

**CODE OF ORDINANCES**  
**of the**  
**BOROUGH OF POTTSTOWN**  
**Montgomery County, Pennsylvania**

**Published by Authority of the Borough**

**Adopted April 12, 1993**

**Revised Through December 26, 2007**

**GENERAL CODE**

**[www.generalcode.com](http://www.generalcode.com)**

**This Code was originally published in April 1993 by the former Penns Valley Publishers and is currently being updated by General Code.**

Revised Through:

1/10/1994

1/9/1995

12/18/1995

3/10/1997

11/10/1997

12/30/1998

12/29/1999

12/29/2000

12/18/2001

12/19/2002

12/29/2003

12/29/2004

12/29/2005

1/8/2007

12/26/2007

**OFFICIALS**  
**of the**  
**BOROUGH OF POTTSTOWN**

County of Montgomery  
Pennsylvania

**ELECTED OFFICIALS**

Mayor

Sharon V. Thomas

**Council**

President

David G. Garner

Vice President

Gregory M. Berry

Mark S. Gibson

Maureen K. Allen

Michael D. Wenzel

Stephen M. Toroney

Jody L. Rhoads

Tax Collector

Barbara A. Toroney

**APPOINTED OFFICIALS**

Manager

Raymond W. Lopez

Assistant Borough Manager

Jason M. Bobst

Secretary

Virginia L. Takach

Treasurer

Robert M. Armelin

Solicitor

Charles D. Garner, Jr.

**FEE RESOLUTION**

1. Fees.

ADULT BUSINESSES (13, §705) [Res. 8/9/1999D]

Application and investigation fee to accompany application for adult business license (whether for a new license or for renewal of an existing license)	\$1,500.00
Annual adult business license fee	\$750.00
Annual application, investigation and license fee for business employee license	\$250.00

CODE ENFORCEMENT

Appeals to the Construction Code Board of Appeals [Res. 2005-27]

Appeal Where a Hearing is Requested	\$850.00
Appeal Where No Hearing is Requested	\$200.00

Electrical [Res. 2003-36; Res. 2007-1]

Apprentice Electricians License	\$35.00 per year
Electrical Examination (Master)	\$60.00 per year
Journeyman Electricians License	\$50.00 per year
Master Electrician Application License	\$75.00 per year

New Construction; Residential, Commercial and Industrial (1, §214)

Construction or Activity Prior to Issuance of Permit, License or Certificate [Res. 2000-9]

The application fee for permits, licenses or inspections and/or certificates issued after construction or activity has been initiated shall be twice the amount of the required fee for that particular permit, license or certificate or \$250.00, whichever amount is less. It is the intent of this resolution to include certificates for use and occupancy, certificates or permits for property transfer and rental inspections.

Construction Permit	\$50.00 for first \$2,000 and then 1½% [ <u>Res. 2003-36; Res. 2007-1</u> ]
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Demolition Permits [Res. 8/12/1996; Res. 2007-1]

First 1,000 square feet	\$115.00
Each additional 500 square feet or fraction thereof	\$40.00
Demolition for garages/sheds with no service connections	\$40.00 with 1% fee over \$2,000.00 demolition cost

Renovations and Accessory Structures [ <u>Res. 2007-1</u> ]	
Accessory structures, such as garages, sheds, barns, gazebos, pools, decks, fences, etc., and additions thereon	\$50.00 for the first \$2,000 and then 1½%
Use and Occupancy Permits [ <u>Res. 2003-36</u> ; <u>Res. 2007-1</u> ]	
Residential Addition	\$60.00 upon completion
New Residential Building (per dwelling unit)	\$100.00 upon completion
Industrial/Commercial/Nonresidential	\$150.00 upon completion
Industrial/Commercial/Nonresidential Additions	\$115.00 upon completion
Plumbing [ <u>Res. 2003-36</u> ; <u>Res. 2007-1</u> ]	
Apprentice License (5, §419)	\$35.00 per year
Journeyman License	\$50.00 per year
Master Plumber (Nonresident) (5, §420)	\$75.00 per year
Plumbing License (5, §403)	\$75.00 per year
Plumbing Examination (5, §414)	\$60.00
Plumbing Examination (Journeyman's) (5, §414)	\$35.00
Reregistration Fee (Master Plumber) (5, §418)	\$75.00 per year
Reregistration Fee (Journeyman Plumber) (5, §418)	\$50.00 per year
Sewer Fee (lateral)	\$30.00 per service
Repair/Replace Water Service Line	\$30.00 per service
All Fixtures, Traps, Appliances, etc.	
New Fixture	\$15.00 per item
Replacement Fixture	\$10.00 per item
Basic Inspection Fee	\$35.00 [ <u>Res. 2003-36</u> ; <u>Res. 2007-1</u> ]
Fee When a Property Owner or a Property Owner's Representative Fails to Attend a Scheduled Inspection Appointment with the Borough Code Enforcement Department Without Providing at Least 2 Hours' Advance Notice of Their Inability to Attend the Inspection Meeting	\$25.00 [ <u>Res. 2006-15</u> ]
Rough-in and Final Inspections	\$25.00 [ <u>Res. 8/12/1996</u> ; <u>Res. 2007-1</u> ]
<b>FIRE MARSHALL INSPECTION FEE</b>	
Apartment Buildings	
1-5 Units	\$25.00
6-15 Units	\$35.00
16 or More Units	\$50.00

