

Borough of Honesdale, Wayne County, PA

Resolution #2026- 018

Fee Schedules

A resolution to replace all other resolutions setting fees for the Borough of Honesdale:

Billing and Collection Policy shall be as follows:

1. The cost of services such as fees for permits is due and payable at the time of issue.
2. Fines and charges for zoning and property code violations are at the discretion of the officer.
3. Any of the above that are not paid within 30 days of date of issue will be subject to a late fee of \$50.00 per billing cycle with interest at 18% per annum (1 ½ % per month) for Zoning and Code Enforcement.
4. Any of the above that are not paid within 30 days of date of issue will be subject to a late fee of \$25.00 per billing cycle with interest at 18% per annum (1 ½ % per month) if invoiced for Administration fees.
5. After 60 days, the Borough of Honesdale shall have the right to seek legal action against the debtor with all costs of that action added to the outstanding balance.
6. Any person or persons, either individually or by corporation shall not be granted any desired permit for any reason other than for health and public safety reasons if they have an outstanding debt to the Borough.

The Permit Fee Schedule for General Fees shall be as follows:

Subdivision Booklet.....	\$10.00
Zoning Booklet	\$20.00
Stormwater Booklet	\$15.00
Fingerprinting.....	\$15.00
Sale of Police Reports.....	\$15.00 per report
Certification of Record:	\$5 per record, not per page.

Please note that certification fees do not include notarization fees.

Copy Charges:

Copies, black and white \$0.25 per copy
(A "photocopy" is either a single-sided copy or one side of a double-sided black-and-white copy of a standard 8.5"x 11" page or 8.5"x14" page)

Copies, color \$0.50 per copy
(A "photocopy" is either a single-sided copy or one side of a double-sided black-and-white copy of a standard 8.5"x 11" page or 8.5"x14" page)

Specialized documents:

For example, but not limited to blueprints, color copies,
non-standard sized documents Actual Cost
CD/DVD Actual Cost not to exceed \$3.00.

Facsimile	Actual Cost
Flash Drive	Actual Cost

Media:

Conversion to Paper: Up to \$0.25 per page

Postage Fees:

Postage Actual Cost of USPS first-class postage

Prepayment:

Prior to granting a request for access, Honesdale Borough may require a requester to pre-pay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100.

Electric Vehicle Charging Station:

Charge: \$1.50 per hour

Hearings:

Public Hearing not specified herein\$1,000.00*

*The fees identified are for any not specified hearing extending not longer than 4 hours; a similar fee shall be charged to the applicant for each time period or any part thereof over and above the first four hours. Costs in excess of the initial hearing fee posted by the applicant shall be invoiced to the applicant prior to the next scheduled hearing. The applicant is required to pay the invoice prior to the next scheduled hearing.

Honesdale Borough hereby reserves the right to require the applicant to post additional monies at the time of the filing of the application, commensurate with the scope and magnitude of the application filed therewith.

Public Works Equipment Fee Schedule (includes operator):

Street Sweeper	\$185.00 per hour
LB75 Loader-Backhoe	\$125.00 per hour One Ton
Dump Truck.....	\$85.00 per hour
International 4800 4 WD.....	\$150.00 per hour
Tractor/Pusher/Snow Blower.....	\$65.00 per hour
Laborer.....	\$25.00 Per Hour Per Person

Electricity Charge

Fred R. Miller Pavilion.....	\$20.00 per event, 1 st Day \$10.00 for each day thereafter.
All Parks	\$20.00 per event 1 st Day \$10.00 for each day thereafter.

Stage-Deposit Fee

Refundable Deposit Fee (Non-Profits) \$250.00 per event

Mobile Home Park License

Mobile Home Park License 1-10 trailers \$250.00 annually
Add \$100.00 to annual fee for each additional 10 trailer increment.

Sewage Enforcement Fee Schedule

2026 Sewage Enforcement Fee

Note: All fees are the be paid via check or money order made payable to the Borough. Credit cards not accepted.

