



ZONING PERMIT APPLICATION INSTRUCTIONS

Dear Zoning Permit Applicant,

I have enclosed the following applications to obtain a Zoning Permit. Along with the completed application(s) and fee(s) (see attached fee schedule) please forward a copy of the following supplemental information (indicated by a check). Instructions regarding additional permits required by Section 4 below are contained in the respective permit application packages.

1. Plot Plan:

- ☐ A. Dimensions and shape of property being built upon.
- ☐ B. Copy of deed for which improvements are proposed (Upon Request).
- ☐ C. Size and location of all existing and proposed buildings, structures, or signs.
- ☐ D. Setbacks to proposed and if applicable existing structures on the property.
- ☐ E. Parking spaces provided and/or loading facilities.

2. Construction drawings:

- ☐ A. Detailed floor plan.
- ☐ B. Construction drawings and details or detailed scope of work.
- ☐ C. Elevations of proposed structure indicating overall height.

3. Miscellaneous Information:

- ☐ A. Public Sewer Connection/On-lot Sewage Disposal Permit
 - ☐ Contact Public Sewer Authority
 - ☐ On-lot Sewage Disposal
 - Contact William Brior, SEO at 570-384-3408
- ☐ B. Contractors estimate or estimated cost by property owner.

4. Additional Permits/Information (If required) – applications enclosed for checked items.

- ☐ A. Driveway Permit
- ☐ B. Well Permit
- ☐ C. Street Opening Permit
- ☐ D. Occupancy Permit
(Note: An occupancy permit must be issued prior to occupying a structure for residential use.)
- ☐ E. Uniform Construction Code Permit(s)
- ☐ F. Moving Permit
- ☐ G. Other _____

PLEASE NOTE THE FOLLOWING:

1. Non-residential construction may require Land Development Plan approval prior to approval of UCC Permit.
2. Obtain E&S Approval, when required from the Schuylkill Conservation District (570-622-3742).

When is an Erosion and Sediment Control (E&SC) Plan needed?

- As per the Chapter 102 Erosion and Sedimentation Control Regulations, development of an erosion and sediment control plan is required for all earth disturbances of 5,000 square feet or greater, earth disturbances in High Quality or Exceptional Value watersheds, or if other DEP permits require it. This would also include timber harvesting activities, which must submit a timber harvest E&SC plan.
 - Projects having less than 5,000 square feet of earth disturbance are still required to develop, implement, and maintain erosion and sediment control best management practices (BMPs). They are only exempt from having a written plan. Additionally, persons proposing timber harvesting activities or road maintenance that disturb twenty-five (25) or more acres must apply for an Erosion and Sediment Control Permit.
 - Projects that disturb 1 acre or more require a National Pollutant Discharge Elimination System (NPDES) permit for Stormwater Discharges Associated with Construction Activities. As part of this permit, an approved E&SC plan is required.
3. The Zoning Permit shall be issued or refused within thirty (30) days from the date of application. If refused, the applicant may request a Hearing before the Zoning Hearing Board. The application for this request can be obtained by contacting the undersigned.
 4. There is a thirty-day appeal period afforded for all permits issued. Any work undertaken within the thirty-day period is at the risk of the applicant/permit holder. The municipality or ARRO Consulting, Inc. is not liable for monetary or other damages stemming from a successful appeal of a permit.
 5. The Zoning and/or Building Permit shall expire within six months if the permitted work has not begun or after two (2) years if the work has not been completed.
 6. Additional permit requests may be required as part of the proposed construction activities and issuance of other permits required by the municipality. The issuances of Zoning Permits do not individually authorize the start of construction until all other required permits are approved and obtained.
 7. The Zoning Officer will make compliance inspections during the construction process to determine compliance with all permits and ordinances. **Right of entry for inspection of the improvements is a condition attached to all permits issued.**
 8. Failure to present true and correct information on any and all applications may result in the revocation of all permits.

9. Incomplete or missing application information and/or incomplete plan submittals will delay permit processing.
10. **We will contact you with the amount of the fees due upon receipt of the plans and applications.**
11. Once the permit is approved, the approved information will be **forwarded via email** unless specified otherwise. The issued permit must be posted in a conspicuous place on the premises.

