



## **MASTER FEE SCHEDULE**

**EFFECTIVE JANUARY 6, 2026**

As adopted on January 5, 2026 by the Board of Supervisors

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## Section 1. Administration & Business Related Fees

Miscellaneous Charges	Rate	Note
Photocopy – Black & White	\$0.25	Per page, single-sided copy
Photocopy – Color	\$0.50	Per page, single-sided copy
Certification of a Record- True & Correct	\$5.00	Per Document
Municipal Lien Request	\$30.00	Per Parcel
Postage for Requests Fulfilled by U.S. Mail		Actual cost of mailing
Mileage Reimbursement	.725	Per mile, IRS allowable rate (2025)
Daily Meal Allowance	\$69.00	Per Day, This amount will be aggregated. For example, a 3-day trip will have a \$207.00 total meal allowance, to be used as the individual deems necessary.
Municipal Budget Document (Electronic Copy)	N/C	No charge, can be obtained on Township website
Copy of Annual Audit Document (Bound Copy)	\$15.00	Each
Copy of Annual Audit Document (Electronic Copy)	N/C	No charge, can be obtained on Township website
Return Check Fee (NSF), applies to all checks written to Township	\$35.00	negotiable instruments given in payment of utility bills, applications, reservations, etc. (checks, money orders, account drafts, etc.)
Credit/Debit Card Transactions Potter Township will accept Visa, Mastercard, American Express & Discover for payments remitted to the township for services including, but not limited to permits, utilities, application fees and rentals. A fee per transaction will be assessed based on the table to the right.		3% of the transaction amount with a minimum fee of \$3.00  Phone transactions incur a fee of 3.5% plus 15¢

Open Records Request Fees	Rate	Note
Photocopy – Black & White	\$0.25	Per page, single-sided copy <sup>1</sup>
Photocopy – Color	\$0.50	Per page, single-sided copy <sup>2</sup>
Specialized Documents <sup>3</sup>		Up to Actual Cost
Records Delivered via Email or Other Electronic Method		No additional fee may be imposed. <sup>4</sup>
CD/DVD		Up to Actual Cost, not to exceed \$1.00 per disc
Flash Drive		Up to Actual Cost
Other Media		Up to Actual Cost
Redaction		No Additional Fee may be imposed <sup>6</sup>
Conversion to Paper	\$0.25	Up to \$0.25 per page <sup>7</sup>
Photographing a Record		No additional Fee May Be Imposed <sup>8</sup>

Open Records Request Fees – cont'd	Rate	Note
Postage		Up to Actual Cost of USPS first-class postage
Certification		Up To \$5.00 Per Record <sup>9</sup>

\*Open Records Request Fee Notes Located at End of Fee Schedule

Liquor License Transfer	Rates	Note
Liquor License Transfer Application	\$1,500.00	Includes application review and up to three (3) hours of public hearing time
Additional Public Hearings for Liquor License Transfer	\$500.00	Maximum of three (3) hours

Peddling, Soliciting, and Transient Retail Permits	Rates	Note
Application Fee	\$80.00 Per Person	One month or any part thereof
	\$40.00 Per Person	Each additional month or any part thereof
	\$200.00 Per Person	One Calendar Year
Exemptions – Charitable groups	---	Should present a copy of groups charter for verification & record

**Peddling:** Shall be defined as an individual, person, corporation, etc., that is selling a product and/or service, or promoting a product and/or service door-to-door that will be performed or delivered by the person peddling.

**Soliciting:** Shall be defined as an individual, person, corporation, etc., that is selling a product and/or service, promoting a product and/or service door-to-door, but is not providing the product or service at the time of the solicitation.

**Transient:** Shall be defined as an individual, person, corporation, etc., that would establish a temporary, defined location to conduct business within the Township.

Documents	Rates	Note
Code of Ordinances	\$15.00	Per Chapter
Code of Ordinances Update	\$0.25	Per page, per side

Documents – cont'd	Rates	Note
Zoning Map/Development Review Map/Official Map A. 8 ½" x 11" Color B. 11" x 17" Color C. 24" x 36" Color	\$1.00 \$3.00 Actual Cost	

\*Note: The above documents can also be accessed via the Township's website at [www.pottertownship.org](http://www.pottertownship.org)

Emergency False Fire Alarm Fees	
1. First Alarm	None – Notification Only
2. Second Alarm	None – Notification Only
3. Third Alarm	None - Notification/Warning
4. Fourth Alarm	\$150.00
5. Fifth Alarm	\$300.00

\*\* Per Calendar Year. Billing done through Centre Hall Fire Company

## Section 2. Tax Collection Fees

Tax Collection Fees (Township)	Rates	Note
Tax Certificate Form	\$20.00	
Duplicate Bill	\$4.00	
Mobile Home or House Trailer Removal Permit	\$2.00	
Certified Letter		Actual Cost
Return Check Fee, applies to all checks written to: Potter Township Tax Collector	\$35.00	Will be applied to all dishonored negotiable instruments given in payment of taxes, (checks, money orders, account drafts, etc.)