Applications

Residential Single Family — New Project Application Fee	\$175
Commercial or Community Systems — New Project Application Fee.....	\$225
Subdivisions and Land Development —Application Fee {per lot}.....	\$225

Permits

Conventional System Permit	Design review, permit approval; up to 3 inspections.	\$600
Alternate System Permit.....	Design review, permit approval; up to 3 inspections.	\$675
Experimental System Permit	Design review, permit approval; up to 4 inspections	\$850
Technical Decision Repair - Absorption Area	Design review, permit approval; up to 4 inspections	\$675
Minor Repair Permit - Non-absorption Area	Design review, permit approval; up to 2 inspections.	\$375
Holding Tank Permit	Design review, permit approval; up to 2 inspections	\$575

Testing

Soil Probes (SEC).....	Includes up to 2 Probes.....	\$375
Soil Probes (Soils Scientist).....	Per Hour**	\$125
Percolation Tests* **.....	Per 6 Holes.....	\$600
Spray Irrigation Site	Additional \$175 over 20,000 sq. ft.	\$475

SUBDIVISIONS & LAND DEVELOPMENT

Planning Exemption (Mailer) & Non-Building Declaration	Up to 2 hours of SEO work	\$275
Component 1 Review and Processing	Up to 2 hours of SEO work	\$300
Component 2 Review and Processing	Up to 3 hours of SEO work	\$400
Component 3S Review and Processing	Up to 3 hours of SEO work	\$400

Testing

Soil Probes (SEO).....	Per lot/EDU****. Up to 2 hrs. on site; \$80/hr. thereafter ..	\$375
Soil Probes (Soils Scientist)	Per lot/EDU. Up to 2 hrs. on site; \$125/hr. thereafter .	\$500
Percolation Tests	Per lot.EDU 6 holes.....	\$600

MISCELLANEOUS

SEO Hourly Rate.....		\$80
Prior Verification	Site inspection and report	\$300
No show/Not Ready Fee.....	Per hour	\$80
Water.....	Per 100 Gallons.....	\$225

NOTE: APPLICANT IS RESPONSIBLE FOR:

1. Property boundaries for testing
2. Location of property easements and right-of-way issues
3. Wetland/Floodplain Delineation
4. Clear access to testing areas
5. Excavation Contractor for soil probes
6. PA One Call Notification

*Fees listed are typical. If additional time and expenses are incurred that are not covered by a permit it will be billed to the applicant at the above hourly rate. Failure to pay any additional fees will stop the permitting process until all fees are received.

* **Hourly Rate for Soils Scientist applied in addition to the SEO rate for probes.

** *Applicant is responsible for the provision of water.

The Permit Fee Schedule for Chapter 57, Alarm Systems, shall be as follows:

Annual Registration Fee\$100.00

False Alarm Fee for

0 to 3 False Alarms	\$0.00 each
4 to 7 False Alarms	\$100.00 each
8 to 11 False Alarms.....	\$200.00 each
12 to 15 False Alarms.....	\$300.00 each
15 to 18 False Alarms.....	\$400.00 each
19 plus False Alarms.....	\$500.00 each

The Fee Schedule for Chapter 89, Uniform Construction Code, shall be as follows:

Inspection Rate Schedule for Honesdale Borough

Minimum Inspection Rate Is \$50.00

A _____ % administration fee, plus a \$4.50 state fee added to all permits

A. Building

Residential

- New Stand-Alone Construction _____ \$50.00 plus \$0.17 per square foot of GFA*
- Additions, Alterations, Remodeling & Repairs
 - Under \$500,000 _____ 1.5% of total construction cost
 - \$500,000 to \$1,000,000 _____ \$7,500.00 plus 1.25% of total over \$500,000
 - Over \$1,000,000 _____ \$13,750.00 plus 1.0% of total over \$1,000,000
- Utility & miscellaneous, such as sheds, decks, fences, pools, towers, concrete slabs, retaining walls, etc. _____ 1.5% of total construction cost
- Demolition (Residential) _____ \$50.00
- Minimum Inspection Rate _____ \$50.00