ALL APPLICATIONS AND FEES CAN BE FORWARDED TO:

ARRO Consulting, Inc.	OR	Cass Township
1239 Centre Turnpike		1209 Valley Road
Orwigsburg, PA 17961		Pottsville, PA 17901

ALL FEES MUST BE PAID BY CHECK OR MONEY ORDER (Cash will not be accepted.)

ALL ZONING FEE CHECKS MUST BE MADE PAYABLE TO: "CASS TOWNSHIP"

If you have any questions regarding the Zoning Application, please do not hesitate to contact us at **570.366.9534 or shannon.darker@arroconsulting.com**

ZONING PERMIT APPLICATION

Fee: \$ _____

PERMIT # _____ - _____ - **Z**

Paid: _____

1. Type of Improvement☐ Erect a Structure ☐ Add to a Structure ☐ Add a Use ☐ Change a Use/Occupancy**2. Present use of structure or property:** _____**3. Proposed use of structure or property:** _____**4. Site Location of Property:** _____
(Complete Address Required)**5. Lot Size:** _____ **6. Zoning District:** _____**7. Tax Parcel # (located on tax bill above name):** _____ - _____ - _____**8. Work Description:** _____

Length:	Width:	Height:
Stories:	Floor Area:	Parking Spaces:
Sewage Permit#:	Type of Sewer (Public / Onsite)	Type of Water (Public / Onsite)
Estimated Cost:	Located in floodplain (Y/N)	
Impervious coverage (SF):	Building coverage (SF):	
Area Being Disturbed:		
Contractor:	Address:	Phone#:
		Email:

9. Property Plan – REQUIRED (Use attached sheet or separate sheet)☐ Attached is a dimensioned plan of the proposed work and parcel indicating north, property lines, streets, easements, right-of-ways, existing structures, proposed structures, existing setbacks, proposed setbacks, size of proposed and existing structures.**10. Applicant Information:**

Applicant:	Address:	Phone #:
		Email:
Owner:	Address:	Phone #:
		Email:

I, the Undersigned, do hereby certify that the information contained in this application is true and correct and that the proposed work, as outlined will conform to the standards of all applicable ordinances / regulations. In addition, I have reviewed and agree to all items contained in the Application Supplement provided by the municipality with this Application.

11. Signature: _____ **Date:** _____**(FOR ZONING OFFICE USE ONLY)**Application is hereby: APPROVED ☐ DENIED ☐ INCOMPLETE ☐

Remarks: _____

Approved by: _____, Zoning Officer Date: _____

Resolution No. 2021-01

CASS TOWNSHIP
Schuylkill County, Pennsylvania

FEE SCHEDULE

WHEREAS, the Board of Supervisors of Cass Township, Schuylkill County, Pennsylvania, wishes to adopt a schedule of fees pursuant to the requirements of the Second Class Township Code, the Pennsylvania Municipalities Planning Code, the Uniform Construction Code, and the Township Zoning Ordinance;

WHEREAS, the Board of Supervisors find the fees set forth in this Resolution necessary and reasonable for the administration and enforcement of the Cass Township Ordinances, including, but not limited to the Cass Township Code of Ordinances; and

NOW THEREFORE, be it resolved by the Board of Supervisors of Cass Township, that the following fee schedule is hereby established:

I. Building Permits and Inspections

A. Residential Fee Schedule Sheet

1. Individual Inspections / Residential Additions (> 1000 sf):

Plan Review	\$100.00	=	_____
Footer Inspection	\$65.00	=	_____
Foundation Inspection	\$65.00	=	_____
Framing Inspection	\$65.00	=	_____
Wallboard Inspection	\$75.00	=	_____
Rough Plumbing Inspection	\$75.00	=	_____
Rough Electrical Inspection	\$75.00	=	_____
Rough Mechanical Inspection	\$75.00	=	_____
Combo Inspections	\$75.00	=	_____
Insulation Inspection	\$75.00	=	_____
Final Inspection / COO	\$100.00	=	_____

