

City of St. Marys Fee Schedule
Revised December 18, 2023
Effective January 1, 2024

[Res. 94-7, 02/14/1994 and as amended by Res. 95-39, 001/03/1995; by Res. 95-46, 02/20/18; by Res. 96-87, 12/16/1996; by Res. 99-132, 04/19/1999; by Res. 00-4, 2/21/2000; by Res. 01-4, 3/19/2001; by Res. 02-10, 10/21/2002; by Res. 02-14, 12/16/2002; by Res. 03-1, 1/20/2003; by Res. 03-23, 12/15/2003; by Res. 04-3, 2/2/2004; by Res. 05-2, 1/24/2005; by Res. 05-8; 6/20/2005; by Res. 05-13, 7/25/2005; by Res. 07-1, 1/15/2007; by Res. 07-24, 12/17/2007; by Res. 08-3, 2/18/2008; by Res. 09-25, 12/21/2009; by Res. 10-1, 2/15/2010; by Res. 10-8, 5/3/2010; by Res. 11-21, 9/19/2011; by Res. 13-5, 4/15/2013; by Res. 14-5, 03/17/2014; by Resolution 14-12, 06/16/2014; by Res. 16-3, 01/18/2016; by Res. 16-11, 06/06/2016; by Res. 18-14, 09/17/2018; by Res. 18-18, 12/17/2018; by Res.19-04, 05/20/2019; by Res. 19-07, 08/19/2019; by Res. 20-17, 11/16/2020; by Res. 21-04, 06/21/2021; by Res. 21-07,12/20/2021; by Res. 22-13, 08/15/2022; by Res. 22-17, 11/21/2022; by Res. 23-22, 12/18/2023; by Res. 23-07, 03/18/24]

Subject**Fees****Administration / Miscellaneous**

Certification of Payments \$6

City Hall Room rental rates (for-profit and \$5
per hour per room non–St. Marys)

Code of Ordinances

Loose-leaf copies, hard binders \$100
Annual loose-leaf supplies, no binder \$25
Digital Copy \$20

Electricity on the Diamond

3 hours or less \$7
In excess of 3 hours \$15

Engineering and GIS Mapping Copies

Black and White

8.5" x 11" \$1
11" x 17" \$3
17" x 22" \$3
22" x 34" \$5
34" x 44" \$5

Color

8.5" x 11" \$1.50
11" x 17" \$5
17" x 22" \$5
22" x 34" \$7
34" x 44" \$7

With Aerial Photo

8.5" x 11" \$3
11" x 17" \$10

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17" x 22"	\$10
22" x 34"	\$20
34" x 44"	\$20
Municipal Claims – 6% per annum from date of lien	6% per annum from date of completion of project
Municipal Claim Penalty	10%
Municipal Lien Letter	\$20
Notary Fees	\$2 (as required by state law) + \$5 clerical fee, equaling a total of \$7
For petitions	No charge
Photocopy Charges	
Basic copy charge	\$0.25 per page
When the City officer responsible for the record must search and locate the document requested to be copied	\$0.50 per page (each side)
Map machine	\$2 per linear foot
Use of Fax machine	\$1 per page
Postage Fee	Actual Cost
Returned Check Fee	\$30.00
Right to Know Law	Fees based on Official RTKL Fee Schedule

Public Works – Sewer

Certificate of Compliances

Public Sewer System	
Residential uses	\$30 + \$25 per hour over 1 hour's time
Commercial/industrial uses	\$50 for up to 5,000 sq. ft.; \$20 for each additional 5,000 sq. ft. of bldg.
Duplicate of Certificate of Compliance	\$5
Private Sewer System (Septic System)	\$85
Sanitary Sewer Lateral Construction or Repair	Actual cost + \$25 inspection fee
Sanitary Sewer Specialized Equipment	
TV van CCTV camera	\$100 per hour plus current rate of 2 employees
	Outside of normal working hours of 6 am to 2 pm 1.5

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times current rate

Vactor Truck	\$290 per hour plus 2 employees current rate
Jetter Truck	\$135 per hour plus 2 employees current rate
Street Sweeper	\$150 per hour plus 1 employee current rate

Septage Acceptance

Acceptance of residential septage at the wastewater treatment plant	\$0.05 per gallon
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Sewage Disposal System On-Lot (contracted services)