Commercial & Industrial

- New Stand-Alone Construction _____ \$75.00 plus \$0.27 per square foot of GFA*
- Additions, Alterations, Remodeling & Repairs
 - Under \$500,000 _____ 1.5% of total construction cost
 - \$500,000 to \$1,000,000 _____ \$7,500.00 plus 1.25% of total over \$500,000
 - Over \$1,000,000 _____ \$13,750.00 plus 1.0% of total over \$1,000,000
- Utility & miscellaneous, such as sheds, decks, fences, pools, towers, concrete slabs, retaining walls, etc. _____ 1.5% of total construction cost
- Demolition (Commercial) _____ \$0.05 per square foot
- Signs & Structural Buildings _____ \$25.00 plus \$2.00 per square foot
- Minimum Inspection Rate _____ \$75.00

*GFA – Gross floor area defined as the total square footage of all floors within the perimeter of the outside walls, including basements, cellars, garages, roofed patios, breezeways, covered walkways and attics with floor to ceiling height of 6'6" or more.

B. Plumbing (For Residential, Commercial, and Industrial)

- For the first \$1,000 on the permit _____ \$50.00
- For every additional \$1,000 on the permit _____ \$10.00 per \$1,000
- Minimum Inspection Rate (Residential) _____ \$50.00
- Minimum Inspection Rate (Commercial) _____ \$75.00

C. Mechanical and Fire (For Residential, Commercial, and Industrial)

- For the first \$1,000 on the permit _____ \$50.00
- For every additional \$1,000 on the permit _____ \$10.00 per \$1,000
- Minimum Inspection Rate (Residential) _____ \$50.00
- Minimum Inspection Rate (Commercial) _____ \$75.00

D. Electrical

Residential

- For the first \$1,000 on the permit _____ \$50.00
- For every additional \$1,000 on the permit _____ \$15.00 per \$1,000
- Minimum Inspection Rate (Residential) _____ \$50.00

Commercial & Industrial

- Under \$500,000 _____ 1.5% of total construction cost
- \$500,000 to \$1,000,000 _____ \$7,500.00 plus 1.25% of total over \$500,000
- Over \$1,000,000 _____ \$13,750.00 plus 1.0% of total over \$1,000,000
- Minimum Inspection Rate _____ \$75.00

E. Commercial Plan Review Fee Schedule

- Plan review up to \$3,000,000 _____ 0.0013 X cost of building (\$250.00 minimum)
- Plan review \$3,000,000 to \$6,000,000 _____ \$3,900.00 plus 0.0005 x amount over \$3,000,000
- Plan review over \$6,000,000 _____ \$5,400.00 plus 0.0004 x amount over \$6,000,000
- Plan review for electrical _____ 25% of building fee
- Plan review for mechanical _____ 25% of building fee
- Plan review for plumbing _____ 25% of building fee
- Plan review for energy _____ 25% of building fee
- Plan review for accessibility _____ 25% of building fee
- Sprinkler review by number of heads _____ 1 to 100 = \$275.00

101 to 200 = \$325.00

201 to 300 = \$350.00

301 to 400 = \$375.00

401 to 500 = \$425.00

501 and over = \$500.00 + \$0.33 per head

Special consideration will be given, when computing plan reviews for buildings such as large warehouses or indoor recreation facilities because of their plan review simplicity.

Board of Appeals Hearing

Application for Hearing\$1,000.00*

*The fee identified provides for a hearing extending not longer than 4 hours; a similar fee shall be charged to the application for each time period or any part thereof over and above the first four hours. Costs in excess of the initial hearing fee posted by the applicant shall be invoiced to the applicant prior to the next scheduled hearing. The applicant is required to pay the invoice prior to the next scheduled hearing. The Board of Appeals hereby reserves the right to require the applicant to post additional monies at the

time of the filing of the application, commensurate with the scope and magnitude of the application filed therewith.

The Fee Schedule for Chapter 112, Floodplain shall be as follows:

Zoning Permit Fee (If found in floodplain)..... \$100.00

- Review Flood Elevation Certificate: \$300.00
- Standard Application for a Permit to Develop in a Floodplain Area:

1. Review & Process Application: (One (1) submittal) \$420.00

2. Inspections (Three (3) allocated): \$600.00

3. Review Close-out Documents (One (1) submittal): \$200.00

- Major Land Development for a Permit to Develop in a Floodplain (Projects which entail a review of a flood study or multi-units)

1. Review and process application (One (1) submittal) \$1,500.00 (Escrow)

2. Inspections (Three (3) Allocated): \$900.00

3. Review close-out documentation (One (1) Submittal) \$420.00

- Hourly Rate for a professional engineer to review documentation for variance requests, appeals, review and processing of substantial damage, ordinance modifications, additional inspections and general floodplain duties would be \$100.00 per hour.

