

**BOROUGH OF SOUDERTON
MONTGOMERY COUNTY, PENNSYLVANIA
RESOLUTION 2025-13**

**A RESOLUTION OF SOUDERTON BOROUGH COUNCIL,
COUNTY OF MONTGOMERY, COMMONWEALTH OF
PENNSYLVANIA, ESTABLISHING A 2026 FEE SCHEDULE**

WHEREAS, The Borough Council of Souderton Borough has established a fee schedule; and

WHEREAS, the fee schedule may be amended; and

NOW THEREFORE, be it resolved that the Borough Council of Souderton Borough hereby amends and adopts the 2026 Fee Schedule as follows:

2026 Fee Schedule

ZONING

Applications to the Zoning Hearing Board for Special Exceptions, Variances, and/or Interpretations (excluding curative amendments) and Conditional Use Applications:

Single-Family Residential	\$575
Multi-Family/Combined Use Structures	\$1,100
Commercial/Industrial/Institutional	\$1,225

***\$175 for each additional or continued hearing**

Curative amendment applications to Souderton Borough Council or the Zoning Hearing Board:

\$3,500 plus additional assessable costs

\$650 plus additional assessable costs for each additional hearing

Application to Borough Council for an amendment to the Zoning Ordinance or for a change of zoning map classification:

\$3,500 plus additional assessable costs

\$650 plus additional assessable costs for each additional hearing

Application to Borough Council for an amendment to the Zoning Ordinance or for a change of zoning map classification for property relocated in a designated redevelopment area:

\$3,500 plus additional assessable costs

\$650 plus additional assessable costs for each additional hearing

Note: No meeting shall extend beyond 10:00pm of the day convened Assessable costs may include transcripts, stenographer, meeting room, solicitor, planning consultants, engineering, professional consulting fees, advertising, and other related expenses.

SUBDIVISION AND LAND DEVELOPMENT

Application Fees:

Sketch Plan -

1 to 9 lots

Non-Refundable Filing Fee - \$525.00
Refundable Escrow Deposit-\$2,500.00

10 or more lots

Non-Refundable Filing Fee - \$775.00
Refundable Escrow Deposit - \$2,500.00

Preliminary/Final Plan -

Residential:

1 to 2 lots/Units

Non-Refundable Filing Fee - \$750.00
Refundable Escrow Deposit - \$6,000.00

3 to 10 lots/Units

Non-Refundable Filing Fee - \$1,000.00
Refundable Escrow Deposit - \$12,000.00

11 to 25 Lots/Units

Non-Refundable Filing Fee - \$1,500.00
Refundable Escrow Deposit- \$14,000.00

26 to 50 Lots/Units

Non-Refundable Filing Fee - \$2,000.00
Refundable Escrow Deposit- \$20,000.00

51 to 75 Lots/Units

Non-Refundable Filing Fee - \$2,500.00
Refundable Escrow Deposit - \$20,000.00

76 to 100 Lots/Units

Non-Refundable Filing Fee - \$3,000.00
Refundable Escrow Deposit- \$20,000.00

Over 100 Lots/Units

Non-Refundable Filing Fee - \$3,000.00
Refundable Escrow Deposit- \$22,000.00

Commercial:

1 to 2 Lots/Units

Non-Refundable Filing Fee - \$1,500.00
Refundable Escrow Deposit - \$12,000.00

3 to 10 Lots/Units

Non-Refundable Filing Fee - \$2,000.00
Refundable Escrow Deposit- \$15,000.00

11 to 25 Lots/Units

Non-Refundable Filing Fee - \$2,500.00
Refundable Escrow Deposit - \$18,000.00

26 to 50 Lots/Units

Non-Refundable Filing Fee - \$3,000.00
Refundable Escrow Deposit - \$18,000.00

51 to 75 Lots/Units

Non-Refundable Filing Fee - \$3,500.00
Refundable Escrow Deposit - \$18,000.00

76 to 100 Lots/Units

Non-Refundable Filing Fee - \$4,000.00
Refundable Escrow Deposit - \$18,000.00

Over 100 Lots/Units

Non-Refundable Filing Fee - \$4,500.00
Refundable Escrow Deposit - \$18,000.00

Industrial:

1 to 2 Lots/Units

Non-Refundable Filing Fee - \$1,500.00
Refundable Escrow Deposit - \$12,000.00

3 to 10 Lots/Units

Non-Refundable Filing Fee- \$2,000.00
Refundable Escrow Deposit - \$15,000.00

11 to 25 Lots/Units

Non-Refundable Filing Fee - \$2,500.00
Refundable Escrow Deposit - \$18,000.00

Over 25 Lots/Units

Non-Refundable Filing Fee - \$3,000.00
Refundable Escrow Deposit - \$18,000.00

Shopping Center:

1 to 2 Lots/Units

Non-Refundable Filing Fee - \$1,500.00
Refundable Escrow Deposit - \$12,000.00

3 to 10 Lots/Units

Non-Refundable Filing Fee - \$2,000.00
Refundable Escrow Deposit - \$15,000.00

11 to 25 Lots/Units

Non-Refundable Filing Fee - \$2,500.00
Refundable Escrow Deposit - \$18,000.00

Other Land Development Additions to Non-Residential Structures:

Up to 2,000 sq. ft.

Non-Refundable Filing Fee - \$1,500.00
Refundable Escrow Deposit - \$12,000.00

2,001-5,000 sq. ft.

Non-Refundable Filing Fee - \$2,000.00
Refundable Escrow Deposit - \$12,000.00

Over 5,000 sq. ft.

Non-Refundable Filing Fee - \$2,500.00
Refundable Escrow Deposit - \$12,000.00

Waiver of Subdivision and Land Development:

Waiver of Subdivision &
Land Development Request

Non-Refundable Filing Fee - \$125.00
Refundable Escrow Deposit - \$ \$2,500.00

The Council of Souderton Borough, in the exercise of its responsibilities, may call upon the services of consultants for engineering, legal service, site design, traffic design, landscape architecture and such other consultants as may be necessary for the review of subdivision and/or land development. Fee for the preparation of Development Agreements and Financial Security Agreements is \$2,500 to be deducted. From Escrow. A 15% administrative charge shall be added to all applicable fees and deducted from the refundable escrow deposit. Any unused portion of the refundable escrow deposit shall be returned to the applicant. Applicants are required to enter into a Professional Service Agreement.

In the event these costs deplete the escrow fund in excess of 80% of the original refundable escrow deposit, and it seems likely that costs will run in excess of the unused portion, the Borough reserves the right to require an additional escrow deposit up to the original refundable escrow amount. This amount shall be paid when requested before further review of the proposed development plan. At the time of each filing, applicant's planner, architect and/or engineer shall certify that the submission is complete and, in a form acceptable for review.

Site Development Plan and/or Drainage Review Plan (Non-SLD):

Residential	Non-Refundable Filing Fee - \$125.00 Refundable Escrow Deposit- \$2,000.00
Non-Residential	Non-Refundable Filing Fee - \$125.00 Refundable Escrow Deposit - \$4,000.00

Souderton Borough may require the submission of a site plan, per Chapters 542 and 554, as amended, when it is determined that the services of engineering, legal, and other consultants are necessary for adequate and thorough review and inspection of a development plan. Examples of when a site plan may be required include, but are not limited to, the construction of a new dwelling, the expansion of an existing dwelling, or the construction of stormwater management facilities. A 15% administrative charge shall be added to all applicable fees and deducted from the refundable escrow deposit. Any unused portion of the refundable escrow deposit shall be returned to the applicant. Applicants are required to enter into a Professional Service Agreement.

Stormwater management plans are required in accordance with Chapters 542 and 554 as amended.

In the event these costs deplete the escrow fund in excess of 80% of the original escrow deposit, and it seems likely that costs will run in excess of the unused portion, the Borough reserves the right to require an additional escrow deposit up to the original escrow amount. This escrow deposit shall be paid when requested before further review of the proposed plan. Any unused portion of the refundable escrow shall be returned to the applicant.

Professional Service Fee:

Refundable Escrow Deposit - \$2,500.00

This fee is applicable whenever engineering, legal, or other professional review of a plan and/or application is deemed necessary by the Borough, or requested by the applicant, and the fee for such review is not covered under any other section of this resolution. A 15% administrative charge shall be added to all applicable fees and deducted from the refundable escrow deposit. Any unused portion of the refundable escrow deposit shall be returned to the applicant. Applicants are required to enter into a Professional Service Agreement.

Appeal to the Indian Valley Regional Appeals Board: PA Uniform Construction Code-

\$550 plus additional costs as defined by the Appeals Board

CERTIFICATE OF OCCUPANCY PERMITS

Sale or changes in occupancy of Residential, Commercial and Industrial Units:

Sewer Certification	\$35
Trash Certification	\$35
Single Family Residential Fee	\$150
Re-Inspection fee if 2nd Inspection is required	\$75

Multi- Family	\$170 for two units
3 units	\$190 for three units
4 units	\$210 for four units
Re-Inspection fee if 2nd Inspection is required	\$75 per unit

Commercial & Multi Family over 4 units, up to 2,000 sq. feet.	\$170
Additional fee if greater than 2,000 sq. feet	\$0.50 per sq. ft.

