WILLIAMS TOWNSHIP
BOARD OF SUPERVISORS

FEE SCHEDULE RESOLUTION
RESOLUTION 2026-5

WHEREAS, the Williams Township Board of Supervisors has previously established fees by Ordinance and/or Resolution for matters related to planning, zoning, parks and recreation, driveways, and other miscellaneous matters; and

WHEREAS, the Williams Township Board of Supervisors desires to amend the Williams Township Fee Schedule.

NOW THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Williams Township, Northampton County, Commonwealth of Pennsylvania:

1. The 2026 Fee Schedule dated January 5, 2026 attached hereto and made a part hereof is hereby ratified, adopted and approved.
2. All other Resolutions setting fees and charges inconsistent are hereby repealed.

RESOLVED, ADOPTED AND APPROVED, this 5th day of January, 2026, at a regular public meeting of the Williams Township Board of Supervisors.

WILLIAMS TOWNSHIP
BOARD OF SUPERVISORS

ATTEST:

Hannah Warner

Hannah Warner, Secretary

George Washburn, Chairman

Raymond Abert, Vice-Chairman

N. Michael Bryant, Supervisor

WILLIAMS TOWNSHIP
FEE SCHEDULE
January 5, 2026

PLEASE NOTE:

These fees are subject to change. Please contact the Township Office to verify you have the most recent Schedule prior to conducting business with the Township.

Williams Township ***does not*** require:

- **Contractor Licenses.** However, all contractors must show proof of Worker's Compensation Insurance.
- **Business Licenses.** However, all business must register with Keystone Collections, Earned Income Tax Collector at 888-328-0565.

Payments must be made in ***CASH*** or ***CHECK/MONEY ORDER,*** payable to "Williams Township". Payment in rolled or loose coin in excess of $0.99 will not be accepted.

Payment is required at the time of application.

All Escrows must be accompanied by a completed Professional Services Agreement and submitted in a separate check from Application Fees

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PLANNING

(Please submit 15 copies of the Planning Application to the Township)

SUBDIVISIONS AND LAND DEVELOPMENT

****Please note that all septic testing fees must be paid at the time of the Plan Submission***

1. RESIDENTIAL

	Application Fee	Professional Services Escrow
A. Minor Subdivisions	$1,000.00	$5,000.00
B. Lot Line Changes	$ 500.00	$3,000.00
C. Sketch Plans	$ 100.00	$2,000.00

D. Preliminary Plans (Major Subdivisions/Land Developments)

6 to 10 lots/units	$1,500.00	$5,000.00
11 to 15 lots/units	$2,500.00	$6,500.00
16 to 20 lots/units	$3,500.00	$7,500.00
21 to 50 lots/units	$4,500.00	$10,000.00
51 or more lots/units	$5,500.00	$12,000.00

E. Final Plans (Major Subdivisions/Land Developments)

6 to 10 lots/units	$1,500.00	$ 5,000.00
11 to 15 lots/units	$2,500.00	$ 6,500.00
16 to 20 lots/units	$3,500.00	$ 7,500.00
21 to 50 lots/units	$4,500.00	$10,000.00
51 or more lots/units	$5,500.00	$12,000.00

F. Revised Final Plans

Minor Subdivisions	$ 500.00	$ 1,000.00
Major Subdivisions/Land Developments		
6 to 10 lots/units	$1,500.00	$ 4,500.00
11 to 15 lots/units	$2,000.00	$ 5,500.00
16 to 20 lots/units	$2,500.00	$ 6,500.00
21 to 50 lots/units	$3,500.00	$ 7,500.00
51 or more lots/units	$5,000.00	$10,000.00

G. Recreation Fees – Residential $2,000.00 per dwelling unit
Commercial/Industrial $2,000.00 x 80% of total # of acres

H. Emergency Services Fees – Residential $200.00 per dwelling unit
Commercial/ Industrial $200.00 per 2,000 sq. feet of proposed buildings and/or improvements