SEO Services

Process sewage permit application includes a site inspection, 6 soil probes, 1 perc. test, design review, issuance of sewage permit, and a final inspection	\$ 675 per application
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Repair/modification permits; Includes site visit and follow-up inspection (for minor repairs that do not require soils testing or alterations to the absorption area)	\$350 per application
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Investigating complaints and malfunctions (includes a dye test if necessary)	\$145 per visit, plus any additional costs (i.e. wastes sampling)
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Return visit to a lot that was not	\$100 per extra visit properly prepared by the owner
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Reissue expired permit	\$100
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Miscellaneous work not described	\$75 per hour above
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(There will be no refunds of any permit application fees once the processing of the application has been started.)

Sewer Billing Rates

- 1. Residential Property Rate.** The rate for service for Residential Properties shall consist of a quarterly flat base rate of \$136.50 (equivalent to \$45.50 per month), plus a quarterly surcharge of \$6.80 for each one thousand gallons of water recorded on the Property's municipal water meter, or fraction thereof, above 9,000 gallons for that quarter. Where there are multiple residential service addresses served by a single water meter, the Property will be billed the full base rate for each service address; but the quarterly consumption charge shall be adjusted by reducing the water usage for the Property by 9,000 gallons for each separate residential service address located on the Property.
- 2. Non-Residential Property Rate.** The rate for service for all other properties besides Residential Properties (commercial, industrial or Mixed-Use Property) shall consist of a

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quarterly flat base rate assessed by the size of the water meter serving the property, plus a quarterly consumption rate charge, computed below:

- (a) The quarterly flat base rate shall be:

<u>Meter Size (inches)</u>	<u>Quarterly Base Rate</u>
1/2 th	\$151.50
3/4 th	\$165.00
1.0	\$180.00
1.5	\$225.00
2.0	\$375.00
3.0	\$750.00
4.0 or greater	\$1,500.00

- (b) The quarterly consumption surcharge shall be \$6.80 for each one thousand gallons, or fraction thereof, of water recorded on the Property's municipal water meter.
- (c) Where a Property contains more than one municipal water meter, the quarterly flat base rate shall be separately charged for each meter, but the quarterly consumption charge for the property shall be calculated by aggregating the water use from all meters.

3. **Adjustment for Certain Mixed-Use Properties.** Where a Mixed-Use Property contains some residential service addresses, each residential service address on the Property shall be separately billed a quarterly flat base rate charge of \$136.50, in addition to the quarterly flat base rate charge imposed under subsection 3(a) above; but the quarterly consumption charge shall be adjusted by reducing the water usage for the Property by 9,000 gallons for each separate residential service address located on the Property (subject to a minimum quarterly surcharge for the Property of \$20.40).
4. **Billing.** All properties shall be billed quarterly for all charges imposed under this Resolution
5. **Delinquent collections** - All fees imposed on delinquent sewer accounts sent for collection to Central Credit Audit, LLC and pursuant to the Collection Agreement, will be responsible by the owner of the property. These fees and costs shall be in addition to all other penalties, interest and costs currently imposed on delinquent sewer rentals under the City Code.

Sewer Billing Shut-Off Notice \$40.00

Sewers

Inspection Fees

From either Municipal Authority, the St. Marys Area Water Authority or a resident in the City \$25 per hour

From any other municipality, municipal authority, person, firm or corporation Current wages + fringe costs

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Sewer Pretreatment Permits

Filing fee for new industrial users	\$100
Required of industries introducing regulated material into the sanitary sewer system	
Group 1 industries	\$100 per month
Group 2 industries	\$120 per month
Group 3 industries	\$230 per month

Sewer Tapping Fee (Capacity)

1 to 3 EDUs = \$1,050 per each EDU;
 1 = \$1,050 2 = \$2,100 3 = \$3,150
 4 EDUs and above = \$3,150 plus \$500 per each EDU;
 Maximum tapping fee per connection – \$11,650

Sewer Tap Inspection

\$25

Surcharge for Industrial Discharges

B.O.D.	\$0.18 per pound
T.S.S.	\$0.16 per pound
NH ₃ -N	\$0.47 per pound

Public Works- Streets

Driveway – Sewer Permit

Under 24 feet in length	\$20
Over 24 feet in length	\$35

Excavations -Permit Applications

Improved Streets and berms	\$11 per square foot
Unimproved Streets and berms	\$7 per square foot
Untraveled portion of right-of-way	\$50
Curb breaks	\$50 + \$30 per foot refundable deposit