Temporary Construction Office or Storage Container <i>*Valid for 1 year, may be renewed once</i>	\$200
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RENTAL AND BUSINESS LICENSING AND INSPECTIONS

Annual Rental Registration	\$75 per building per year
Rental Inspection (Every 2 years) <i>*Inspection is billed annually at \$37.50 per year per unit</i>	\$75 per inspected rental unit
Business License (Every 2 years)	\$125 per business
Boarding Rooms	\$75 per building + \$25 per room annually

PENALTY FOR WORKING WITHOUT PERMITS

WORK COMMENCING BEFORE PERMIT ISSUANCE: Any person who commences work before obtaining the necessary permits shall be subject to **100% of the usual permit fee in addition to the required permit fees.**

PLAN REVIEW

Residential Plan Review (additions, alterations, decks, new construction) - \$150 per submission
(includes Mechanical, Electrical, and Plumbing)

Commercial Plan Review (new construction) - \$12.50 per 100 gross square feet - \$650 minimum
(includes Building, Energy, Accessibility, Mechanical, Electrical, and Plumbing)

Commercial Plan Review (renovations, alterations, change of use) - \$12.50 per 100 gross square feet -
\$300 minimum (includes Building, Energy, Accessibility, Mechanical, Electrical, and Plumbing)

BUILDING PERMITS (PLUS \$4.50 STATE FEE REQUIRED)

Residential permits for new \$550 base plus \$0.25 per square foot
single-family dwellings, single family
semi-detached dwellings, townhouses,
duplex dwellings, multi-family dwellings
and garden apartments. Square footage
calculation includes basement and garage.

Residential Addition or Alterations \$250 base plus \$0.25 per square foot

Recreational Impact Fee (New residential construction per dwelling unit) \$1,250

Commercial and Mixed-Use Recreational Impact Fee

Commercial and Mixed-Use New Construction

\$1,250 base plus \$0.75 per square foot

\$750 base plus \$0.45 per square foot

Commercial Alterations or Tenant Fit Out

\$325 base plus \$0.45 per square foot

Accessibility New Construction & \$325 base fee up to 2,000 square feet

Additions up to 2,000 square feet

Additional \$0.10 per square feet over 2,000 square feet

Decks and Patios \$175

Accessory Structures with Foundations \$150 base plus \$0.35 per square fo

PLUMBING PERMITS (PLUS \$4.50 STATE FEE REQUIRED)

Residential Alterations up to 500 sq. ft.	\$175 + \$0.25 per sq ft over 500 sq ft.
Sump Pump	\$75
Lateral (Replacement Only)	\$175
Commercial, Industrial, Institutional Inspections	\$250
Commercial Alterations up to 2,000 sq. ft.	\$290 + \$0.35 per sq. ft. over 2,000 sq. ft.
Grease Trap per Fixture	\$290

ELECTRICAL PERMITS (PLUS \$4.50 STATE FEE REQUIRED)

Residential single family up to 400-amp service	\$290
Residential 401amps to 600 amps <i>(Third Party Inspection Required)</i>	\$350
Residential Alterations up to 500 square feet	\$175
Up to 200 Amp Service new/replace or repair	\$105
Each additional meter base	\$25
HVAC wiring	\$125
Generator up to 20kw <i>(20kw and over price quoted after plan review)</i>	\$275
Solar project up to 10kw <i>(\$20 addition fee for 10kw or fraction thereof)</i>	\$350
Temporary Service up to 200 amp	\$175
Temporary Service 200 amp to 400 amp	\$250
Residential Fire/Burglar Alarm System	\$75
Commercial Alterations up to 2000 sq ft	\$290.00 + \$0.35 per sq ft over 2,000
Commercial Electrical Inspections – up to 100 devices	\$250
100 devices and more	\$450
Services (double rates for 3 phase) – up to 200 AMP	\$150
201 to 600 AMP	\$300
over 600 AMP	\$400

400-600amps Service (new/replace or repair)	\$205
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SWIMMING POOLS, HOT TUBS/SPAS PERMITS (PLUS \$4.50 STATE FEE REQUIRED)