- Hourly Rate for preparation and attendance at Borough Meetings: \$110.00/Hour

The Permit Fee Schedule for Chapter 114, Garage Sales, shall be as follows:

Garage Sale \$10.00 for 3-day sale.

The Fee Schedule for Chapter 126, Insurance shall be as follows:

Municipal Certificate \$50.00

Inspection of Property \$90.00

Re-Inspection of Property..... \$90.00

Fee as necessary \$150.00 per hour

Stop work Order \$150.00

Emergency Property Maintenance

Inspection of Property..... \$200.00

Closing a public thoroughfare..... \$250.00

Emergency Repairs 200% of costs

Secure Property to render structure safe 200% of costs

The Fee Schedule for Chapter 152, Peddling and Soliciting, shall be as follows:

Peddlers and transient or itinerant dealers who are bona fide residents of Honesdale Borough, but not, in addition thereto, resident Honesdale Borough businessmen having a principal place of business in the Borough \$5.00 per year and a 24-hour waiting period.

Individuals or organizations that are non-residents of the Borough and acting as a peddler, transient or itinerant dealer, or solicitor \$25.00 per day and a 7-day waiting period.

The Fee Schedule for Chapter 156, Plumbing, shall be as follows:

See Fee Schedule for Chapter 89, Uniform Construction Code

The Fines and Violation Schedule for Chapter 160, Property Maintenance/ Quality of Life, shall be as follows:

Removal of posted sign	\$300.00
Property Maintenance Violation	\$100.00
Inspection of Property	\$90.00
Stop Work Order	\$150.00
Work without Permit Fine	\$250.00
Condemnation of Property	\$200.00
Professional Fees	\$250.00
Inspection of property fee	\$90.00
Re-inspection fee	\$90.00
Fee as necessary	\$50.00 per hour

The Fee Schedule for Section 175-4, Solid Waste, shall be as follows:

Application Fee for Annual License \$75.00

The Permit Fee Schedule for Chapter 177, Stormwater Management will be as follows:

Review Fee(s) by Qualified Person (s)/Firms.....Reimbursed by Applicant Additional
Reimbursable Fees:
Administrative/ Clerical Processing\$80.00 per Hour Attendance at meetings
.....\$50.00 per Meeting Inspections Prior to Approval
..... \$90.00 per Inspection
Subsequent Required Inspections
by Qualified Person(s) / Firms.....Reimbursed by Applicant

The Fee Schedule for Section 179, Streets and Sidewalks, shall be as follows:

Application Fee \$100.00
Supplement Fee (each 6-month time extension)
(Each submitted change) \$20.00.
Penalty Fees
Street Opening without executed permit..... \$250.00 per day

Inspection Fees

1. Surface Openings -This fee is calculated on the total linear feet of the opening being permitted with different areas of the right-of-way.
Total linear feet of opening (each 100 feet increment or fraction thereof):
Opening in pavement. \$ 80.00
Opening in shoulder ... \$ 40.00
Opening outside pavement and shoulder \$ 20.00
If a longitudinal opening simultaneously occupies two or more highway areas identified above, only the higher fee will be charged. Linear distances shall be measured to the nearest foot.
2. Surface opening of less than 36 square feet -for example, service connections performed independently of underground facility installation, pipeline repairs --(each opening):
Opening in pavement \$ 60.00
Opening in shoulder \$ 30.00
Opening outside pavement and shoulder \$ 20.00
If an opening simultaneously occupies two or more highway areas identified above, only the higher fee will be charged.
3. Aboveground facilities (for example, poles, or guys or anchors if installed independently of poles)
Up to 10 physically connected aboveground.
facilities (each continuous group) \$ 40.00
Additional aboveground physically connected.
facilities (each pole with appurtenances) \$ 4.00
4. Crossings (for example, overhead tipples, conveyors, or pedestrian walkways and undergrade subways or mines) \$ 160.00
5. non-emergency test holes in pavement
or shoulder (each hole) \$ 10.00