Road Bonding – Excess Maintenance Agreements

Preliminary inspection	\$50 for first mile (or fraction); \$25 for each additional mile (or fraction)
Annual permits	\$25

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Police Department

Application Fee- Police Civil Service Examination	\$25.00
Collision Report Copies	\$15
Collision Reconstruction Reports	\$75 per page
Collision Reconstruction Images	
Color laser prints, standard paper	\$30 per page
Image files on CD/DVD	\$10 per image
Escort Fee for Oversize Vehicles	\$75
False Police and Fire Alarm Fees	
For each preventable false alarm	\$30
Parking Meter Rate	\$0.25 cents per hour
Parking Passes	\$0.25 cents per hour
Parking Permits	
General Parking Permit – the monthly fee of Forty Dollars (\$40.00), will permit parking at any on-street metered location, municipal parking lot and parking garage (between the hours of 7:00 A.M. to 8:00 P.M.) within the City	\$40.00 Monthly Fee
Parking Garage Overnight Permit – the monthly fee of Thirty Dollars (\$30.00), which will allow parking within the City Parking Garage without time limitation.	\$30.00 Monthly Fee
Limited Parking Permit – the monthly fee of Twenty Dollars (\$20.00), which will allow non-priority parking in any municipal parking lot and the parking garage within the City between the hours of 7:00 A.M. and 8:00 P.M.	\$20.00 Monthly Fee

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Parking Garage Limited Permit – the monthly fee of Ten Dollars (\$10.00), which will permit parking at any time between the hours of 7:00 A.M. and 8:00 P.M. within the City Parking Garage only.	\$10.00 Monthly Fee
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Parking Ticket Violations

Metered Parking Violations (\$5.00) if paid within seventy-two (72) hours of the issuance of the parking ticket.	\$5.00
After 72 hours, the penalty for violation shall be Ten Dollars (\$10.00).	\$10.00
Prohibitive Parking Violation (\$10.00) if paid within 72 hours of the issuance of the parking ticket.	\$10.00
After 72 hours, the penalty shall be Twenty Dollars (\$20.00)	\$20.00

Code Enforcement and Permits

Building Permits New Residential Construction

*Fees for new home construction include: attached garages, decks/porches, finished basements and electrical service inspection.

Home (Conventional Construction)	\$0.42 per square foot
Home (Modular Construction)	\$0.42 per square foot
New or Used Single or Double-Wide Mobile Home	\$300.00
Garage/Accessory Structure	\$0.25 per square foot

Commercial, Residential and Industrial

Additions, Decks/Porches, Pools, Fences, Signs, Demolition, Repairs, Alterations,	\$60.00 for the first \$1,000.00 of work.
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Pennsylvania Training Fee	\$4.50
*Applies to all building permits issued.	

Miscellaneous Building Permit Fees

Electric Service Inspection (Non-UCC, Upgrades, etc.)	\$75.00 per inspection
Daycare Inspection	\$75.00 per inspection
Change of Occupancy	\$75.00 per inspection
Certificate of Occupancy for Existing Building	\$125.00 + inspection fees
Commercial Annual Permit	\$125.00
Commercial Roofing Inspection	50% of alteration fee schedule
All Other Inspections (Commercial/ Residential)	\$75.00 per inspection

Miscellaneous permits and fees

Amusement Device Permit

Pennsylvania Skill or similar machines	\$250.00 per machine
Pinball machines and Dart Boards	\$50.00 per machine
Pocket Billiards or Billiard/Pool Tables	\$50.00 per machine
Shuffleboards or Bowling Machines	\$50.00 per machine
Video type Games	\$50.00 per machine
Juke Boxes or similar devices	\$50.00 per machine
Computer Terminal for Gaming	\$50.00 per machine
Mega Touch or similar devices	\$50.00 per machine
Claw or Crane Games	\$50.00 per machine

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Carnival, etc.