Above Ground	\$250
In-Ground	\$450
Hot Tub/Spa	\$175

MECHANICAL PERMITS (PLUS \$4.50 STATE FEE REQUIRED)

Residential HVAC System	\$250
Residential replacement unit (no ductwork)	\$175
Residential Gas or Wood Fireplace, Wood Stove or Pellet Stove	\$175
Commercial HVAC System up to 2,000 square feet	\$290
<u>(Commercial HVAC System over 2,000 square feet add \$0.35 per square foot)</u>	
Commercial replacement unit (no duct work)	\$225
Commercial Hood with Fire Suppression	\$300
	\$250
Commercial Hood	
	\$250
Commercial Inspection	

FIRE PROTECTION PERMITS (PLUS \$4.50 STATE FEE REQUIRED)

Residential Fire Sprinkler (Single Family Detached & Semi Detached)	\$345
Residential Fire Sprinkler (Multi- Family Dwellings)	\$250 per unit
Residential Sprinkler Modification	\$80 base + \$10 per head
Commercial Fire Sprinkler	\$600 base + \$15 per head
Commercial Sprinkler Modification up to 10 heads	\$80 base + \$15 per head
Commercial Sprinkler Modification (11-20 heads)	\$150 base + \$15 per head
<u>(If more than 20 heads are modified in any system it will be considered a new system)</u>	

SIGNS

Business, Commercial, Industrial, Residential	\$150
Illuminated signs	\$275

DEMOLITION PERMIT (PLUS \$4.50 STATE FEE REQUIRED)

Includes both Demolition and Relocation of Structures.

Residential Structure \$175 base fee
up to 1,000 square feet
(additional square footage add \$0.25 per square foot)

**Commercial/Industrial/
Institutional Structure** \$290 base fee
up to 2,000 square feet
(additional square footage add \$0.85 per square footage)

Note: DEP Approval required on demolishment of any commercial building

MISCELLANEOUS PERMITS

Fence Installation or Replacement	\$125.00
Sidewalk Installation	\$125.00
Curb	\$125 base+ \$5.00 per linear foot
Driveway New or Enlargement of Existing	\$175
Driveway Re-pavement of Existing	\$125.00
Sheds	\$ 175.00
Skill Game Machines	
Annual charge per machine	\$100.00

HIGHWAY OCCUPANCY PERMIT -ROAD OPENING PERMITS

HOP 3X5 Per Opening	\$125.00
HOP Trenching	\$20 per linear foot change
HOP Sidewalk	\$125

MUNICIPAL CLAIMS AND LIENS (including sewer and trash)

Notice Expenses. A charge, not to exceed \$50, plus postage, shall be added to the unpaid claim for providing notice of delinquency pursuant to § 7106 of the Municipal Claims and Tax Liens Act. Souderton Borough may hire a private company to perform this service and add the amount of this charge to the unpaid claim.

Attorney Fees.

Initial review and sending first legal demand letter	\$175.00
File Lien and prepare Satisfaction	\$250.00
Prepare Writ of Scire Facias	\$250.00
Prepare and mail letter under Pa. R.C.P. 237.1	\$50.00
Prepare Default Judgment	\$175.00
Research, prepare and obtain re-issued Writ	\$175.00
Prepare Praecipe to Amend Prepare	\$100.00
Motion to Amend	\$150.00
Prepare Motion for Alternate Service	\$250.00
Prepare Motion to Consolidate Claims	\$250.00
Amend claim to add United States as defendant	\$250.00
Prepare Writ of Execution	\$800.00
Preparation for sheriff's sale; review schedule of distribution and resolve distribution issues	\$400.00
Prepare Motion to Continue Sheriff's Sale	\$50.00
Prepare Petition for Free and Clear Sale	\$400.00
Preparation and service of Subpoena	\$100.00
Presentation of Motion or Petition	\$50.00
Services not covered above	At an hourly rate between \$75.00-\$275.00 per hour

Collection Fees.

Validation notice	\$ 25.00 per notice
Notice of delinquent claim and fee shifting	\$40.00 per notice, plus applicable postage
Bookkeeping fee for payment plan of 3 months or less	\$25.00
Bookkeeping fee for payment plan of more than 3 months	\$50.00
Handling fee for returned check	\$50

In addition to the Collection Fees set forth above, the amount of out-of-pocket charges, costs, expenses, commissions and fees incurred in connection with the filing, preservation and collection of the Sewer and Trash Claims, including, but not limited to, prothonotary fees and charges, sheriff fees and charges, postage expenses, title search expenses, vehicle identification number (VIN) search expenses, skip tracing and/or other investigatory service expenses, and the costs, fees, charges and/or expenses arising out of any payment by any credit card, debit card or any other payment medium, are hereby approved and shall be included, upon incurrence, together with the applicable Unpaid Claim/Lien.