2. **NON-RESIDENTIAL**

	Filing Fee	**Professional Services Escrow**
A. Minor Subdivisions	$1,500.00	$6,500.00
B. Lot Line Changes	$1,000.00	$3,000.00
C. Sketch Plans	$ 250.00	$2,500.00
D. Preliminary Plans (Major Subdivisions/Land Developments) $5,500 plus $300.00 for each 5,000 square feet of Gross building area to be altered or constructed		$10,000.00
E. Final Plans (Major Subdivisions/Land Developments) $3,000.00 plus $200.00 for each 5,000 square feet of Gross building area to be altered or constructed		$10,000.00

F. Revised Final Plans
$3,000.00 plus $200.00 for each 5,000.00 square feet of Gross building area to be altered or constructed — $10,000.00

G. Land Development Waiver — $300.00 — $2,500.00

H. Recreation Fees - Residential $2,000.00 per dwelling unit
Commercial/Industrial $2,000.00 x 80% of total # of acres

I. Emergency Services Fees - Residential $200.00 per dwelling unit
Commercial/ Industrial $200.00 per 2,000 sq. feet of proposed buildings and/or improvements

ZONING

Zoning/Building Permits (Non Refundable)

1. Residential	
a. New Construction-One or Two Units	$250.00
b. New Multi-Unit	$250.00 **plus** $ 50.00/unit
c. Additions to existing building and the enlargement of an existing building	$200.00
d. Nursing Homes, Assisted Care Facilities and Boarding Houses	$300.00/living unit
2. Commercial	
a. New Construction	$500.00
b. New Multi-Unit (Two or more)	$500.00 **plus** $100.00/unit
c. Additions to existing building and the enlargement of an existing building	$250.00
d. Motels, Hotels & Dormitories	$500.00 /unit
3. Accessory Residential Buildings	
a. SF Detached Dwelling (Farm) as per Article XIV Section 1403.4.B Article XIV Section 1403.4B	$ 25.00 Annually
b. Garage	$100.00
c. Sheds	$ 50.00
d. Barn/Pole Barns	$100.00
f. Gazebos/Pergola/Yurt	$ 50.00
4. Accessory Commercial Buildings permit fee	
a. Garage	$200.00
b. Barn/Pole Barns	$200.00
c. Sheds (no square footage fee)	$200.00
5. International Building Code (IBC)	
a. Alteration (basement, Conversion, solar panels, etc.)	$100.00

	b. Electrical	$ 50.00
	c. General Commercial	$100.00
	d. Mechanical	$ 50.00
	e. Plumbing	$ 50.00
6.	Signs	
	a. Billboards (I-78)	$1,000.00
(All escrows must be accompanied by a completed Professional Services Agreement)		$3,000.00 escrow
	b. Signs	$100.00
7.	Pools	
	a. Above Ground Pool/Spa	$ 100.00
	b. In Ground Pool	$ 200.00
	c. Commercial Pool	$1,000.00
8.	Temporary Structures	
	a. Sales/Construction Trailers, Tents	$250.00
9.	Miscellaneous Uses	
	a. Businesses/Home Office	$ 50.00
	b. Home Occupations	$ 50.00
	c. Solicitation	$ 100.00/3 months
	d. Demolition (plus E & S Plan)	$ 100.00
	e. Outdoor Solid Fuel Burning Appliance	$ 100.00
	f. Enclosures (Patio, Deck and Breezeway enclosure)	$ 100.00
	g. Decks, Porches & Patios	$ 75.00
	h. Commercial Communication Tower	$1,000.00
	i. Commercial Communication Tower Co-Locate	$ 250.00
	j. Zoning Officers Determination	$ 100.00
	k. Moving Permit	$ 5.00
	l. Fence/Wall Permit	$ 50.00
	m. Permit Extensions (6 months)	$ 50.00
	n. Caretaker Permit (re-new yearly)	$ 100.00
	o. Zoning Certification	$ 100.00
10.	Grading Application	$100.00 **plus**
	Grading Professional Services Agreement	$5,000.00 escrow

(Stormwater Facilities Development Agreement and security deposit may be required in an amount to be determined by Township Engineer)

11.	Well Permit Application (**Ordinance 2020-6**)	$100.00 **plus**
	Well Professional Services Agreement	$1,000.00 escrow

12. Temporary CO Escrow & Professional Services Agreement $1,000.00 escrow

13. Industrial Use Fire Inspection Fees: Note: these fees are for the initial inspection plus one additional inspection for verification of corrections to any violations. Another fee (based on the sizes listed below) will be charged for up to two (2) additional inspections, until a Certificate of Occupancy is issued.