Additional Fees

If the Borough anticipates that the cost of reviewing the required application information or inspecting the permitted work will exceed the application or inspection fees listed by a significant amount, the following additional fees will be assessed:

1. Additional Application Fee:
The Borough will estimate the additional amount of salary, overhead and expenses and prepare a reimbursement agreement for execution by the applicant. Borough review of the permit application will commence on the effective date of the agreement.
2. Additional Inspection Fees:
If the Borough determines that the permitted work is of sufficient magnitude or importance to warrant assignment of one or more persons to inspect the permitted work on a more than spot inspection basis, the permit will so indicate and the permittee shall be charged for additional salary, overhead and expenses incurred by the Borough for inspection. Outside inspection services, if required will be billed directly to applicant.
3. Charge Calculation:
The charges will be calculated either on an actual cost basis or a standard unit cost basis.
4. Invoices:
The Borough will provide an itemized invoice for additional fees owed to the Borough.
5. Payment:
The total permit fee will be calculated, and all payments will be made by check made payable to Honesdale Borough.

The Fee Schedule for Chapter 183, Subdivision and Land Development, shall be as follows:

Professional Review Fee

The applicant at actual cost will pay any professional review fees.

Zoning Review Fee

Zoning Officer's Fee \$75.00

Land Developments

For multi-family type applications, a review fee of \$100.00 base plus \$25.00 per unit shall be submitted with the application. For commercial and industrial type applications, a review fee of \$275.00 base fee, plus \$100.00 per acre of impervious surface in excess of 1 acre shall be submitted with the application.

Minor Subdivisions:

A Review Fee of \$100.00 for a newly created lot, plus \$25.00 on each additional lot shall be submitted with the application. An un-subdivision, or a change in lot line shall be considered a minor subdivision or land development.

Major Subdivisions:

A Review Fee of \$250.00 plus \$50.00 for each newly created lot.

The Fine and Fee Schedule for Chapter 210, Zoning, shall be as follows:

Written Confirmation of Zoning District \$50.00
Certificate of Occupancy \$50.00
Reissue of Certificate of Occupancy \$50.00
Stop Work Order \$150.00

Hearings:

Application for Variance \$1,000.00*
Application for Special Exception \$1,000.00*
Application for Conditional Use \$1,000.00*
Application for Curative Amendment \$1,000.00*
Honesdale Borough Hearing not specified herein \$1,000.00*

*The fees identified above for the Variance, Conditional Use, Special Exception, Curative Amendment, or any not specified hearing provides for a hearing extending not longer than 4 hours; a similar fee shall be charged to the application for each time period or any part thereof over and above the first four hours. Costs in excess of the initial hearing fee posted by the applicant shall be invoiced to the applicant prior to the next scheduled hearing. The applicant is required to pay the invoice prior to the next scheduled hearing. Honesdale Borough Council and the Honesdale Borough Zoning Hearing Board hereby reserves the right to require the applicant to post additional monies at the time of the filing of the application, commensurate with the scope and magnitude of the application filed therewith.

Zoning Fees

Ordinary permits otherwise required by the Borough for building or construction shall also be obtained in addition to any required zoning permits and additional fees, therefore, may apply.

Zoning Permit \$100.00 includes an initial inspection.

Accessory Buildings

(Examples -Garage, Sheds, Decks, Porch, Pool, Barn, Kennels, Fence, etc.)

0 -700 square feet \$100.00
Over 700 square feet \$0.20 cents per square foot

Pool

Above ground	\$50.00
In-ground	\$100.00

Sign Permits

1-200 square feet for non-electrified signs	\$100.00
Over 200 square feet	\$250.00

Cell Towers

Cell Tower and Co-location Fee -\$15.00 per 1,000 of construction cost.

Violations

Failure to comply with any provision of the zoning ordinance will constitute a violation.

Violation.....\$250.00 per diem

The Fee Schedule for Chapter 163 Rental Properties shall be as follows:

Annual license calculated at \$25.00 per housing "unit" occupied or vacant.