Auto Wrecking Yards/Scrap Yards	\$121.00
Bonfires/Open Burning - Plus cost of Fire Dept. standby	\$50.00 permit
1 pumper, 2 men	\$35.00 per hour
Bowling Lanes - Refinishing Using Flammable Liquids or Materials	\$121.00 per occasion
Child/Adult Day Care	
Class A - 100 Plus	\$110.00
Class B - 7-99	\$83.00
Class C - 1-6	\$28.00
Circuses/Carnivals - Permit and Inspection	\$55.00
Class "A" Combustible Storage	
Over 2,500 Square Feet	\$121.00
2,500 Square Feet or Less	\$61.00
Compressed Gas For Medical Oxygen Tanks (initial inspection)	\$30.00
Demolition	
Fee:	2% of demolition costs, but not less than \$25.00
Welding or Burning Required	\$50.00
Plus a Pumper and 2 Men	\$35.00 per hour
Dormitories - (Off Campus), Group Homes	
Class A - over 50	\$125.00
Class B - 0-50	\$50.00
Dry Cleaning Operations	\$30.00
Dust Explosion Hazard	\$121.00
Educational Institutions:	
Public and Private Schools - Per Building	\$50.00
Colleges, Universities, Business Schools	
Class "A" 1,500 Students and Up	\$825.00
Class "B" 1,000 to 1,499	\$400.00
Class "C" 0 to 999	\$200.00
Explosive, Ammunition, Blasting Agents - Storage	\$132.00
Fire Reports	\$25.00
Fireworks Display/Storage	\$39.00
(Plus Cost of 1 Truck and 2 men)	\$35.00 per hour

Flammable and Combustible Liquids Storage Tank Farms (Bulk Storage) 660 Plus Gallons	\$132.00
Flammable and Combustible Liquids Storage Less than 660 Gallons - Tank Farms Not Included	\$91.00
Fumigations/Insect Fogging Operations	\$30.00
Garages/Auto Repair	\$39.00
Hazard Production Material Facilities	\$363.00
Hazardous Materials/Chemicals Stored, Shipped, Handled	\$150.00
Hazardous Materials - Registered Sites	\$363.00

Helicopter Landing Standby

Fee:

A fee of \$128.00 shall be billed only to a third party insurance carrier for all emergency situations where the Fire Department is required to be present for a helicopter landing and/or take-off within the Borough of Pottstown.

A fee of \$138.00 per hour shall be billed for all nonemergency situations where the Fire Department is required to be present for a helicopter landing and/or take-off within the Borough of Pottstown.

Heliports	\$121.00
High Rise Buildings/75 Feet and Up	\$50.00
Hospitals, Nursing Homes, Rehabilitation Centers and Other "I" Groups not set elsewhere.	
Class A - 601 beds and up	\$550.00
Class B - 401-600	\$450.00
Class C - 201-400	\$350.00
Class D - 0-200	\$258.00
Hotels/Motels	
3 floors or less	\$61.00
Industries	
0-50 Employees	\$50.00
51-150 Employees	\$75.00
151 or More Employees	\$125.00
Knitting Mills/Cotton	\$121.00
L.P. Gas Installation - 500 to 2,000 Water Gallons	
Fee for Installation	\$30.00
Yearly Fee Thereafter	\$18.00

L.P. Gas Installation - Less than 500 Water Gallons	
Per Installation	\$30.00
L.P. Gas Installation - More than 2,000 Water Gallons	
Fee For Installation	\$121.00
Yearly Fee Thereafter	\$18.00
Lumber Yards/Woodworking Operations	\$61.00
Machine Shops/Metal Turning Operations	\$61.00
Magnesium Handling Processes	\$121.00
Material Storage (Warehouses, etc.)	\$121.00
Mixed Uses	Highest Scheduled Fee
Organic Coatings Operations	\$121.00
Paint Removal/Portable Torch	
Commercial	\$50.00
Residential	\$30.00
Pesticide Display and Storage	\$121.00
Photos	
Ordinary Fire	\$5.00 each
Fire with Fatalities	\$10.00 each
Places of Assembly	
Class A - 1,000 Plus	\$300.00
Class B - 300-999	\$165.00
Class C - 50-299	\$110.00
Class D - Less than 50	\$55.00
Radioactive Materials	\$121.00
Retail Stores/Commercial Operations	\$61.00
Spray Painting/Undercoating Operations	121.00
Storage of Cylinders and Containers (Including Nonmedical Gases)	
5 or Less	\$30.00
Over 5 and Less Than 20	\$61.00
Over 20	\$121.00
Storage of Matches	\$121.00
Tent Shows over 500 square feet - 1 week or less	\$30.00
Theaters - No Stage	\$121.00
Use of Open Flames at Performance (plus cost of 1 firefighter)	\$30.00

Unstable Materials	\$121.00
Waste Material Plants	\$121.00
Water Reactive Materials	\$121.00
Welding and Cutting (Industrial) Initial Start-Up	\$100.00
FIRE POLICE (If Borough Covers W.C.)	\$5.00
GRADING AND EXCAVATING [ <u>Res. 2002-16</u> ]	
Base Grading Permit Fee	\$100.00
Engineering, Review and Inspection Fees	
Area of Disturbance	
Less than 1,000 square feet	\$350.00
1,000 to 5,000 square feet	\$500.00 plus \$25.00 per 1,000 sq. ft.
Greater than 5,000 square feet	\$750.00 plus \$20.00 per 1,000 sq. ft.

The Borough reserves the right to impose additional fees for engineering, review and inspection costs over and above the established fee to ensure proper review of the plan and inspection of the project and certification of proper completion. Any monies remaining in the engineering, review and inspection fee shall be refunded to the applicant upon written request of the applicant.

