



PAUPACK TOWNSHIP SUPERVISORS

WAYNE COUNTY
25 DANIELS ROAD
LAKEVILLE, PA 18438

Paupack Township

Wayne County Pennsylvania

RESOLUTION NUMBER 2026-5

ZONING, SUBDIVISION, LAND DEVELOPMENT & SHORT-TERM RENTAL

SCHEDULE OF FEES

RESOLUTION ENACTING AND ESTABLISHING A FEE SCHEDULE AND COLLECTION PROCEDURE FOR PERMITS, HEARINGS, VARIANCE REQUESTS, CURATIVE AMENDMENTS, AND GENERAL HEARINGS REQUIRED AND/OR PROVIDED FOR UNDER THE PAUPACK TOWNSHIP SUBDIVISION AND LAND DEVELOPMENT ORDINANCE, THE PAUPACK TOWNSHIP ZONING ORDINANCE AND/OR VARIOUS PROVISIONS CONTAINED WITHIN ACT 247 OF THE PENNSYLVANINA MUNICIPALITIES PLANNING CODE AS AMENDED.

WHEREAS, The Board of Supervisors of Paupack Township, Wayne County, Pennsylvania, has previously enacted Resolution 2026-5 for the establishment of a fee schedule and collection procedure for zoning permits, subdivision and land development applications, special permits, variance requests, and curative amendments, and

WHEREAS, The Board of Supervisors of Paupack Township, Wayne County, Pennsylvania, is desirous of rescinding the prior Resolution and enacting and adopting the following fee schedule as herein set forth;

NOW THEREFORE BE IT RESOLVED that the enclosed fee schedule shall apply as indicated herein:

FOLLOWING ARE ALL OF THE VARIOUS ACTIVITIES WITH ASSOCIATED FEES AS DEFINED BY THE TOWNSHIP OF PAUPACK, WAYNE COUNTY, PA:

ACTIVITY – ZONING	TOWNSHIP FEE
(1) Residential Principal Structures	\$300.00
(2) Residential Additions to Principal Structures	\$150.00
(3) Residential Detached Accessory Structures	\$100.00
<i>Any structure greater than 5 feet in height, or</i>	
<i>Any structure greater than 32 sf in floor area</i>	
(4) Residential Additions to Detached Structures	\$100.00
(5) Residential Detached Accessory Structures < 100 sf.....	\$ 75.00
(6) Residential Multi-Family Structures (per Unit)	\$150.00
<i>Requires Land Development Approval</i>	
(7) Agricultural Structures	Exempt
(8) Commercial Principal Structures	\$350.00
<i> (\$.08 per sf or \$350.00 whichever is greater)</i>	
<i>Requires Land Development Approval</i>	
(9) Commercial Additions to Principal Structures	\$200.00
<i> (\$.05 per sf or \$200 whichever is greater)</i>	
(10) Commercial Accessory Structures	\$150.00
<i> (\$.05 per sf or \$150 whichever is greater)</i>	
(11) Sign Permits, (New and Changes)	\$100.00
(12) <u>Certificates of Use:</u>	
*a. Commercial Conditional Use Application	\$750.00
*b. Residential Conditional Use Application	\$500.00
c. Change in Residential Use – HO	\$ 75.00
d. Reissuance of a Certificate of Use	\$ 50.00
e. Residential Temporary Certificate of Use	\$ 50.00 (less than 30 days)
f. Commercial Temporary Certificate of Use	\$100.00 (30 days or more)
(13) Late Filing Fee: (Projects commenced prior to approval)	Twice the Applicable Fee
(14) Curative Amendment Application Fee.....	\$350.00 see note*
(15) Zoning Hearing Board (Variance or Special Exception)	\$500.00 see note*

**NOTE: In addition to the application fee of \$500.00 dollars required to be submitted at the time of the application to Paupack Township. In addition, the applicant is required to pay hearing cost associated with legal notice publication, certified mailing and stenographer fees at the time of the scheduled hearing. The Township may require a deposit of not more than \$500.00 to cover costs of additional hearing dates and hearing costs. The Paupack Zoning Hearing Board and /or the Paupack Township Board of Supervisors shall be empowered to require a deposit not in excess of \$500.00 for anticipated stenographic fees and related advertising costs pursuant to the Township Ordinances and/or resolutions and/or Act 247, the Pennsylvania Municipal Planning Code.*

GENERAL NOTE: Any re-inspection required due to insufficient or erroneous information provided on any zoning application shall require an additional fee charged in the amount of one hundred dollars \$100.00

FOLLOWING ARE ALL OF THE VARIOUS ACTIVITIES WITH ASSOCIATED FEES AS DEFINED BY THE TOWNSHIP OF PAUPACK, WAYNE COUNTY, PA:

<u>ACTIVITY – SUBDIVISION</u>	<u>CTY. FEE</u>	<u>TWP. FEE</u>
(1) Minor Sketch Plan Fee (2 lots)	\$75.00	\$ 25.00
a. An additional fee of \$15 charged for each additional lot		
b. Wayne County. of Planning Review fee established by County of Wayne		
(2) Minor Sketch Plan Fee (2 lots)	\$100.00	\$100.00
a. An additional fee of \$15 charged for each additional lot		
b. Wayne County. of Planning Review fee established by County of Wayne		
(3) Lot Combination Plan Fee (2 lots to 1)	\$ 75.00	\$ 75.00
a. An additional fee of \$50 charged for 3-10 combined lots		
b. An additional fee of \$7.50 charged for each lot thereafter		
c. Wayne County. of Planning Review fee established by County of Wayne		
(4) Change to Existing Lot Lines	\$ 75.00	\$ 75.00
a. An additional fee of \$50 charged for 3-10 combined lots		
b. Wayne County. of Planning Review fee established by County of Wayne		
(5) Un-Subdivision – 1 st Lot Fee	\$ 75.00	\$ 75.00
a. Add \$50 for each additional lot (2-10)		
b. Add \$ 7.50 for each lot thereafter		
c. Wayne County. of Planning Review fee established by County of Wayne		
(6) Major Subdivision Fee	\$200.00	\$200.00
a. Add the following additional fees as applicable:		
<u>Number of Lots</u> <u>Each Lot</u> <i>(Fees required at time of Final Approval)</i>		
11-50	\$ 70.00	
51-100	\$ 65.00	
101-200	\$ 60.00	
201-250	\$ 55.00	
251-Plus	\$ 50.00	
(Wayne County. of Planning Review fee established by County of Wayne)		
(7) Minor Subdivision Fee	\$150.00	\$150.00
a. Add the following additional fees as applicable:		
<u>Number of Lots</u> <u>Each Lot</u> <i>(Fees required at time of Final Approval)</i>		
2-10	\$ 55.00	
11-50	\$ 50.00	
51-100	\$ 45.00	
101-200	\$ 40.00	
201-250	\$ 35.00	
251-Plus	\$ 30.00	
(Wayne County. of Planning Review fee established by County of Wayne)		
(8) Residential Land Development Plan Fee	\$ 75.00	\$ 50.00/Unit
a. Required for Residential 2 Family Dwelling Units / Multi-Family Units		
b. (Wayne County. of Planning Review fee established by County of Wayne)		
(9) Commercial Land Development Plan	\$200.00	\$200.00

- a. Required for New Commercial Principal Structures & Applicable Accessory Structures
 - b. Add \$30.00 per 1/10th of an Acre of impervious surface in excess of the first acre
 - c. (Wayne County. of Planning Review fee established by County of Wayne)
- (10) Public Hearing scheduled by the Board of Supervisors or the Planning Commission to receive input on a specific subdivision, land development, conditional use or modification request \$150.00
- (11) Annual Inspection Fee \$ 75.00*

ENGINEERING REVIEW FEES:

For major subdivision or land development applications, the applicant shall pay the entire bona fide cost incurred by the Township of Paupack, Wayne County for the work required by the Township’s engineer in attending meetings, reviewing, inspecting and preparing any report and recommendation related to the application as submitted. One thousand dollars (\$1000.00) or 3% of the cost of required improvements, whichever is larger, shall be submitted as a deposit at the time application for preliminary approval is made. The engineering review fee shall be used by the Township to pay for services of the Township engineer designated to inspect the required improvements. The cost of required improvements shall be established by submission to the Township of a bona fide bid or bid(s) from the contractor or contractors chosen by the applicant, or in the absence of such bona fide bid(s), the cost shall be established by an estimate prepared by the Township engineer.

If the amount of money submitted as the engineering review fee is not sufficient to cover the bona fide cost incurred by the Township’s engineer in performance of their review, inspection and preparation of a final report and recommendation, including cost that may have been incurred during the preliminary plan approval, prior to final approval, the applicant shall submit such additional fee as shall be required to cover those bona fide cost in their entirety. The Township shall have the power to recover the difference between the bona fide costs and the fee submitted by appropriate legal and equitable remedies.

If the amount of money submitted as the engineering review fee is in excess of the bona fide cost incurred by the Township’s engineer in performance of their review, inspection and preparation of a final report and recommendation, including cost that may have been incurred during the preliminary plan approval, the unused portion shall be returned to the applicant after action on the final plan has been taken.

The fees identified above for the Curative Amendment, Variance, Special Exception and Conditional Use provides for a hearing extending not longer than one-half of a day (maximum of 4 hours), a similar fee shall be charged to the applicant for each one-half day or any part thereof over and above the first one-half day hearing. **Cost 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 Paupack Township Zoning Hearing Board and/or the Paupack Township Board of Supervisors 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:*

ACTIVITY- SHORT-TERM RENTAL

TOWNSHIP. FEE

- (1) Short-Term Rental Fee \$1200.00
a. Additional Fees from STR Compliance Officer, Zoning Officer, SEO, or the Building Inspector will be subtracted from this fee
b. Additional charges associated with the Conditional Use Process may apply

NOW THEREFORE BE IT RESOLVED, this 5th day of January, 2026
by the Board of Supervisors of Paupack Township, Wayne County, Pennsylvania,
by a vote of three (3) votes to zero (0) no.

ATTEST: 
Maureen Camasta,
Secretary, Treasurer

SIGNED: 
Bruce Chandler,
Chairperson


James Martin,
Vice-Chairperson


Robert Boogertman,
Supervisor



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