borough Code Enforcement Officer, Borough Engineer, Borough Solicitor, and other Borough consultants as determined necessary by the Borough Manager, or his designee, and as required to satisfy the Borough Code and other Borough, County, State and Federal laws and regulations, and any other costs incurred by the Borough in relation to the application.
- From the Deposit shall be deducted all related review fees and costs incurred by the Borough in relation to the application.
- If the Borough anticipates or later discovers that consultant review fees or other costs will be required as part of the administration of the application, the Borough may require that the application include, or be supplemented by submittal of, a deposit fee in the amount of \$600.00 (unless otherwise stated below). Borough cost and fees related to the application will then be deducted from this deposit.
- If it is determined by the Borough that the deposit balance is insufficient at anytime, then the applicant shall deposit an additional \$600.00 or as stated below (refusal to submit additional deposit or reimburse the borough for required costs in a timely manner will result in an automatic rejection of the application or cancellation or suspension of any permits granted).
- Any remaining funds will be returned to the applicant upon written request.

Performance Security:

- The Borough may require the applicant to provide financial security, in a form acceptable to the Borough Solicitor, or a certified check payable to the Borough, in a sufficient amount established by the Borough Engineer to guarantee performance and completion of the construction, renovation, demolition or movement of the structure in accordance with the application and all applicable regulations.

Other Consultant or Review Fees:

- The Borough, at its discretion, may require the application materials or subsequent construction to be reviewed by the Borough Engineer, Building Officials and Code Administrators International,

Inc.(BOCA), or other consultants, with the applicant being responsible for all costs of said review as billed to the Borough.

- Where the applicant has retained an architect or professional engineer, upon good cause shown, the Borough Code Enforcement Officer/Building Inspector/Zoning Officer may direct said architect or professional engineer to deal directly with Borough consultants upon the condition that the applicant shall furnish copies of all correspondence, reviews and related materials to the Borough.
 - The applicant shall also be responsible for all other fees and costs incurred by the Borough in relation to an application, including, but not limited to: Borough Code Enforcement Officer/Building Inspector/Zoning Officer review, advertising, public notices, certified mailings, court reporter appearance fee, transcription of testimony, legal fees, and any other related costs.
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◆ **Zoning Matters. §9**

ZONING §9.A	
Sign Permit	\$40.00 plus \$0.50 per sq. ft. or portion thereof, including all sides of multifaceted sign.
Zoning Use Permit – Residential Use	\$40
Zoning Use Permit – Commercial or other uses	\$60
Zoning Occupancy Permit – Residential Use	\$30
Zoning Occupancy Permit – Commercial or other uses	\$60

ZONING HEARING BOARD – Appeals, Applications or Any Petition Filed §9.B	
Variance	\$600 Deposit (includes \$150 non refundable administrative fee)
Special Exception	\$600 Deposit (includes \$150 non refundable administrative fee)
All Other	\$600 Deposit (includes \$150 non refundable administrative fee)
<p>From this Deposit amount shall be deducted any fees accruing for certified mailings, advertising costs and any other expenditures related to the application/hearing. Fees for the Stenographer shall be shared equally by the applicant and the Borough, with the applicant's portion deducted from the Deposit. Additional deposit may be required if office staff determines that this deposit will be inadequate. See full Fee Resolution for details under this section.</p> <p>Continuances requested by the applicant shall constitute a new application and require the submission of the fees required for an original application.</p>	

Planned Residential Developments and Planned Unit Developments Applications §9.C	
Deposit Calculation	\$500.00 (includes \$150 non refundable administrative fee) plus \$50.00 dollars for each acre or portion thereof, and such other sums as may be requested from time to time by the Borough for a review and inspection deposit.
Conditional Uses Applications §9.D	
Deposit	\$600 Deposit (includes \$150 non refundable administrative fee), and such other sums as may be requested from time to time by the Borough for a review deposit
<p>Both Applications (9.C & .D): Continuances requested by the applicant shall constitute a new application and require the submission of the fees required for an original application</p>	

◆ **Subdivision and Land Development Matters. §10**

APPLICATION FEE (non refundable; for reimbursement of fees/costs incurred by the Borough) §10.A	
<i>Preliminary Plan Application</i>	<i>Fee</i>
Residential – 1 to 2 dwelling units	\$150
Residential – 3 or more dwelling units	\$150 + \$25/dwelling unit over 2
Commercial/other non residential – total land area < 2,500 sq ft	\$150
Commercial/other non residential – total land area 2,500 to 10,000 sq ft	\$350
Commercial/other non residential – total land area > 10,000 sq ft	\$700
<i>Final Plan Application</i>	<i>Fee</i>
Residential – 1 to 2 dwelling units	\$100
Residential – 3 or more dwelling units	\$100 + \$25/dwelling unit over 2
Commercial/other non residential – total land area < 2,500 sq ft	\$100
Commercial/other non residential – total land area 2,500 to 10,000 sq ft	\$250
Commercial/other non residential – total land area > 10,000 sq ft	\$500
<i>Combined Preliminary & Final Plan Application</i>	<i>Fee</i>
Residential – 1 to 2 dwelling units	\$200
Residential – 3 or more dwelling units	\$200 + \$25/dwelling unit over 2
Commercial/other non residential – total land area < 2,500 sq ft	\$200
Commercial/other non residential – total land area 2,500 to 10,000 sq ft	\$450
Commercial/other non residential – total land area > 10,000 sq ft	\$900
Modification or Waiver Application	\$150