HAZARDOUS MATERIAL CLEAN-UP (10, §211) [Res. 7/12/1999B]

Residual Highway Waste Cleanup:

Per passenger car and/or truck to 1½ ton rating	\$25.00
Per truck over 1½ ton rating or special use vehicles	\$50.00 plus the cost of the material used
Hazardous spill, control and/or cleanup (to include fuel oil)	\$100.00 per unit, plus cost of materials used

HOUSING [Res. 2002-32]

Licensing Fees for Rental Units

Licensing Fee	\$65.00 if unit is a single-family dwelling; \$50.00 for all other units (apartments) [ <u>Res. 2007-1</u> ]
Reinspection	\$35.00 per rental unit [ <u>Res. 2007-1</u> ]
Reinstatement fee for residential rental license	\$50.00 per unit
Registration fee for parcel containing at least one residential unit	
Time Period to Register	
October 1, 2002 through February 28, 2003	No Fee

March 1, 2003 through April 30, 2003	\$25.00
May 1, 2003 through June 30, 2003	\$50.00
July 1, 2003 through September 30, 2003	\$75.00
October 1, 2003 and any time thereafter	\$100.00

KENNEL BOARDING [Res. 2002-41]

First time a dog is held in kennel	\$15.00 penalty plus \$5.00 per day boarding fee
Second time same dog is held in kennel	\$15.00 penalty plus \$10.00 per day boarding fee
Third time same dog is held in kennel	Citation issued (no penalty) plus \$15.00 per day boarding fee

LAND DEVELOPMENT APPLICATION - See SUBDIVISION LICENSES, PERMITS AND GENERAL BUSINESS REGULATIONS

Alarm Device Business License (13, §103)	\$75.00 [Res. 2003-36; Res. 2007-1]
Amusement Machines	\$70.00 per year, per machine [Res. 2003-36]
Auction House License (13, §301)	\$50.00 per year
Bill-Posting License (13, §301)	No charge
Blasting License	\$10.00
Bottled Gas License	\$75.00 per year [Res. 2003-36; Res. 2007-1]
Cable T.V. Application Fee (13, §291)	
Cable T.V. Rates (13, Part 2) [Res. 12/30/1998]	
Broadcast Time - Programs	
\$45.00 per ½ hour for any program with no advertising or profit-making promotion	
\$80.00 per ½ hour for any program with advertising, profit-making promotion or solicitation of funds	
Cablecast Time - Commercials	
\$7.00 per airing during nightly run (ROS) 1 month minimum (10 x per week - \$70 per week)	

Productions - Commercials

\$200 :30 Spot covers shooting and editing of commercial (Additional requirements for production may result in additional expenses.) Rights to the commercial are jointly held by RCTV and the producer/client. If client wishes to air the commercial anywhere else, there is a \$250 buyout.

Productions

\$200 ½ hour studio talk show (includes 3 cameras, crew and 4 cablecast airings. (Additional requirements for production may result in additional expenses.)

\$325 ½ hour location program (includes 1 camera, crew and 4 cablecast airings. (Additional requirements for production may result in additional expenses; i.e., travel, added crew member or production equipment.)

NOTE: The above rates are to be used for guideline purpose only. PCTV reserves the right to offer discounted rates for long term bookings, special promotions and wherever PCTV deems it to be in its best interest. If the client desires, PCTV will quote any and all production charges prior to shooting based on accurate client information.

The above quotes are for airings on PCTV only. All rights to any production using PCTV's facilities are jointly hold by PCTV and the producer/client. If the client wishes to air their production on any other cable system, they must buyout all rights to the production. Rates for buyout are negotiable based on the actual production.

Circus License (13, §301)

1 ring \$43.00 per day

(More than 1 ring) \$86.00 per day

Wild West shows or more than 1 ring \$200.00 per day

Coin and Vending Machine License \$35.00 [Res. 2003-36]

Contractor License (General) \$75.00 [Res. 2003-36; Res. 2007-1]

Dry Cleaners License \$50.00 per year

False Alarm Charges (13, §104)

Central Alarm Facility

False Fire Alarm \$300.00

Service Fee per Installation \$5.00

Privately and Locally Monitored

False Fire Alarm \$300.00

False Police Alarm \$15.00

Fortune Tellers (13, §301) \$50.00 per day

Garage License	\$75.00 per year [Res. 2007-1]
Jukebox License Fee (13, §301)	\$70.00 per machine [Res. 2003-36]
Junkyard License	\$65.00 per year [Res. 2007-1]
Oil Burner Service License	\$60.00 per year [Res. 2003-36]
Flyer Distribution [Res. 2005-17]	\$25.00 per person per day
Pawnbroker License (13, §301)	\$50.00 per year
Pinball Machine License (13, §301)	\$70.00 per year [Res. 2003-36]
Refrigeration License	\$75.00 per year [Res. 2003-36; Res. 2007-1]
Sample Merchants and Solicitors License (13, §301)	\$65.00 per year [Res. 2007-1]
Towing Business License (13, 301)	
First Class	\$200.00 per year; plus \$50.00 per tow truck or towing vehicle
Second Class	\$50.00 per year
Transient Retail Merchants License	
By Vehicle (13, §301)	\$250.00 per year
Semi-Permanent Location (13, §301)	\$345.00 per month
Without Permanent Residence in Borough (13, §301)	\$345.00 per day
For all permits that require inspections, an additional refundable deposit of \$100.00 shall be paid at the time of submission of the permit application. This \$100.00 deposit shall insure guarantee of final inspection and shall be fully refunded after final inspection associated with the issuance of the permit upon request of the applicant. [Res. 2007-1]	
PARKING [Res. 2005-17]	
Handicap Space Application	\$10.00
Handicap Space Signs and Paintings	\$125.00
Residential Permit	\$0.00
Administrative Fee for Individuals Who Fail to Properly Display Residential Permit Parking Permits	\$5.00 [Res. 2007-1]
This fee shall be imposed on individuals whether or not any additional citation or ticket is issued.	
Temporary Restriction Signs	\$1.00
PARADE/ASSEMBLY PERMIT	
Parade/Assembly/Functions Requiring Borough Street Closing Permit [Res. 2005-17]	\$100.00
PHOTOCOPYING CHARGES	

