

**SUMMIT HILL BOROUGH
SCHEDULE OF FEES FOR 2026
RESOLUTION NO. 02-2026**

A RESOLUTION OF THE GOVERNING BOARD OF SUMMIT HILL BOROUGH, CARBON COUNTY, PENNSYLVANIA, ESTABLISHING AND ADOPTING A SCHEDULE OF FEES FOR MUNICIPAL SERVICES, PERMITS, LICENSES AND OTHER CHARGES.

WHEREAS, the governing body of the Summit Hill Borough, Carbon County, is authorized by applicable law to establish fees for municipal services, permits, licenses, applications, and other matters; and

WHEREAS, it is necessary and appropriate to periodically review and update such fees to ensure that the costs of providing municipal services are properly recovered and that the fee structure is clear, uniform, and transparent; and

WHEREAS, the governing body desires to adopt a comprehensive schedule listing all fees charged by the municipality, by department and service; and

WHEREAS, the governing body finds that adoption of a consolidated fee schedule promotes efficiency, accountability, and ease of administration.

NOW, THEREFORE, BE IT RESOLVED by the Summit Hill Borough, Carbon County, Commonwealth of Pennsylvania, and it is hereby resolved as follows:

1. Adoption of Fee Schedule

The schedule of fees attached hereto as Exhibit "A", entitled "*Municipal Fee Schedule*," is hereby adopted and approved as the official fee schedule of the municipality.

2. Scope of Fees

The fee schedule shall include, but not be limited to, fees charged by the following departments or functions, as applicable:

- Administration
- Police Department
- Zoning
- Building Permits and Inspections
- Planning Commission
- Zoning Hearing Board
- Sanitation and Sewer Transmission Services
- Rental, use, or reservation of municipal facilities
- Any other services or activities for which fees are authorized by law

3. Supersession of Prior Resolutions

All prior resolutions or parts of resolutions establishing fees that are inconsistent with this Resolution and the attached fee schedule are hereby repealed and superseded.

4. Amendments

The governing body may amend the fee schedule from time to time by resolution, and any such amendment shall become effective on the date specified therein.

5. Effective Date

This Resolution and the fees set forth in Exhibit "A" shall take effect as of the date of adoption.

6. Severability

If any provision of this Resolution is declared invalid or unenforceable by a court of competent jurisdiction, such determination shall not affect the validity of the remaining provisions.

BOROUGH OF SUMMIT HILL

Attest: _____
Kira Steber, Secretary

BY: _____
Joseph Weber, Vice President

APPROVED this 10th day of February 2026.

Karen Ruzicka, Mayor

EXHIBIT "A"
MUNICIPAL FEE SCHEDULE
(Adopted by Resolution No. 02-2026)

All fees listed below are effective as of January 1, 2026, unless otherwise amended by resolution of the governing body.

ADMINISTRATIVE FEES

<u>Description</u>	<u>Fee</u>
Debit/Credit Card Convenience Fee	3.25% of payment
Returned Check Fee	\$ 25.00 per check

BUILDING PERMITS – RESIDENTIAL AND COMMERCIAL

<u>Description</u>	<u>Fee</u>
Inspection Fees and Plan Review	See attached Lehigh Engineering Fee Schedule
Building/General Permit Fee	See attached Lehigh Engineering Fee Schedule
Electrical Permit Fee	See attached Lehigh Engineering Fee Schedule
Plumbing Permit Fee	See attached Lehigh Engineering Fee Schedule
Mechanical Permit Fee	See attached Lehigh Engineering Fee Schedule
Additional/Miscellaneous Fees	See attached Lehigh Engineering Fee Schedule

CIVIL SERVICE – POLICE

<u>Description</u>	<u>Fee</u>
Application Fee	\$ 50.00

DUMPSTER

<u>Description</u>	<u>Fee</u>
- 20 Yard Dumpster (valid for 30 days)	\$ 30.00
- 40 Yard Dumpster (valid for 30 days)	\$ 40.00
- 60 Yard Dumpster (valid for 30 days)	\$ 50.00

GARBAGE COLLECTION

<u>Description</u>	<u>Fee</u>
Quarterly Fee	\$ 120.00
Delinquent Account Fee	20% of face amount of bill

HEARING FEES

<u>Description</u>	<u>Fee</u>
Appeals Board	\$
Planning Commission	\$ 250.00
Zoning Hearing Board	\$ 500.00

MOVING

Description	Fee
Application Fee to Move In or Out of Town	\$ 10.00
Application Fee to Move Within Town	No Charge

POLICE DEPARTMENT

Description	Fee
Police Report (Incident/Accident)	\$ 15.00
Parking Ticket (Base Fine)	\$ 25.00

RENTAL INSPECTION

Description	Fee
Residential Rental License	
- Initial Rental License Fee	\$ 105.00
- Renewal Fee	\$ 105.00
- Reinstatement Fee	\$ 105.00
Residential Rental Inspection	
- Rental Inspection Fee	\$ 205.00
- Reinspection Fee for Failed Inspection or Renewals	\$ 100.00

RENTAL OF PROPERTY/BUILDINGS/PARKS

Description	Fee
Community Center	
- Security Deposit (refundable)	\$ 100.00
Weekday Rates:	
- Half Day (4 hours)	\$ 100.00
- Full Day (8 hours)	\$ 200.00
Weekend Rates:	
- Half Day (4 hours)	\$ 125.00
- Full Day (8 hours)	\$ 250.00

Pavilion – Ginder Field

- Security Deposit (refundable)	\$ 100.00
- Residents of Summit Hill Borough	\$ 50.00
- Non-Residents of Summit Hill Borough	\$ 100.00

RIGHT TO KNOW REQUESTS

Description	Fee
Right-to-Know Request (per state law)	As Permitted by Law

SALE OF PUBLICATIONS

Description	Fee
Zoning Book	\$ 35.00
Zoning Map	\$ 8.00

SEWER TRANSMISSION

Description	Fee
Sewer Transmission Fee (yearly)	\$ 100.00
Delinquent Account	10% of face amount of bill

SPECIAL PURPOSE PARKING

<u>Description</u>	<u>Fee</u>
Handicap Parking	
- Initial Application Fee (non-refundable)	\$ 25.00
- Installation Fee (for approved permits)	\$ 150.00
- Renewal Fee (for renewed approved permits)	\$ 50.00
Special Purpose Parking	
- Initial Application Fee (non-refundable)	\$ 25.00
- Approved Parking Space with Sign	\$ 150.00 plus costs per sign for customization of sign as quoted by sign company
- Renewal Fee (for renewed approved permits)	\$ 50.00
Line Painting for Garages and Off-Street Parking	\$ 50.00

STREET OPENING

<u>Description</u>	<u>Fee</u>
Opening Less than Thirty-Two (32) Square feet	\$ 700.00
Opening More than Thirty-Two (32) Square feet	\$1,400.00

ZONING

Description	Fee
Zoning Permit	
- Cost of Project \$0 - \$5,000	\$ 40.00
- Cost of Project \$5,001 - \$10,000	\$ 60.00
- Cost of Project \$10,001 – \$100,000	\$ 80.00
- Cost of Project over \$100,000	\$ 80.00 plus \$2.00 per every \$10,000 Max Fee is \$2,000.00