Sub Total (Individual) = _____

2. SF Home base fee \$770.00 = _____

SF Home >2000 SF but <5000 SF + _____
SF EXCEEDING 2000 (X .35)

SF Home >5000 SF + _____
DO NOT ADD TO ANY OTHER FEE (X .42)

Sub Total (SF Home) = _____

3. Specific Projects:

Decks & Porches	\$150.00	=	_____
In Ground Pool	\$125.00	=	_____

Above Ground Pool	\$75.00	=	_____
Pool & Deck	\$150.00	=	_____
Residential Addition (2 story or > 200 sf)	\$400.00	=	_____
Residential Addition (1 story and < 200 sf)	\$300.00	=	_____
Residential Addition (> 1000 sf)	See Section A		
Electrical Service Inspection	\$85.00	=	_____
Manufactured Home (Single)	\$200.00	=	_____
Manufactured Home (Double)	\$300.00	=	_____
Industrialized Home	\$400.00	=	_____
Demolition	\$100.00	=	_____

Sub Total (Specific) = _____

Government Surcharge \$4.50 = \$4.50

Total Permit Fee = _____

MAKE CHECK PAYABLE TO: ARRO CONSULTING, INC.

FOR OFFICE USE ONLY: CHECK # _____
RECEIVED ON _____ BY _____

Municipal Fee: = NONE

B. Commercial Fee Schedule Sheet

<u>SERVICE</u>	<u>UNIT PRICE</u>
1. New Construction and Additions - Base Fee	\$0.31/ SqFt
Remodeling (see definition below) - Base Fee	\$0.21/ SqFt

All Plan Reviews and Inspections required on the standard Commercial Submittal Sheet are included in these permit fees.

Note: Special Inspections required by IBC are at Owners Expense.

See Worksheet below to calculate Building Permit and Sub-category fees.

2. Alterations or Repairs to electrical, gas, mechanical or plumbing installations.
 - a. Single Event Permit (one inspection only)
\$200.00
 - b. Annual Permit
\$200.00
(Inspections in each appropriate discipline are also required)
3. Follow-up Inspections for Incomplete or Compliance Inspections for Annual Permit or Single Event Permits requiring additional inspections (per trip) \$100.00
4. Meeting attendance/Hearing attendance \$102.00
5. Next Day Mail Service \$25.00

6. Other services - Provided at No Charge to the Client:
Telephone calls, correspondence, mileage, postage

COMMERCIAL BUILDING PERMIT FEE WORKSHEET

A. Project or Building Area _____ SqFt
(Minimum 3000SqFt)

B. Usage Group Factor X _____

C. Base Fee X \$ _____

D. Building Permit Fee (BPF) \$ _____

E. Mechanical Permit Fee 0.25 X \$ _____
(BPF) = \$ _____

F. Plumbing Permit Fee 0.25 X \$ _____
(BPF) = \$ _____

G. Accessibility/Energy Permit Fee 0.25 X \$ _____
(BPF) = \$ _____

H. Electrical Permit Fee 0.30 X \$ _____
(BPF) = \$ _____

I. DCED Fee (Currently \$4.50) + \$ 4.50

J. **TOTAL COMMERCIAL BUILDING PERMIT FEE** = \$ _____
(Fee Payable to ARRO Consulting, Inc.)

K. **10% Municipal Administrative Fee** (fee payable to Cass Township) \$ _____
(10% Calculated on Total Listed in J. above)

THE BUILDING PERMIT FEE IS PAYABLE TO ARRO CONSULTING, INC. The applicant's calculation of fees associated with the UCC applications will be verified by the Building Code Official. ARRO Consulting, Inc. will contact the applicant for all fee submittals. Fees are not required to be provided at the time of submitting the application. Fees must be paid by check or money order. Cash cannot be accepted. All fees are non-refundable. Mail or deliver all UCC Applications, Plans and supporting documents to: ARRO Consulting, Inc., 1239 Centre Turnpike, Orwigsburg, PA 17961.