POLICE SERVICES, AUXILIARY

Bicycles (3, §102)	
Registration and Tagging	\$1.00
Duplicate Registration Card	\$0.50
Escort Services (1, §317)	\$10.00 per hour
Security Functions on School Property (4 hours minimum) (1, §321)	\$50.00 per hour [Res. 2005-17]
Outside Services (1, §321)	\$60.00 per hour [Res. 2003-36]
Motor Vehicle Accident Reports	\$15.00
Police Service Costs (10, §202)	\$36.00 for each response
Police Reports	\$15.00 [Res. 2003- 36]
Outside Agency Incarceration	\$100.00 [Res. 2003-36]
False Alarm Fee	\$60.00 per alarm [Res. 2005-17; Res. 2007-1]
Employment Related Fingerprinting	\$25.00 [Res. 2003- 36]
Blocking of Parking Spaces with Trash Dumpsters [Res. 2005-17]	
10-Yard Dumpster	\$2.00 per day
15-Yard Dumpster	\$3.50 per day
20-Yard Dumpster	\$5.00 per day
30-Yard Dumpster	\$7.50 per day
Investigation in Accident Reports for Black and White Digital Photograph Copy	\$5.00 per b/w photograph
	\$10.00 per colored photograph [Res. 2003-36]
Local Record Check	\$10.00 [Res. 2003- 36]
Holding cells, per prisoner, per occupancy (to other municipalities) <sup>1</sup>	\$75.00 [Res. 4/8/1996]
Fire Police	\$10.00/hour per officer [Res. 2005-17]
Testing, Entry Level Police Officer	\$35.00 [Res. 2005-17]
False 911 Calls	\$10.00 per occurrence [Res. 2005-17]
Unpaid Parking Tickets After 10 Days	\$5.00 additional [Res. 2005-17]
Live Scan Processing	\$100.00 per prisoner per occurrence [Res. 2005-17]

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<sup>1</sup> Editor's Note: Res. 4/8/1996, §3, requires "All municipalities who have prisoners in the holding cells of the Borough of Pottstown shall be required to execute a release and hold harmless agreement deemed acceptable by the Borough."

Video Arraignments	\$50.00 per prisoner per occurrence [Res. 2005-17]
Intoxilyzer/BAC Datamaster Tests	\$50.00 per prisoner per occurrence [Res. 2005-17]
Barricade Use [Res. 2005-17]	
Wooden Barricade	\$0.50 per day
Metal Barricade	\$1.00 per day
PROPERTY MAINTENANCE [Res. 2002-41]	
Hourly Fee, Per Worker	\$25.88, with a minimum charge of 1 hour, with a minimum charge of \$30.00 for overhead [Res. 2006-15]
Application Fee requiring Borough approval prior to recording any deed	\$15.00 [Res. 2003-36]
In addition, the fee for all work associated with removal of trash and refuse as contemplated by Chapter 20, §312(A) shall be the greater of the hourly rate per worker times the actual time incurred or 1 hour. [Res. 2006-15]	
PROPERTY TRANSFER USE AND OCCUPANCY INSPECTION	
Residential Rental License	\$65.00 for a single-family dwelling; \$50.00 for all other units (apartments) [Res. 2007-1]
Residential Property Transfer	\$100.00 per DU [Res. 2007-1]
Commercial Rental	\$90.00 for every 2,500 square feet or fraction thereof [Res. 2007-1]
Commercial Property Transfer	\$100.00 for every 2,500 square feet or fraction thereof [Res. 2007-1]
Short-Term Rental	\$25.00 per DU [Res. 2003-36]
Second and/or Any Subsequent Original Copy of a Property Transfer Occupancy Certificate	\$20.00 [Res. 2006-15]
PUBLIC WORKS SERVICES [Res. 2007-39]	
Equipment Price List For Billable Work	
Air Compressor	\$40.00 per hour
Backhoe	\$60.00 per hour
Bucket Truck	\$60.00 per hour
Dump Truck	\$45.00 per hour
Dump Truck (5 yd.)	\$60.00 per hour
Gas Cut Saw	\$20.00 per hour

Gas Cut Saw (on wheels)	\$50.00 per hour
Loader	\$45.00 per hour
Roller	\$35.00 per hour
Sweeper	\$90.00 per hour
Tamper	\$20.00 per hour
Trash Pump (3 inches)	\$15.00 per hour
Trash Pump (Small)	\$15.00 per hour
TV Rig	\$175.00 per hour
Sewer Jet Truck	\$160.00 per hour
Snow Blower	\$20.00 per hour
Snowplow Dump Truck	\$60.00 per hour
Snowplow Pickup	\$50.00 per hour

Labor shall be billed at 135% for each employee, plus overtime if required.