## Section 3. Building Development Permit, Inspection, Plan Review and Code Enforcement Fees

Subdivision & Land Development Plan Applications	Rate	Note
Zoning & Ordinance - Plan Review	\$100.00	Per Review. Fee due with submission of application.

<b>Penalty Fee for Failure to Obtain a Permit</b>		
Penalty for failure to obtain the necessary permits prior to construction or alteration of land or structures		Penalty Fee in addition to Permit Fee
A. Agriculture and/or Residential	\$150.00	
B. Commercial and/or Industrial	\$300.00	

<b>Zoning Permit Fees</b>		
Zoning Application – Permitted Uses	\$140.00	
Square Footage for Zoning – Agriculture/Residential	\$0.05/sq. ft.	Fee determined by multiplying the square footage of the new/ remodeled construction by the multiplier determined by the use of the building or structure
Square Footage for Zoning- Commercial/Industrial	\$0.10/sq. ft.	
Skid Mounted Sheds – Any structure up to 150 sq. ft.	\$30.00	Permit does <b>not</b> require a zoning application fee, but must be an accessory to a permitted use.
Skid Mounted Sheds – 151 -500 sq. ft. maximum	\$60.00	
Occupancy Permits (Residential & Commercial)	---	First two (2) are included as part of Zoning Permit.
	\$40.00 per return trip	Additional inspections due to incomplete project or failure.
Change of Use Permit	\$140.00	
Wells and Borehole Permit Fee		
Application Fee	\$55.00	Includes 1 well
Geothermal Boring	\$55.00 \$15.00	Per Application, plus Per hole
Inspection Visit	\$30.00	Per Inspection Visit
Demolition Permit	\$30.00	Requires Municipal Approval Form and UCC permit
Temporary Use Permit (Ex. Fireworks Sales, Special Event, Circus, Food Concession Trucks, Craft/Vendor Show, Carnival, etc.)	\$140.00	Per event and based on a specific period of time.
Home Occupation Application	\$110.00	Fee assessed for home occupation application

<b>Zoning Permit Fees – cont'd</b>		
Fee In-Lieu-of Park/Open Space Dedication	\$1,250.00	Per new dwelling lot created in lieu of parkland dedication
Logging Permit	\$100.00	
Fireworks Display Permit Application	\$110.00	

<b>Sign Permits</b>	<b>Rates</b>	<b>Note</b>
Signs (On Premise)		Fee is determined by the square footage of all sign area, including double or a lesser square footage. Double-sided the square footage is time two (2).
0 – 5.9 sq. ft.	\$15.00	
6 – 10.9 sq. ft.	\$30.00	
11 – 50.9 sq. ft.	\$45.00	
51 – 100 sq. ft.	\$60.00	
101 – 200 sq. ft.	\$75.00	
Building Contractor – Temporary Sign Permit	\$5.00	For 12 months

<b>Zoning Hearing Board</b>	<b>Rates</b>	<b>Note</b>
Zoning Hearing Board Appeals		
Application Fee	\$500.00	
Escrow Account	\$1,250.00	State permitted costs in excess of application fee: legally required advertising, postage, stenographers transcript, staff compensation, administrative overhead. Stenographers cost shared equally by Township
Fee to continue challenge hearing	\$90.00	
Fee to postpone challenge hearing	\$120.00	

<b>Board of Supervisor Action/Hearings</b>	<b>Rates</b>	<b>Note</b>
<b>Application for Conditional Use Hearing</b>		
Application Fee	\$275.00 + \$1,000.00 (escrow)	State permitted costs in excess of application fee.
Fee to continue Conditional Use Hearing	\$90.00	
Fee to postpone Conditional Use Hearing	\$120.00	
<b>Application to Amend Zoning Map</b>		
Application Fee	\$275.00 + \$1,000.00 (escrow)	State permitted costs in excess of application fee: legally required advertising, posting of property, and administrative fees
Fee to continue Zoning Map Amendment Hearing	\$175.00	
Fee to postpone Zoning Map Amendment Hearing	\$200.00	
<b>Application to Amend Zoning Ordinance (Curative Amendment)</b>		
Application Fee	\$1,000.00	Plus Actual Cost of Advertising (A formal request in writing to amend an ordinance)
Fee to continue Zoning Ordinance Amendment Hearing (Curative Amendment)	\$175.00	
Fee to postpone Zoning Ordinance Amendment Hearing (Curative Amendment)	\$200.00	

\*\*Additional escrow deposits: If at any time it should appear that the assessable costs will exceed the amount deposited by applicant, a further deposit of any amount reasonably calculated to defray such excess costs shall be required.