REVIEW & INSPECTION DEPOSITS §10.C	
<i>Preliminary Plan Application</i>	<i>Fee</i>
Residential	\$250 per dwelling unit
Commercial/other non residential – total land area < 2,500 sq ft	\$1,000
Commercial/other non residential – total land area 2,500 to 10,000 sq ft	\$2,000
Commercial/other non residential – total land area > 10,000 sq ft	\$5,000
<i>Final Plan Application</i>	<i>Fee</i>
Residential	\$250 per dwelling unit
Commercial/other non residential – total land area < 2,500 sq ft	\$1,000
Commercial/other non residential – total land area 2,500 to 10,000 sq ft	\$2,000
Commercial/other non residential – total land area > 10,000 sq ft	\$5,000

<i>Combined Preliminary & Final Plan Application</i>		<i>Fee</i>
Residential		\$400 per dwelling unit
Commercial/other non residential – total land area < 2,500 sq ft		\$1,500
Commercial/other non residential – total land area 2,500 to 10,000 sq ft		\$3,000
Commercial/other non residential – total land area > 10,000 sq ft		\$7,500

◆ **Environmental Impact Statement §14**

Application Fee	\$100
Deposit (unless related to a subdivision or land development application)	\$600

◆ **Street Access Permits §17**

Application Fee (non refundable – submit with application)	
Single Family Dwelling Unit	\$100
Two-Three Family Dwelling Unit	\$200
Four or More Dwelling Units & Any Non-residential Use	\$500
Traffic Study Deposit (if required under borough ordinance)	Determined by borough engineer

◆ **Grading, Filling & Street Openings §6 & 7**

GRADING & FILLING PERMIT FEE – A volume of material . . .	Fee
Less than 250 cu yds	\$50
Greater than 249 cu yds but less than 500 cu yds	\$100
Greater than 499 cu yds and less than 1,000 cu yds	\$200
Greater than 999 cu yds plus \$10 ea. Additional 1,000 cu yds or portion thereof	\$200 + \$10ea

STREET OPENINGS PERMIT FEE – opening of subsurface below a street(s)	Fee
Opening aggregates less than 20 sq ft of subsurface	\$100
Opening aggregates 20 or more sq ft of subsurface plus \$10 ea addition 10 sq ft or portion thereof	\$100 + \$10 ea.
DEPOSIT	See Ch. 21 Part 2 of Forest Hills Code of Ordinances
PERFORMANCE SECURITY	

◆ **Tap-In to Sanitary Sewer System §8**

Permit Fee – Structure designed or built as a one (1) family dwelling (i.e., dwelling unit)	\$1,000
Permit Fee – Any other structure or part or any other facility - determined by total no. of water traps, toilets, water closets, sinks, washbasins, bathtubs, laundry trays, laundry tubs & other trapped fixtures	\$ 40/fixture
Large Development Fees (see current fee resolution, Section 8)	

◆ Other Fees

Ordinance Amendments Application §11	\$600 Deposit (includes \$150 non refundable administrative fee)
Building Code & Property Maintenance Code Appeals §12 The applicant shall be responsible for paying any and all surcharges	See Fee Resolution; handled by Turtle Creek Valley COG
Flood Control Permits & Licenses §15	\$30
Tree Removal (see Shade Tree & Shrub Committee for recommendation) §16	the fair market value of the tree as determined by a professional arborist

◆ Rental Property Inspection Permit §23

1 to 5 Units	\$60 per unit
6 or more units in the same building	\$50 per unit for each unit over 5

◆ Health & Safety Issues §18 (see also Chapter 10 – Code of Ordinances)

Hazard/Nuisance Storage; Temporary or Permanent	\$65 per permit/incident
Building/Road Construction / Use of Equipment (after hours)	\$25

◆ PODS/Dumpsters §18 (see also Chapter 21 – Code of Ordinances)

Initial Fee	\$60
Extension (if granted)	\$25

◆ Miscellaneous Permit, Licenses and Charges §18 (continued on next page)

Swimming Pool Inspection Permit	\$25
Swimming Pool Yearly Operating Permit	\$10
Police Accident Reports	\$15
Keys Locked in Vehicle	\$15
Municipal Lien Letters	\$30
Municipal Tax Verification Letters (to real estate tax collector)	\$30
Dye Test Certifications	\$25
Ordinance Copies (may be available at www.foresthillspa.com at no charge):	
Zoning Ordinance	\$10
Subdivision Ordinance	\$ 7
All Other Ordinances	\$.10 per page
Zoning Maps	\$ 7.50
Solicitor, peddler or 7 day vendor license	\$25

<i>(effective for 7 days from date of approval of application)</i>	
Mechanical & Electronic Devices	\$150 annually
Truck Parking Permits	\$25
Fingerprinting Service	
Borough Residents	\$15
All Others	\$20
Duplicate Municipal Tax Bills & Retrieval of Tax Records (collected by borough tax collector)	\$10/request
Checks paid for all borough services, taxes & fees returned for insufficient funds	\$20/check
Self Serve Gas Station Permit	\$100
Ball Field Permits (per season)	\$100
Animal Permits (§2-302 code of ordinances)	\$20 each
Special Animal Permit (to exceed min. number allowed - §2-307 code of ordinances)	\$10 each
Public Meeting/Gathering (§6-704.3 code of ordinances)	\$25
Permit, Beekeeping/Chicken Raising (separate fee for each activity)	\$40 – initial permit \$10 – annual permit renewal
Water Shut Off/Turn On	\$40
Fire Protection Services Fee	see §24 for current fee
<i>Recreation, rentals, trash collection, building and fire inspection, demolition, engineer, solicitor, police report and all other fees see current copy of borough fee resolution.</i>	