**RECORDS, PUBLIC [Res. 2007-39]**

All duplication of requested records, except that there shall be no per-page charge for requests of 5 pages or less \$0.25 per page

If a request is made for a copy of any record which cannot be reasonably duplicated on the facilities available at the offices of the Borough, either due to the physical size or shape of the record or to the volume of records being requested, the Borough shall have the requested records duplicated at a commercial copying service or similar location, and the person or entity requesting the records shall be responsible for the amount charged by such outside source, plus \$15 for courier-conveyance services in connection with the Borough's transportation of the records to and from such source. When the records are sent for copying to a commercial copying service, the total amount charged to the person or entity making the request may not exceed the rate of \$25, or the total charges based upon \$0.25 per page times the number of pages copied, unless the person or entity making the request has been advised in advance.

**RENTAL: CHANGE OF OCCUPANCY/REOCCUPANCY [Res. 2007-1]**

Inspection Fee	\$65.00 for a single-family dwelling; \$50.00 for all other units (apartments)
Reinspection Fee	\$35.00 per unit

**RENTAL: (SHORT-TERM) UNITS – ANNUAL [Res. 2007-1]**

Inspection of rooming houses, hotels, motels, bed and breakfasts or similar facilities	\$25.00 per unit \$25.00 minimum
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Reinspection	\$25.00 per unit \$25.00 minimum
RETURNED CHECKS	\$25.00 [Res. 8/12/1996]
SEWER CONNECTION FEES	
Tapping Fee for All New Connections	\$1,545.00 [Res. 2005-28]
Inspection Fee for Each Connection	\$250.00 [Res. 2005-28]
Mixed Use (Residential/Commercial)	1 EDU per unit
Residential	1 EDU per unit
Commercial/Industrial/Public	By meter size
SEWERS AND SEWAGE DISPOSAL [Res. 2002-41]	
Certification for Sewer (per unit)	\$10.00 [Res. 2004-38]
Industrial Pretreatment Inspections	\$50.00 per hour
Industrial Pretreatment Investigations	
Accidental Spill, Spills, Notice of Violation	
Administrative Order, Miscellaneous	\$30.00 per hour
Industrial Pretreatment Sampling	
Quarterly	\$50.00 per hour
Resample/Violation	\$70.00 per hour
Industrial Pretreatment Violation Appeals	\$100.00 plus costs
Industrial User Permits	\$30.00 per hour
Class 1	
Class 2	
Permit Applications	\$250.00 plus costs
Removal of Pollutants	See Industrial Wastes Rates (18, §321)
Show Cause Hearing	\$100.00 plus costs
SIGNS AND BILLBOARDS [Res. 2002-41]	
Permit Application Fees	
Signs up to 6 square feet	\$30.00
Signs 6 square feet to 25 square feet	\$75.00
Signs over 25 square feet	\$200.00
SOLID WASTE	
Annual service charge for the collection and disposal of garbage, rubbish and refuse for each residential dwelling unit	\$309.00/unit [Res. 2004-38; Res. 2007-2; Res. 2007-39]
Certification for Trash	\$5.00 [Res. 2004-38]

Bulk Waste (sticker required by Borough) [Res. 2005-11]	<u>Cost Per Item</u>
<u>Bulk Waste:</u> large items of refuse, excluding white goods and including large auto parts, furniture, large trees and branches, which require collection other than conventional, compact or refuse collection facilities or items that are too large to be placed in an approved trash can or trash container	\$15.00
<u>White Goods:</u> including refrigerators, washing machines, dryers, window air conditioners, hot-water heaters and other major home appliances	\$25.00
Additional Recycling Bins	\$10.00/bin
Leaf Collection Bags	\$0.50 per bag [Res. 12/30/1998; Res. 2007-27]
<b>STORMWATER MANAGEMENT [Res. 2006-27]</b>	
Application Fee for All Applications and Plans Submitted Pursuant to Ord. 1977	\$150.00
Escrow Fee To Cover All Fees and Expenses Incurred by the Borough in the Review and Processing of Such Applications (To Accompany All Applications)	\$1,500.00
In the event that there are insufficient funds in the escrow account to pay for such fees and costs, no further review of the application and/or plan shall occur until the amount has been paid in full and the escrow amount is replenished.	
<b>STREETS AND SIDEWALKS</b>	
Sidewalk or Curb Work Permit Fee (21, §214)	\$50.00, plus 1½% over \$2000 [Res. 2007-1]
Street Excavation Permit (21, §101)	
Street Opening Permit (21, §105)	\$25.00
Emergency Street Opening Permit Fee	\$35.00
Degradation and Inspection Fee	As shown on Tables 1 and 2 which are attached hereto and marked as Exhibit "A"
Permit Extension Fee	\$10.00
Bond, guaranteed line of credit, escrow account or cash deposit needs to be provided for each project. The deposit shall be computed on a per-square-yard basis and based on the pavement structure.	
Concrete Surface Street	\$25.00
Bituminous Concrete Surface With Stone Base	\$25.00
Macadam, Vitrified Block or Granite Block on Stone Foundation	\$8.00

## SUBDIVISION

### Application Fees (Nonrefundable)

#### Land Development [Res. 2006-15]

Residential	\$500 plus \$50 per dwelling unit
Commercial/Industrial	\$500 plus \$100 per acre

For all requests for waiver of land development requirements a \$400 application fee which shall be established and submitted concurrently with the land development waiver request. [Res. 2000-31]

#### Subdivision [Res. 2006-15]

Residential	\$500 plus \$50 per lot
Commercial/Industrial	\$500 plus \$100 per lot

Combining Subdivision and Land Development under one application reduces the Land Development fee by 50%.

A fee of \$25 will be charged for each and every revised plan submission for all subdivision and land development plans.