## Section 4. Public Works Fees

<b>Public Works Permits</b>	<b>Rates</b>	<b>Note</b>
Driveway Permit, new	\$75.00	New Driveway Cut, w/wo paving
Driveway Permit, paving	\$50.00	Paving Existing Driveway
Hauling Agreement Bond	\$12,500.00	Per mile on paved road
Hauling Agreement Bond	\$6,000.00	Per mile on unpaved road

<b>Public Works Permits</b>	<b>Rates</b>	<b>Note</b>
Road Dedication Filing Fee & Resolution	\$300.00	
Permit for Events on Township Roads, Parks, and Trails (Parades, 5K Races, Bicycle Races)		Certificate of General Liability Insurance in the amount of \$1,000,000.00 naming Potter Township as an additional insured.
A. Organizations with 501c3 tax exempt status	Fee Waived	
B. All other organizations	\$35.00	
Road Name Sign/ 911 addressing/House Number	\$40.00	
Post, Bracket & Hardware for sign installation	\$60.00	

## Section 5. Township Labor and Equipment Fees

<b>Township Equipment</b>	<b>Rates</b>	<b>Note</b>
<i>*All Rates are Per Hour Without an Operator</i>		
Front End Loader	\$80.00	Per hour, 2 hour minimum charge
Backhoe	\$60.00	Per hour, 2 hour minimum charge
Large Tractor Mower	\$80.00	Per hour, 2 hour minimum charge
Riding Mower	\$40.00	Per hour, 2 hour minimum charge
Wood Chipper	\$60.00	Per hour, 2 hour minimum charge
Dump Truck	\$60.00	Per hour, 2 hour minimum charge
Concrete Saw	\$40.00	Per hour, 2 hour minimum charge
Weed-eater	\$30.00	Per hour, 2 hour minimum charge
Chainsaw	\$30.00	Per hour, 2 hour minimum charge
<b>Township Labor</b>	<b>Rates</b>	<b>Notes</b>
Labor Per Hour, Per Employee	TBD	Actual Hourly rate based on pay and benefits. May include overtime if applicable.

## Section 6. Utility Rates & Fees

<b>Sewage Management Program (On-lot Systems)</b>	<b>Rate</b>	<b>Note</b>
System Inspection /Administration Fee	\$125.00	Sewer System Inspection completed by SEO
Late Fee – Administration	\$50.00	Penalty on Unpaid Accounts after May 15 <sup>th</sup>
Small Flow Treatment Facilities – <b>Yearly</b> Inspections and DEP Reporting	\$65.00	Completed by Sewage Enforcement Officer
Tanks Requiring Pumping Every 2 Years –	\$25.00	Administration Fee

### *Sewer Services*

<b>Sewer Rates &amp; Fees</b>	<b>Rates</b>	<b>Note</b>
Residential Sewer	\$81.00	Per month, Per EDU (Equivalent Dwelling Unit)
Commercial Sewer	\$81.00	Per month, Per EDU (Equivalent Dwelling Unit)
Penalty on Unpaid Utility Accounts	\$10.00	Per occurrence, postmarked after 20 <sup>th</sup> of month
Inspection for Relocation of Electric Panel	\$75.00	Relocation completed by property owner
<b>Sewer Service Tap Fees</b>	<b>Rates</b>	<b>Note</b>
Sanitary Sewer Tap Fee (New tap)	TBD	Prevailing Current Cost plus 10%
Sanitary Sewer Tap Inspection Fee	\$50.00	Each tap. New or replacement, Residential or Commercial

### *Water Services*

<b>Water Rates &amp; Fees</b>	<b>Rates</b>	<b>Note</b>
Residential Water	\$69.00	Per month

## Section 7. Utility Administration Fees

Utility Administration Fees	Rates	Note
Return Check Fee, applies to all checks written to Township	\$35.00	Will be applied to all dishonored negotiable instruments given in payment of utility bills, (checks, money orders, account drafts, etc.)
Penalty on Unpaid Utility Accounts	\$10.00	Per occurrence, postmarked after 20 <sup>th</sup> of month
Utility Disconnection/Reconnection Fee – Public Works crew required during normal business hours (8AM – 5PM, M-F)	\$300.00	Per Occurrence
Utility Disconnection/Reconnection Fee – Public Works crew after normal business hours, weekends and holidays	\$450.00	Per Occurrence

## Section 8. Recreation and Township Facility Fees

Potter Run Park	Rates	Note
Potter Run Park Pavilion Use	N/C	Reservations not accepted