Usage Group Factors

Factor	Usage Group
2.0	I2
1.6	A1
1.5	(A3-Churches), I3
1.2	A2, A4, (A3-nonchurch), A5 B, E, H5, I1, I4, R1, R4
1.0	R2, R3
0.9	M
0.7	F1, F2, H1, H2, H3, H4, S1, S2
0.5	U

Usage Group definitions per Chapter 3 of current International Building Code.

A Assembly

- A-1 Theaters
- A-2 Restaurants
- A-3 Worship, recreation and amusement
- A-4 Indoor Sports
- A-5 Outdoor Sports

B Business

E Education

F Factory

- F-1 Moderate Hazard
- F-2 Low Hazard

H High Hazard

- H-1 Detonation Hazard
- H-2 Deflagration or Accelerated burning
- H-3 Readily support combustion
- H-4 Health hazards
- H-5 Semiconductor fabrication

I Institutional

- I-1 Ambulatory
- I-2 Hospital
- I-3 Prison
- I-4 Day Care

M Mercantile

R Residential

- R-1 Hotel
- R-1 Apartment House
- R-3 One & Two Family
- R-4 Assisted Living

S Storage

- S-1 Moderate Hazard
- S-2 Low Hazard

U Utility & Misc

C. Hearing Fees:

1. Building Code Appeals Board **\$750 Deposit** A refund or invoice for actual expenses (administration, advertising, professional fees, etc.) will be sent to the applicant after all costs are determined.
2. Mileage – will be charged as noted and will be at the State Approved Rate.

II. Zoning Permit Fee Schedule

SINGLE FAMILY RESIDENTIAL DWELLING

0 - 3,000 sq. ft. of living space..... \$200.00
Plus \$25.00 for every additional 500 sq. ft.

RESIDENTIAL AND AGRICULTURAL ADDITIONS

0 - 1,000 sq. ft. \$200.00
Plus \$50.00 for every additional 1,500 sq. ft.

RESIDENTIAL AND AGRICULTURAL ACCESSORY STRUCTURES

Less than 121 sq. ft. \$35.00
121 – 1,000 sq. ft. \$75.00
Plus \$25.00 for every additional 1,000 sq. ft.
Accessory structures under 100 sq. ft. do not require a zoning permit

MULTI-FAMILY DWELLING UNITS (per unit)..... \$200.00

**MOBILE HOME PARKS/RECREATION VEHICLE PARKS-
PER UNIT/LOT..... \$200.00**

HOME OCCUPATIONS..... \$150.00

**INDUSTRIAL/COMMERCIAL/INSTITUTIONAL USES AND/OR
STRUCTURES..... \$1,000.00 PLUS**
\$30.00 for each 1,000 sq. ft. of building space

**ADDITIONS TO INDUSTRIAL/COMMERCIAL/INSTITUTIONAL
STRUCTURES..... \$500.00 PLUS**
\$30.00 for each 1,000 sq. ft. of building space

OTHER INDUSTRIAL/COMMERCIAL/INSTITUTIONAL USES:

PUBLIC USES AND/OR STRUCTURES

(NEW OR ADDITIONS)..... \$100.00

SURFACE MINING OR QUARRYING OPERATIONS

(all types) \$1,000.00 **PLUS**
\$5.00 per acre

SUBSURFACE MINING PERMITS..... \$200.00

JUNK YARDS \$6,000.00 **PLUS**
\$25.00 per acre

WASTE DISPOSAL/PROCESSING ACTIVITIES: The permit fees listed below shall be applicable to activities pertaining to profit business engaged in the principal business of disposing of or processing or regulated waste. Regulated waste shall be those wastes defined in the Pennsylvania Solid Waste Management Act, Act 97 of 1980, and the Municipal Waste Planning, Recycling and Waste Reduction Act, Act 101 of 1988, as municipal solid waste, construction/demolition waste, chemotherapeutic waste, or industrial residual waste.