### Review Fees (22, §401) - Escrow for Professional Consulting Fees [Res. 2006-15]

Residential	\$2,500.00 for the first unit and \$500.00 for each additional unit
Nonresidential	\$5,000.00 for the first 5,000 sq. ft. of building area and \$1,000.00 for each additional 1,000 sq. ft. of building area, to a maximum of \$10,000.00

### Procedure for Maintaining Escrow Review Fees for All Subdivision and Land Developments [Res. 12/13/1999]

The Borough shall maintain a record of all costs including, but not limited to, engineering, legal and administration and advertising incurred for the processing of subdivision and land developments. Periodically, when the initial escrow deposited by the applicant has been reduced to 50% of its original amount, the Borough shall invoice the applicant for reimbursement and reestablishment of the escrow fee to its original amount. A condition for final approval of each subdivision and land development plan shall be an accounting of said costs expended by the Borough. Should the accounting establish costs in excess of the fees paid, the applicant, prior to final approval and prior to release of any subdivision or land development plan, shall pay to the Borough the difference between actual costs expended by the Borough in processing the application and the amount of any fee or fees paid.

In the event that there are insufficient funds in the applicant's escrow account for payment of a review fee bill and an applicant has not disputed a review fee bill within the time period set forth in the Pennsylvania Municipalities Planning Code, no further review of the plan will occur until the bill has been paid and the escrow account is replenished. [Res. 2006-15]

TAX COLLECTOR/POTTSTOWN TAX OFFICE [Res. 2002-5]

Duplicate copy of tax bill	\$5.00
Tax Certification	\$15.00 to be allocated as follows:
Borough of Pottstown	\$5.00
Pottstown School District	\$5.00
Montgomery County	\$5.00

Penalty for delinquent personal taxes collected after December 31 of each calendar year \$2.00

TOWING CHARGES

Maximum charge for vehicles that are inoperable, abandoned, impounded or illegally parked \$60.00 [Res. 7/12/1999B]

TOWING LICENSES, CLASS I AND CLASS II

- A. Minimum Bid Amount for a Class 1 Towing License, per 2-year license, per towing business \$600.00
- Fee for each vehicle utilized by the towing business as a Class I Towing Vehicle during the license period once bids are awarded \$50.00
- B. Minimum License Fee for a Class II Towing License, per year, per towing vehicle \$50.00
- C. Minimum Insurance Requirements for a Class I Towing License
  - General Liability Insurance Bodily Injury; \$500,000.00
  - For each occurrence \$1,000,000.00
  - Property Damage \$100,000.00

Such General Liability Insurance Policy shall name the Borough of Pottstown and the Pottstown Borough Police Department as additional insureds.

- D. Minimum Insurance Requirements for a Class II Towing License
  - General Liability Insurance Bodily Injury [Res. 2004-16]
    - Per person \$15,000.00
    - Each accident \$30,000.00
    - Property Damage, each accident \$5,000.00

- E. Maximum Towing Fee a Class I Tower may charge a per- \$80.00  
son for vehicles towed under these provisions, per tow

Note: Class I Towers shall not charge any additional fees to move an impounded vehicle, which has been processed for evidence by the Police Department, from the evidentiary processing site to the licensed towers storage facility.

- F. Maximum Storage Fee a Class I Tower may charge a per- \$25.00  
son for vehicles stored under these provisions, per day

Note: Class I Towers shall not charge any storage fees while a vehicle is housed at the Police Department evidentiary processing site; only for the time the vehicle is physically stored at the Class I Licensed Towers storage facility.

- G. Equipment Standards and Procedures. Every licensed tower (Class I and II) shall meet the equipment standards and procedures as follows:

1. Tow Vehicle Chassis. All Borough-licensed tow vehicles shall have a minimum one-ton capacity and shall have dual rear wheels.
2. Company Name. All Borough-licensed towing vehicles shall have the name, address and telephone number of the towing establishment on both front doors of the vehicle cab.
3. Lighting. All Borough-licensed towing vehicles must meet all Pennsylvania Motor Vehicle Code requirements regarding lighting. Additionally, each towing vehicle must be equipped with a minimum of one white utility light, either fixed, adjustable or portable. Each towing vehicle must be equipped with an overhead flashing or revolving yellow emergency lighting system as regulated under §4572(b) and §6107 of the Pennsylvania Motor Vehicle Code.
4. Winch. Each licensed towing vehicle shall be equipped with a minimum of one power-driven winch, operated from a transmission, have "safety dogs" or an equivalent braking device(s).
5. Additional Equipment. All licensed towing vehicles, at a minimum, must be equipped with:
  - a. Red flares (minimum of 15)
  - b. Lanterns or reflectors
  - c. Portable warning signs
  - d. Hand tools
  - e. Crowbar
  - f. Rope
  - g. Broom
  - h. Shovel
  - i. Dustpan
  - j. Fire extinguisher, min. size = 10 lb. (Dry Chemical — Type A\*B\*C)
  - k. Portable red tail lights and stop lights — For towed vehicles (Note: "Roll Backs" or "Tilt Bed" tow vehicles are exempt from this requirement.)
  - l. Dry sand or materials for absorbing spills
  - m. Waste bucket or trash receptacle