Vendor and Participant Fees		
Vendor Fee for Community Event	\$20.00 - \$200.00	Varies Per Event, Per Use Parks & Rec Board Set Rates
Registration Fee for Community Event	\$5.00 -\$20.00	Varies Per Event, Per Participant
<i>Note: Fees Dependent on Event Held</i>		

#### Footnotes:

1. A "copy" is either a single-sided copy, or one side of a double-sided copy, on 8.5"x11" or 8.5"x14" paper.
2. A "copy" is either a single-sided copy, or one side of a double-sided copy, on 8.5"x11" or 8.5"x14" paper. Note that a requester may ask for black and white copies even if the original is in color and color copies are available.
3. Including, but not necessarily limited to, non-standard sized documents and blueprints.
4. If a requester asks to receive records which require redactions in electronic format and the agency is unable to securely redact the records by electronic means, an agency may print the records to provide for secure redaction, then scan them in for delivery by email. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.
5. If an agency must print records to send them by facsimile, the agency may charge the fees noted above for B&W copies.
6. If a requester seeks records requiring redaction and the agency is unable to securely redact the records by electronic means, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.
7. If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media, unless the requester specifically requests for the record to be duplicated in the more expensive medium. *See §1307(d)*.
8. This assumes the requester is using his or her own camera, such as a cellphone camera, to photograph the records. *See Muenz v. Township of Reserve, OOR Dkt. AP 2015-1021, 2015 PA O.O.R.D. LEXIS 1176*. If redaction is required prior to the requester being granted access to photograph records and the agency is unable to securely redact the records by electronic means, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.
9. Under the RTKL, an agency may impose "reasonable fees for official certification of copies if the certification is at the behest of the requester and for the purpose of legally verifying the public record." The OOR recommends no more than \$5 per record to certify a public record. Certification fees do not include notarization fees.

#### Additional Notes:

- **Fees May Be Waived:** All fees established herein may be waived at the discretion of the agency.
- **Medium Requested:** A record being provided to a requester shall be provided in the medium requested if it exists in that medium; otherwise, it shall be provided in the medium in which it exists. *See § 701*.
- **Other Statutory Fees:** If a statute other than the RTKL governs the amount an agency may charge for a certain type of record, the other statute controls. For example, a Recorder of Deeds may charge a copy fee of 50 cents per uncertified page and \$1.50 per certified page (42 P.S. § 21051). Police departments may charge up to \$15 for a copy of a vehicle accident report (75 Pa.C.S. §3751 (b)(2)); the Philadelphia Police Department may charge up to \$25 per copy (Id. at (b)(3)). State police are authorized to charge "\$5 for each copy of the Pennsylvania State Police full report of investigation." (75 Pa.C.S. §1956(b)). Other examples include the History Code, the Municipalities Planning Code, and the Criminal History Record Information Act.
- **Inspection of Redacted Records:** If a requester wishes to inspect, rather than receive copies of, records which contain both public and non-public information, the agency may redact the non-public information. An agency may not charge the requester for the redaction itself. However, if an agency is unable to securely redact the records by electronic means, the agency may charge (in accordance with the OOR's Official Fee Schedule) for any copies it must make in order to securely redact the material before allowing the requester to view the records. If, after inspecting the records, the requester chooses to obtain the copies, no additional fee may be charged.
- **Enhanced Electronic Access:** If an agency offers enhanced electronic access to records in addition to making the records accessible for inspection and duplication by a requester, the agency may establish user fees specifically for the provision of the enhanced electronic access. The user fees for enhanced electronic access may be a flat rate, a subscription fee for a period of time, a per-transaction fee, a fee based on the cumulative time of system access, or any other reasonable method and any combination thereof. Such fees shall not be established with the intent or effect of excluding persons from access to records or duplicates thereof or of creating profit for the agency. NOTE: Fees for enhanced electronic access must be reasonable and must be pre-approved by the OOR. Please [submit enhanced electronic access fee requests to the OOR](#).

- **Fee Limitations:** Except as otherwise provided by statute, the RTKL states that no other fees may be imposed unless the agency necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee may be imposed for an agency’s review of a record to determine whether the record is a public record subject to access under the RTKL. No fee may be charged for searching for or retrieval of documents. An agency may not charge staff time or salary for complying with a RTK request. No fee may be charged for an agency’s response letter.
- **Prepayment:** Prior to granting a request for access in accordance with the RTKL, an agency may require a requester to prepay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100. Once the request is fulfilled and prepared for release, the OOR recommends that the agency obtain payment prior to releasing the records.

**Repealer and Adoption:**

This resolution shall supersede all previous Resolutions of the Potter Township Board of Supervisors concerning the fee schedule for the Potter Township Code of Ordinances, and insofar as they are inconsistent herewith, all such previous resolutions are hereby repealed.

This Resolution shall take effect upon adoption.

SUPERVISORS:

ATTEST:

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DATE: January 5, 2026