INCINERATORS/LANDFILLS \$30,000.00 **PLUS**
\$5.00 per ton as permitted by Department of Environmental Protection (DEP) on a daily basis

TRANSFER STATION/COMPOSTING FACILITIES \$15,000.00 **PLUS**
\$40.00 per ton as permitted by DEP on a daily basis

GAS/OIL EXTRACTION \$30,000.00

SIGNS – ON PREMISES \$200.00 **PLUS**
\$2.00 per sq. ft.

**SIGNS – OUTDOOR ADVERTISEMENT,
OFF PREMISES** \$750.00 **PLUS**
\$2.00 per sq. ft.

CERTIFICATE OF ZONING COMPLIANCE \$75.00

CERTIFICATE OF NON-CONFORMITY..... \$75.00

ZONING AMENDMENT \$1,000.00 **PLUS**
any costs in excess of the application fee including notice and advertising costs, stenographer appearance fee, transcript fee, professional consulting fees, and necessary administrative overhead in connection with the hearing. An escrow account of \$2,000.00 must be established with the Township at the time of making application,

which escrow will be applied toward the application fee, costs of the hearing, and amendment to zoning map, if applicable. Any excess will be refunded to the applicant within sixty (60) days from the conclusion of the hearing.

ZONING HEARING APPLICATIONS (VARIANCES, SPECIAL EXCEPTIONS AND APPEALS) \$500.00 PLUS
any permitted reimbursable costs in excess of the application fee, including compensation of the secretary and members of the zoning hearing board, notice, advertising and re-advertising costs, one-half the stenographer appearance fee, and necessary administrative overhead in connection with the zoning hearing.

CONDITIONAL USE APPLICATIONS (APPEALS TO THE BOARD OF SUPERVISORS).....\$500.00 PLUS
any permitted reimbursable costs in excess of the application fee, including compensation of the secretary, notice, advertising and re-advertising costs, one-half the stenographer appearance fee, and necessary administrative overhead in connection with the hearing.

III. OTHER PERMITS:

- (a) Driveway Application Fees
 - Residential.....\$ 50.00
 - Non-residential.....\$100.00

- (b) Road Openings/Cuts/Bores.....\$125.00 **PLUS**
the amount of the financial guarantee for performance and maintenance shall be in the amount as calculated based upon the procedures outlined under the Cass Township Subdivision and Land Development Ordinance (SALDO).

- (c) In addition to the permit fees for driveways, road openings, cuts and bores, the applicant or developer shall individually and jointly be responsible for paying all inspection fees, if any, incurred by the Township. The Township may also establish an escrow deposit with a minimum of \$250.00 for old construction and \$500.00 for new construction when inspections are anticipated by the Township. Unused escrow balances will be refunded to the applicant or developer following satisfactory completion of work.

AS TO ALL TYPES OF PERMITS:

FEES FOR PERMITS OBTAINED AFTER COMMENCEMENT OF ANY ACTIVITY FOR WHICH A PERMIT IS REQUIRED SHALL BE THREE (3) TIMES THE AMOUNT OF THE ORIGINAL FEE.

CASH WILL NOT BE ACCEPTED.

FEES ARE NON-REFUNDABLE.

MAKE CHECK OR MONEY ORDER PAYABLE TO TOWNSHIP OF CASS

MAIL CHECK OR MONEY ORDER WITH ZONING PERMIT APPLICATION TO:

ARRO Consulting, Inc.
1239 Centre Turnpike
Orwisburg, PA 17961

IV. Subdivision and Land Development Fees

A. APPLICATION FEES:

MINOR SUBDIVISION.....\$500.00

MAJOR SUBDIVISION.....\$750.00 PLUS
\$50.00 for each lot or dwelling in the subject plan

LAND DEVELOPMENT.....\$500.00

B. ESCROW FEES:

**Schedule I – Fees: Subdivision (All Land Uses) and Land Development
(Residential Use Only)**

Number of Lots or Units Including <u>Residue Units</u>	Professional Fees <u>Escrow</u>
1 - 2	\$300
3 – 5	\$600
6 – 25	\$1,000
26 – 49	\$1,500
50 – 99	\$2,000
100 – 199	\$2,500
200 and over	Add \$1,000 for each 100 lots/units or part thereof over 199