- n. Equipment for unlocking vehicle doors
  - o. Safety "snubber" chain
6. Tow Dolly or Wheel Lifts. Each conventional tow vehicle licensed to operate in the Borough of Pottstown must be equipped with either one set of tow dollies or with wheel lifts. (Note: "Roll Backs" or "Tilt Bed" tow vehicles are exempt from this requirement.)
  7. Attendants. Tow vehicle operators (attendants) must display a reasonable working knowledge of their work and must possess a valid Pennsylvania operator's license which is of the proper class for the tow vehicle being operated by that attendant. Additionally, all Class I tow vehicle operators must satisfactorily meet the criminal history guidelines as set forth in Chapter 15, Part 7, §704(7)(b).
  8. Records. Class I tow vehicle operators (attendants) shall maintain a written record of information for each towing job assigned. This record shall include make, model, registration and vehicle identification number (VIN) of each vehicle towed, whether the vehicle was towed at the request of police, whether the vehicle was impounded or not.
- H. License Reinstatement Fees.
1. Class I Tower.
    - a. A Class I Tower, whose license was suspended for any reason, shall pay a license reinstatement fee, after the appropriate suspension period has been served, prior to the reinstatement of the license and prior to being eligible to participate in future Class I Towing License bidding processes \$100.00
    - b. A Class I Tower, whose license was revoked for any reason, shall pay a license reinstatement fee, after the appropriate revocation period has been served, and prior to being eligible to participate in future Class I Towing License bidding processes. \$250.00
    - c. No Class I Towing License that has been suspended or revoked as set forth in Chapter 15, Part 7, §704(8), will be reinstated until such time that all applicable fees are paid in full.
  2. Class II Tower.
    - a. A Class II Tower, whose license was suspended for any reason, shall pay a license reinstatement fee, after the appropriate suspension period has been served, and prior to being eligible to participate in any future Class II Towing License bidding processes \$25.00
    - b. No Class II Towing License, that has been suspended or revoked as set forth in Chapter 15, Part 7, §704(8), will be reinstated until such time that all applicable fees are paid in full.

[Res. 2004-4]

## ZONING

CONDITIONAL USE APPLICATION, submitted concurrently with the conditional use application [Res. 12/13/1999] \$500.00

## ZONING HEARING APPLICATION

Application involving single-family residential dwellings \$550.00 [Res. 2004-38]

Application for all other zoning appeals, including but not limited to multifamily uses, commercial uses or industrial uses \$925.00 [Res. 2004-38]

Petitions/Requests to Rezone \$500.00 [Res. 8/12/1996]

(Res. 7/10/1995; as amended by Res. 4/8/1996; by Res. 8/12/1996; by Res. 1/13/1997; by Res. 12/14/1998; by Res. 12/30/1998; by Res. 7/12/1998B; by Res. 8/9/1999D; by Res. 12/13/1999; by Res. 2000-9, 5/8/2000, §1; by Res. 2000-31, 10/11/2000, §1; by Res. 2002-5, 1/14/2002; by Res. 2002-16, 4/8/2002; by Res. 2002-32, 9/9/2002; by Res. 2002-41, 11/13/2002; by Res. 2002-45, 12/9/2002; by Res. 2003-36, 12/29/2003; by Res. 2004-4, 3/8/2004; by Res. 2004-16, 6/14/2004; by Res. 2004-32, 10/12/2004; by Res. 2004-38, 12/29/2004; by Res. 2005-11, 3/14/2005; by Res. 2005-17, 5/9/2005; by Res. 2005-27, 8/8/2005; by Res. 2005-28, 9/12/2005; by Res. 2006-15, 6/12/2006; by Res. 2006-27, 10/10/2006; by Res. 2007-1, 1/8/2007; by Res. 2007-2, 2/12/2007; by Res. 2007-27, 8/13/2007; and by Res. 2007-39, 12/26/2007)

2. Standard Penalty and Interest.

- A. Applicability. This Part shall be applicable to all fees contained in the Borough's Comprehensive Fee Resolution adopted July 7, 1995, as amended.
- B. Amendment to Existing Ordinances. The applicable Sections of the Code of Ordinances of the Borough of Pottstown which established the fees described above are hereby amended to permit the imposition of a standard penalty and interest rate for all fees incurred after the effective date of this Part.
- C. Establishment of Standard Penalties and Interest. All fees, as established in the Borough's Comprehensive Fee Resolution adopted July 7, 1995, as amended, shall be payable to the Borough of Pottstown within 30 days. If said bills are not paid and received within 30 days from the date of the bill, a penalty of 10% shall be added and an interest rate shall accrue thereon at a rate of 9%.

(Ord. 1825, 5/13/1996, §§1-3)



**FEE RESOLUTION  
APPENDIX A**

**WATER RATES:**

Service Charge:

<b>Meter Size</b>	<b>Quarterly Service Charge In- side Borough</b>	<b>Quarterly Service Charge Outside Borough</b>
5/8"	\$19.15	\$20.15
3/4"	\$19.15	\$20.15
1"	\$38.37	\$39.37
1 1/2"	\$74.99	\$75.99
2"	\$111.69	\$112.69
3"	\$232.98	\$233.98
4"	\$341.47	\$342.47
6"	\$639.80	\$640.80
8"	\$994.07	\$995.07

Usage Charge [Res. 2004-38; Res. 2007-39]

All Usage in Low-Pressure Zone:	\$2.26 per 100 ccf
All Usage in High-Pressure Zone:	\$2.55 per 100 ccf
All Usage in Super-High-Pressure Zone:	\$3.36 per 100 ccf

Residential Building Water - \$25.00, plus \$5.00 for each individual living unit under construction.

Commercial and Industrial Water - \$25.00, plus \$2.00 for each 1,000 square feet under construction.