Annual billing, Quarter 4 of each preceding year by municipality or designee. Registration and Payment due by January 31. If not received, violations and penalties will be assessed. A biennial inspection is required for all residential rental properties. Exemptions for units who have been inspected within 6 months of the scheduled inspection for that individual property.

Residential Inspection	\$140.00
Certificate of Occupancy, additional	\$50.00
Commercial Property <6,000 sq. ft.	\$200.00
Commercial Property >6,000 sq. ft.	\$250.00

§ 163-9. Violations and penalties.

It shall be unlawful for any person as either owner or agent of a regulated rental unit for which a license is required to operate without a valid current license issued by the Borough authorizing such operation.

Violation by ordinance is \$100.00 per day for every day the owner is found to be operating the residential rental unit without a license issued from the Borough of Honesdale.

The Fee Schedule for Chapter 210-49 Short-term rentals, shall be as follows:

Annual license calculated at \$25.00 per housing "unit" occupied or vacant.

Inspection\$140.00

The Fee Schedule for Chapter 195, Vehicles and Traffic, shall be as follows:**Senior Citizens Parking**

Free Thursdays and Fridays from 9 am. to noon with a valid permit sticker from the Area Agency on Aging.

Special Permits

Dumpsters placed on any Borough streets	\$15.00 per day
Contractors - Daily	\$10.00 per day per parking space
Contractors - Weekly	\$35.00 per day per space
Bus Trip Patrons	\$5.00 per day per space

Violations & Penalties

Fine.....	\$30.00 per day
Fine after 7 days	\$50.00

Violations & Penalties.....	\$30.00	\$50.00
No Stopping, Standing, Parking.....	\$30.00	\$50.00

	<u>24 Hours</u>	<u>After 24 Hrs.</u>	<u>After 7 Days</u>
<u>Deposit of Meter Fee:</u>	24 hours, \$15.00	On the 25 th hour, \$30.00	\$50.00
Enforcement	24 hours, \$15.00	On the 25 th hour, \$30.00	\$50.00
Overtime parking violation	\$15.00, 2 hours from time of meter violation		
Overtime Stacking Violation	\$15.00 per violation every 2 hours after the overtime violation.		
Meter /Coins: 1 Hour for .50 cents (quarters only)			

Property Owner/Tenant Residential Permit for Metered Parking /East of Church Street

Property Owner.....\$50.00 each for the first two permits; each additional permit, \$10.00, calendar year

Note: Borough taxes must be current at all times.

Permits secured by Landlord for Tenants per dwelling unit.....\$50.00 each for the first two permits. Each additional permit, \$10.00; calendar year

Note: All rental registrations/inspections and licenses need to be paid prior to issuance. Borough taxes must be current at all times.

Property Owner/Tenant Residential Permit for Non- Metered Parking (West Street)

Property Owner \$50.00 each for the first two permits; each additional permit, \$10.00, calendar year Note: Borough taxes must be current at all times.

Permits secured by Landlord for Tenants per dwelling unit \$50.00 each for the first two permits. Each additional permit, \$10.00; calendar year

Note: All rental registrations/inspections and licenses need to be paid prior to issuance. Borough taxes must be current at all times.

Park and Shop Lot / Monday through Saturday 7 AM to 9 PM

Center and Back Row Reserve Parking\$380.00 calendar year
Six-month Permit.....\$190.00 calendar year
Quarterly\$95.00 calendar year
Monthly.....\$50.00 calendar year
Replacement Fee for Parking Permits.....\$10.00 for all permit types

10-Hr Meter Permits / East of Church Street

Calendar year \$300.00 per permit
Monthly \$40.00 per permit

Quarterly \$80.00 per permit
Replacement Fee for Parking Permits \$10.00 for all permit types

Effective Date: July 1, 2026

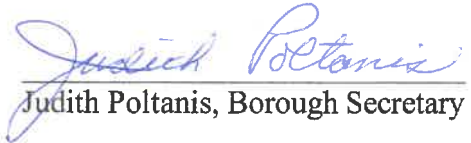
ADOPTED AND APPROVED this 22nd day of June 2026.

HONESDALE BOROUGH

SEAL



Council President



Judith Poltanis, Borough Secretary