License Fees

Circus	\$50 per day
Other shows	\$20 per day
Bond Requirements	\$1,000

City Maps

Small (street and zoning)	\$3
Large	\$5
Zoning (colored)	\$5
Large Zoning (colored)	\$25

Junkyard Licenses

Not more than 15,000 square feet	\$50
More than 15,000 square feet and less than 40,000 square feet	\$100
More than 40,000 square feet	\$200
Total license fee for 1 junkyard shall not exceed	\$200

Ordinance Copies

Zoning Ordinance Copies	\$35
Subdivision Ordinance Copies	\$25
Stormwater Ordinance Copies	\$25

Park Rental fees- Downtown Event Park

	Non-Profit Organization	Private Event	
Half-Day Usage Fee (1-6 hours)	\$50.00	\$75.00	Only 1 half-day rental/day.
Full-Day Usage Fee (7-12 or more hours/day)	\$100.00	\$125.00	
Electric Fee	\$25.00/day	\$50.00/day	Flat fee

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Converter Box Fee	\$50.00/box	\$75.00/box	
Non-Refundable Application Fee	\$50.00	\$50.00	Flat fee
Security Deposit	\$100.00	\$100.00	Refunded after event if no damages occur.

Unless otherwise agreed at the time of application for a permit, the permit fee shall be for exclusive use of the park for the term of the permit.

The applicant for a permit represents and warrants that the event or program will be conducted in compliance with all applicable park regulations.

Soliciting / Transient Retail Merchant

\$50 per week

Stormwater Management Permit

Application fee

\$50 for 20,000 sq. ft. of impermeable surface or less; \$100 for over 20,000 sq. ft. of impermeable surface; plus engineering and legal fees incurred by City to review application and plans.

Subdivisions

Fees for examination, inspection and approval of plans

\$25 per lot

Plus engineering or legal fees incurred by City to review application and plans

Actual Cost

Elk County Planning Commission Review Fee

\$10

Land Development Application

\$25

Road Plan Approval

Engineering review

\$80

Inspection fees

\$25 per hour

Petition for acceptance fee

\$100 plus engineering and legal fees

Subdivision Work

Preliminary site suitability testing DEP sewage planning modules probes only; pass or fail)

\$125 for the first three soil probes for \$20 for each additional soil probe (soils (100% paid by the developer)

Complete site suitability testing for sewage planning modules

\$250 per EDU (1 EDU=1 resi- DEP dential building lot) (100% (soils

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probes and perc. testing)	paid for by the developer with credit given for any preliminary fees already paid.)
Replacement area testing for DEP planning modules (soils and perc. testing)	\$150 per EDU (1 EDU= 1 resi-sewage dential building lot) (100% probes paid for by the developer with credit given for any preliminary fees already paid.)
Review of a DEP sewage planning module when a sewage permit application is pending (applicable to a single building lot subdivision only)	\$50 per planning module (100% paid for by developer)
Residual tract inspections of existing systems for non-building-lot waivers and DEP planning modules	\$75 per lot (100% paid by the on-lot developer)

Zoning

Zoning Hearing Board and Building Code Board of Appeals

Appeals, Applications or Petitions

Filing fee (includes advertising and Board member fees)	\$300
Actual cost of stenographic service, if required.	Actual Cost
Such reasonable costs as may be billed the City by its engineer, lawyer and /or Consultant.	Actual Cost
Any and all county, state or federal fees charges back-charged to the City	Actual Cost or

Zoning Permit Fee \$30

Zoning Verification Letter \$30

Zoning/Planning Appeals, Applications or Permits

Rezoning Requests

Filing fee	\$500
Stenographic services	Actual Cost, if required
Such reasonable costs as may be billed	Actual

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by the City by its engineer, lawyer and
/or planning consultant

Any and all county, state and federal
fees or charges back-charged to the
City. Actual Cost

Surveyor Costs Market Value

Curative Amendment to Zoning Ordinance

Filing Fee \$500

Advertising Hearings Actual Cost

Stenographic services Actual Cost

Such reasonable costs as may be billed
By the City, by its engineer, lawyer and
/or planning consultant. Actual Cost

Any and all fees or charges back-
charged to the City. Actual Cost

Conditional Uses

Appeals, applications or petitions to the City
Council

Filing fee \$500

Actual cost of advertising hearing, if required

Actual cost of stenographic services, if
required

Such reasonable costs as may be billed the
City by its engineer, lawyer and/or planning
consultant

Any and all county, state, and federal fees or
charges back-charged to the City

ECHO Housing Inspection Fee \$25