Unmetered Rates:

	<b>Size of Line</b>	<b>Amount Per Year</b>
Sprinkler:	5/8"	\$76.58
	3/4"	\$76.58
	1"	\$153.31
	1 1/2"	\$299.97
	2"	\$337.54
	3"	\$578.37
	4"	\$771.63
	6"	\$1,181.30

Size of Line	Amount Per Year
8"	\$1,597.64

Fire Hydrant: \$163.29

Res. 2004-38]

Bulk Water:

Bulk water - \$10.00 per permit.

Water usage not in excess of 3,000,000 gallons per quarter - \$3.97 per 1,000 gallons. [Res. 2004-38]

Water usage in excess of 3,000,000 gallons per quarter - \$3.10 per 1,000 gallons. [Res. 2004-38]

Certification for Water (per unit) - \$10.00 [Res. 2004-38]

Checks Returned for Insufficient Funds - \$25.00

Termination of Water Service:

Nonpayment of Sewer or Water Rent:

Posting of notice - \$10.00

Shutoff - \$20.00

Termination at Request of Customer:

Temporary termination - \$20.00

Meter Testing for Disputed Account: [Res. 2007-39]

A deposit of \$50.00 for 5/8" to 1" meters, \$100.00 for 1 1/2" to 2" meters, \$200.00 for 3" meters, \$350 for 4" and larger will be required before the meter is tested, which sum will be returned if the meter is found to be registering more than 4% against the consumer, on a flow equal to 1/8 of the diameter of the service; otherwise, the deposit will be retained by the Authority to cover the cost of the test. The meter removal charge will be applied.

Meter Removal at Customer's Request:

Removal of a meter at the customer's request is subject to the following charge:

Size of Meter	Charge
5/8"	\$20.00
3/4"	\$20.00
1"	\$20.00
1 1/2"	\$40.00
2"	\$80.00

<b>Size of Meter</b>	<b>Charge</b>
3"	\$80.00
4"	\$160.00
6"	\$320.00
8"	\$740.00

Water Main Extensions:

Project Review Fee: Any application to extend Authority water mains to service 2 or more residential units or 1 or more commercial or industrial unit will be subject to preliminary project review by the Authority. The applicant shall submit, in addition to the usual application to extend water main(s), plot plans and a nonrefundable project review fee. The fee schedule is as follows:

<b>Number of Units</b>	<b>Review Fee</b>
Up to 10 units	\$1,500.00
In excess of 10 units	\$5,000.00

The project review fee shall be applied toward legal, engineering and other expenses incurred by the Authority in connection with its review of the proposed plan. Any unused portion of the project review fee shall be refunded to an applicant.

Water Main Extension Agreements: Construction escrow, if applicable, based on estimated costs of construction with contingency, engineering inspection and legal fees.

Tapping Fees [Res. 2007-39]

\$1,764 per EDU.

(Res. 12/18/2002; as amended by Res. 12/17/2003; by Res. 2004-38, 12/29/2004; and by Res. 2007-39, 12/26/2007)



EXHIBIT A

TABLE 1 - DEGRADATION FEE

Table 1 Degradation Fee	Rate of Fee in Dollars per Square Yard Streets Constructed, Reconstructed or Resurfaced Within the Following Number of Years Prior to Issue Date of Permit			
	PAVEMENT STRUCTURE			
	Rates associated with emergency situations or approved exceptions			Greater Than 5 Years
	Less than 1 Year	1 to 2 Years	3 to 5 Years	
Concrete foundation (10 inches or less in depth) with any asphalt surface	10% \$20.00	8% \$16.00	6% \$12.00	5% \$10.00
Concrete foundation (Greater than 10 inches in depth) with any asphalt surface	12% \$24.00	10% \$20.00	8% \$16.00	7% \$14.00
Cement concrete surface streets	7% \$14.00	6% \$12.00	5% \$10.00	4% \$8.00
Bituminous concrete surface with bituminous or stone base	9% \$18.00	7% \$14.00	5% \$10.00	4% \$8.00
Macadam, vitrified block, or Granite block on stone foundation	6% \$12.00	5% \$10.00	4% \$8.00	4% \$8.00

Example:

Degradation fee for street with bituminous concrete surface and stone base; 3 years old; 80 square yards -

80 Sq. Yds. @ \$10.00/Sq. Yd. = \$ 800.00

(Ord. 10-1984 §1. Passed 4-17-84.)

The number of square yards used in the computation of fees will be based on the nearest whole square yard figure. Minimum fee to be equal to the rate for 1 square yard.

**TABLE 2 - INSPECTION FEE**

TOTAL SQUARE YARDS TO BE EXCAVATED	INSPECTION FEE (Dollars)	TOTAL SQUARE YARDS TO BE EXCAVATED	INSPECTION FEE (Dollars)
1	5.00	24-25	41.00
2	6.00	26-27	43.00
3	9.00	28-29	45.00
4	12.00	30-34	49.00
5	15.00	35-39	53.00
6	18.00	40-44	57.00
7	20.00	45-49	61.00
8	23.00	50-54	65.00
9	25.00	55-59	69.00
10-11	27.00	60-69	73.00
12-13	29.00	70-79	77.00
14-15	31.00	80-89	81.00
16-17	33.00	90-99	85.00
18-19	35.00	100	86.00
20-21	37.00	101 or greater	86.00 +(\$ .75 per Sq. Yd. ove: 100)
22-23	39.00		

NOTES:

- 1) The number of square yards of excavation shall be computed to the nearest whole square yard.
- 2) Minimum fee shall be equal to fee for 1 square yard.
- 3) Additional square yards, if required during construction, shall be added to the original square yard computation to obtain an adjusted total. Additional fee shall be based on the adjusted total.

(As amended by Authority Res. 12/16/1998)