TRASH/SANITATION

Trash/Refuse Fee per Residential	2025 Tote Accounts - \$508.00
Household Curbside Pick-Up	2025 Bag Accounts - \$214.00
	2025 Hardship Discount- \$380.00

MISCELLANEOUS FEES

Copy Fee	\$0.25/ page
Returned Check Fee	\$50
Billable Equipment Rates	Per FEMA'S Equipment Rate Schedule 2025 Version
Billable Parts & Materials	At Borough Cost
Court Reporting Fees	At Borough Cost
Recording Fees	At Borough Cost
Public Works Laborer	\$80 per hour

POLICE DEPARTMENT

Fines

Violation of Parking Regulations	\$20
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Multimedia

Digital Photograph- first image	\$30
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Digital Photograph- additional images	\$10/each
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Video Recording	\$100/each
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Flash Drive Traffic Crash Photo Images	\$100/each
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Reports- Crash & Incident

Initial State Report	\$15
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Supplemental Accident Reports	\$5/per page
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Initial Crime Report	\$15
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Supplemental Pages for Report	\$5/per page
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Special Duty

Officer	\$100/hr.
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Police Vehicle	\$25/hr.
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Solicitation Permits (Transient Merchants)

Monthly (4 week permit)	\$10
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CEMETERY

\$900/ grave
\$1,600/2 graves (couple)
\$3,200/ 4 graves (family)
\$6,400/ plot (8 graves)

POOL

2026 Souderton Community Pool Membership 460 Wile Avenue, Souderton	Souderton Borough Resident (PROOF OF RESIDENCY REQUIRED)	Non-Resident Community Member
Definition of Family: Includes adults and children who permanently reside at your home address.		
2 Person Family Membership	\$250.00	\$350.00
3 Person Family Membership	\$325.00	\$450.00
4 Person Family Membership	\$400.00	\$550.00
5 Person Family Membership	\$475.00	\$650.00
6 Person Family Membership	\$550.00	\$750.00
7 Person Family Membership	\$625.00	\$850.00
8 Person Family Membership	\$700.00	\$950.00
9 Person Family Membership	\$775.00	\$1,050.00
10 Person Family Membership	\$850.00 Additional \$75.00	\$1,150.00 Additional \$100.00
Individual Membership	\$150.00	\$200.00
Individual Swim Team Membership	\$105.00	\$135.00
Senior Citizen All Day Membership (60+)	\$125.00	\$175.00

	Daily Rates	
Monday - Friday	Ages	Admission- 1pm to Close
Regular	7 - 64	\$20.00
Child/ Senior	6 & under and 65+	\$10.00
Weekend & Holidays	Ages	Admission- 1pm to Close
Regular	7 - 64	\$25.00
Child/ Senior	6 & under and 65 +	\$15.00

Facility Rentals

Activity Room at Pool Complex

Room Rental

Resident - \$150/ two hours

Non-Resident - \$200/ two hours

Invited Guest Admission Rate

Ages 3-9 & Seniors - \$10.00

Ages 9-64 - \$15.00

Rotary Park Pavilion Rental

	<u>Resident</u>	<u>Non-Resident</u>
Weekday (1/2 Day)	\$65	\$150
Weekday (Full Day)	\$105	\$275
Weekend (1/2 Day)	\$75	\$200
Weekend (Full Day)	\$150	\$375

Additional Rates	
Large Group (100-499 attendees)	\$250
Large Group Rate (500+ attendees)	\$500
Kitchen Rental	\$150
Band Shell Rental	\$400
Police Coverage (If Applicable)	\$100/ hour
Other	TBD

Other Pavilion Rentals

	<u>Resident</u>	<u>Non-Resident</u>
Weekday (1/2 Day)	\$25	\$40
Weekday (Full Day)	\$40	\$70
Weekend (1/2 Day)	\$50	\$75
Weekend (Full Day)	\$75	\$125

RESOLVED by the Borough Council of the Borough of Souderton this
1st day of December 2025

BOROUGH OF SOUDERTON

By: Tracy W. Burke
Tracy W. Burke, President

Attest: Sara E. Jarrett-Eaton
Sara E. Jarrett-Eaton, Borough Secretary

APPROVED this 1st day of December, 2025

Daniel L. Yocum
Daniel L. Yocum, Mayor