**Schedule II – Fees: Commercial, Industrial, Institutional, Public and Quasi Public
(Land Development Only)**

Area to be Disturbed by <u>Development</u>	Professional Fees <u>Escrow</u>
--------------------------------------------------	------------------------------------

Under 2 acres	\$800
2 to under 8 acres	\$1,600
8 to under 15 acres	\$2,500
15 to under 30 acres	\$5,000
30 to under 50 acres	\$7,500
50 to under 100 acres	\$10,000
100 acres & over	Add \$2,000 for each 50 acres or part thereof over 10 acres

NOTE:

Review fees for revised agreements, plans and calculations will be billed to applicant by the Township on a time and material basis at the Township Engineer's/Solicitor's current billing rate.

Inspection fees will be billed to the applicant and/or developer by the Township on a time and material basis at the Township Engineer's current billing rate. Construction inspections will be performed during all critical times of construction as defined in the SALDO with the applicant and/or developer being responsible for the inspection costs.

The above fees do not include the fee required for the post construction inspection fund. This fee, inclusive of the preparation of escrow estimates and agreement preparation, will be determined on a project-by-project basis and is required to be paid prior to release of the final plan to the developer for recording.

Plans will not be accepted for review by the Township without the appropriate fee and the required number of plans.

Plans required to follow standard procedure (Sketch, Preliminary and Final Plan Stages) but labeled as a Final Plan shall be required to submit all fees as though submission is of standard procedure (Sketch, Preliminary and Final Plan Fees) subject to acceptance by the Planning Commission of a Plan labeled as Final Plan as the initial submission.

Any submission/request not listed elsewhere in this fee schedule requiring a planning commission meeting requires a \$500 fee. If a professional's review and meeting attendance is required the minimum escrow fee is \$300 for residential submissions and \$500 for commercial/industrial submissions. Subsequent Planning Commission meetings require \$250/meeting fee.

For subdivisions and/or developments that transcend the boundary limits of the Township, only those lots which are located entirely or partially within the limits of Cass Township shall be considered when determining appropriate review fees. The entire disturbed area within a lot shall be considered when determining appropriate Schedule II Review Fees whether or not the disturbed area lies entirely within Township limits.

All required County Plan Review Fees shall be paid at the time of plan submission to the Township.

Improvements. The preparation and review of improvements agreements will be billed independently of the subdivision review fee on an hourly basis in accordance with the current schedule.

Improvements inspections. Any inspection requested by the Township of the improvements of any approved subdivision or land development will be conducted on an hourly rate basis in accordance with the current Township Engineer fee schedule as determined in the Improvement Agreement.

Money in escrow is for reimbursement of Cass Township for any and all engineering or legal or other expenses incurred by the Township, in processing the Sketch, Preliminary and Final Plans. As soon as this escrow account decreases by fifty percent (50%), the Applicant shall make payment in an amount necessary to fully fund the account. Within thirty (30) days after the recording of the Subdivision or Land Development Plan, as applicable, with the Recorder of Deeds and the payment of all Township engineering, legal and other expenses incurred by the Township, the Applicant may submit a written request to the Township Treasurer for a refund of the unused escrow account. If the written request is not received within thirty (30) days of the recording on the Plan, the escrow funds are forfeited to the Township. Money held in escrow will not be returned until all invoices from the Township Engineer and Solicitor have been received by the Township and paid by the Applicant. The Solicitor's and Engineer's invoices are submitted to the Township every thirty (30) days.

If applicant requests a special meeting for the sake of expediting the subdivision review and the Township agrees to such a request, the applicant shall pay for all advertising costs for requested meeting.

DULY PRESENTED AND ADOPTED, by the Township Supervisors of Cass Township at a public meeting held on the 27th day of January, 2021. This Resolution replaces all prior resolutions.

BY: Brenda M Helt
Chairperson

Elaine Brennan
Vice Chairperson

[Signature]
Supervisor

SEAL

[Signature]
ATTEST: Township Manager