

# UPPER BERN TOWNSHIP

## SCHEDULE OF COSTS AND FEES 2026 Resolution 2-2026

OFFICE FEES AND LITERATURE		
	Copies- Black & White- per page	\$0.25
	Fax Service- per page	\$0.25
	Returned Check Fee	\$30.00
	Right to Know Certification	Per Cert \$5.00
BUILDING PERMITS AND ASSOCIATED COSTS		
Form #	Description	Total Fee
	Demo Permit- per structure	\$100.00
UBT-004	Building, Electrical, Mechanical, Plumbing and Fire Permit- Fees vary depending on cost of project	BIU will Calculate
UBT-002	Zoning Permit	
	New Construction	\$150.00
	Miscellaneous-Accessory	\$75.00
	Zoning Certifications- Commercial	\$300.00
	Zoning Certification-Residential	\$150.00
UBT-012	Driveway Permit (Includes Road dept. inspections)	
	Residential Driveway	\$130.00
	Non-Residential Driveway	\$200.00
UBT-002	Sign Zoning Permit, per square foot \$3.00 per foot + \$50.00	Fee will be calculated
UBT-010	Street Occupancy Permit Escrow	\$1,050.00
UBT-005	Well Permit	\$100.00
UBT-001	Septic Pumping Waiver	\$0.00
UBT-028	Solicitation/Peddling Permit	\$100.00
UBT-030	Transient Retail Business Permit Fee	\$130.00
UBT-034	Guarantee of Payment and Escrow	\$ 1,000.00

As per Resolution 7 of 2019: Application Fees will be doubled in the event if construction commences prior to obtaining a permit.

SEWAGE FEES AND OTHER COSTS		
Form #	Description	Total Fee
	<b>On-Lot Sewage Fees</b>	
	Probes, First 3	\$160.00
	Each Addtl Probe Dug That Day	\$50.00
	(6) Hole Perc Test (per primary area, excludes digging)	\$350.00
	(6) Hole Perc test for alternate area, tested same day as primary	\$300.00
	<b>Perc test observation( perc test performed by certified SEO hired by applicant) See Below</b>	
	Perc test for full test observation of primary area test	\$350.00
	Perc test for full test observation of alternate area test, same day	\$300.00
	Perc test holes(dug upon request of applicant) per 6	\$125.00

	<b>Application, Design Review, Permit Issuance, Final Inspection:</b>	
	On-Lot system permit( sand mount, inground, at-grade)	\$370.00
	Micromound, Drip or Spray Irrigation	\$525.00
	System Repair	\$190.00
	Additional Inspections due to non- conformities- EACH	\$115.00
	Additional Design Reviews due to non- conformities-EACH	\$100.00
	WWTP- Sanitary Sewage Fee	
	(Per EDU, Per Month)	\$75.00
	WWTP- Sanitary Sewage Late Fee	10% Per annum
	WWTP- Tap-In Fee (per EDU, one time fee)	\$9,256.04
	I & I Fee for Ordinance 161-2021	\$180.00 Per EDU
	Lateral Inspections- New Laterals only	\$125.00
	WWTP Liens- To include all attorney fees and court filing costs.	Will be calculated
<b>SUBDIVISION AND LAND DEVELOPMENT RELATED FEES</b>		
<b>Form #</b>	<b>Description</b>	<b>Total Fee</b>
	<b>Subdivision and Land Development Park and Recreation Impact Fee</b>	
	Residential (per new housing unit)	\$2,347.23
	(in lieu of .50 acres of land per housing unit	
	Non-Residential Use Impact Fee (per non-residential use)	\$1,532.88
	(in lieu of .2 acres of land per 1,000 square feet of new gross building space)	\$50.00 per full-time employee
	Will increase 3% per year as per resolution 5-2018	
UBT-014	<b>Application for Subdiv/ Land Devel/ Annexation</b>	\$2,100.00
	(To Establish an escrow account- funds that are unused at the completion will be returned)	
	(The Township fee will not be reimbursed)	
	<b>Stormwater- Escrow amount will be provided at submission</b>	
<b>Hearing Fees</b>		
UBT-016	<b>Application for Variance/ Special Exception/ Appeals for Zoning Hearing Board</b>	\$1,600.00
	(any addtl costs will be invoiced)	
	<b>Re-Zoning App. Submittal</b>	
	If re- zoning application is approved by BOS.	\$5,000.00
UBT-017	<b>Application for Conditional Use, Submitted to BOS</b>	\$1,600.00
	(any addtl costs will be invoiced)	
	<b>Commercial</b>	\$2,550.00
UBT-018	<b>Appeal Application for Zoning Hearing</b>	\$1,600.00
	<b>Special Mtg with Supervisors (Salary/Advertising)</b>	\$2,350.00

As Per Resolution 5-2025

	Additional costs will be incurred for Twp. Professionals, Paid directly by applicant.	
UBT-019	Liquor License Transfer (Inter-municipality)	\$500.00
	Alarm and Automatic Dialing Device Fee-Ordinance 168 of 2025-Resolution 9-2025	
	1 Permit-Alarm/Automatic Dialing Devices (to be collected by the Township)	\$50.00
	2 False Alarms for Alarm/Automatic Dialing Devices	
	2nd-5th Occurances (to be collected by public safety agency)	\$250.00
	6th and subsequent occurrences (to be collected by public safety agency)	\$500.00
	<b>Residential Rental Units</b>	<b>Total</b>
UBT-032	Registration Fee- New and transferred units	\$20.00
	Standard Inspection Fee for first rental unit Includes one reinspection	\$107.00
	Each additional unit	\$77.00
	Follow up Inspection Fee Per Unit	\$58.00
	Complaints- Involving rental unit	\$107.00
	Missed Appointments- Landowner not present at appt.	\$160.00
	Compliance order - Hourly BIU Rate \$75.00	Will be calculated
	<b>Park Rental</b>	<b>Total</b>
	Resident- Includes \$150.00 refundable deposit	\$275.00
	Non-Resident- Includes \$150.00 refundable deposit	\$375.00

UPPER BERN TOWNSHIP BOARD OF SUPERVISORS

By: *Stacia Stein*  
Supervisor

By: *Robert Ryan*  
Supervisor

By: *Anthony K. Belmont*  
Supervisor

Attest: *Brian Shawlitz* Secretary

Date: *January 5, 2024*