1. 1-999 square feet	$310.00
2. 1,000-5,000 square feet	$345.00
3. 5,001-10,000 square feet	$415.00
4. 10,001-50,000 square feet	$470.00
5. 50,001-100,000 square feet	$565.00
6. 100,001-250,000 square feet	$685.00
7. 250,001-500,000 square feet	$800.00
8. Over 500,000 square feet	$925.00

14. False Alarm Fees – In accordance with Section 7-205.3, Service fee for three (3) or more false alarms $100.00

15. Floodplain Determination Application Fee $50.00
Escrow Fee $1,000.00

16. Timbering – Fees include 2 inspections

a. Up to 2 acres, maximum 10 trees	$75.00
b. Over 2 acres to 20 acres	$250.00
c. Over 20 acres to 50 acres	$400.00
d. Over 50 acres	$600.00

After the fact permits (permits obtained after construction, change of use or occupancy) shall be double the pertinent fee above.

LAND USE APPLICATIONS

All Escrows must be accompanied by a completed Professional Services Agreement and submitted in a separate check from Application Fees

Curative Amendment Applications	$10,000.00/escrow
Petition to Amend the Zoning Ordinance	$500.00 **plus** $2,000.00 escrow

ZONING HEARING BOARD APPLICATIONS (Non-Refundable Fees)

(Please submit 14 copies of the Application for Appeal)

Residential & Subdivisions (including Home Occupations)	$ 750.00
Commercial/Business	$ 1,250.00
Industrial	$ 2,500.00
Quarry	$ 2,500.00
Non-Profit, Educational, Institutional, Religious	$ 700.00
Signs	$ 500.00
Landowner Appeals (Section 1007, MPC)	$ 2,500.00
All Other Applications	$ 1,500.00

All Escrows must be accompanied by a completed Professional Services Agreement and submitted in a separate check from Application Fees

Special Exception (In Addition to Zoning Fee listed above)	$ 200.00 **plus** $2,000.00 escrow

Conditional Use Applications

Residential	$ 750.00 **plus** $ 750.00 escrow
Non-Residential	$ 1,250.00 **plus** $1,000.00 escrow

Challenge to Validity of Zoning Ordinance	$10,000.00/escrow

Inter-Municipal Liquor License Application and Hearing Before the Board of Supervisors	$200.00 **plus** $1,500.00 escrow

CODES BOARD OF APPEALS (Non-Refundable Fees)

(Please submit 6 copies of the Application for Appeal)

Residential	$ 750.00
Commercial/Business	$ 1,250.00
Industrial	$ 2,500.00

ON-LOT SEWAGE SYSTEMS
PLEASE REFER TO RESOLUTION 2025-8 MADE APART HEREOF

Holding Tank and Professional Services Agreement	$1,000.00 escrow

DRIVEWAYS
(**Ordinance 2012-6**) (**Resolution 2020-31**-Driveway Ordinance Attachment)

Driveway Application Fee	$100.00
Right-of-Way Occupancy Application Fee	$ 50.00
Street Opening Application Fee	$ 100.00
Detour Plan Review	$ 100.00
Minimum Use Driveway	$ 50.00
Access Drive	$ 75.00
Escrow & Professional Services Agreement	$ 500.00
*Escrow for paving the first 20'	$1,000.00

*only when a temporary CO is requested prior to paving

SHORT TERM TRANSIENT RENTALS (Ordinance 2020-3)
All Escrows must be accompanied by a completed Professional Services Agreement and submitted in a separate check from Application Fees

Application Fee	$ 50.00
Professional Services Agreement Escrow	$300.00

(All Short Term Transient Rentals must also include the Special Exception Fee and Escrow as well as Zoning Hearing Board Fee of $750.00)

PARKS AND RECREATION

1. Pavilion Rental Reservation Fee	Township Resident	$35.00/**plus**
	Security Deposit	$50.00
	Non-Resident	$100.00/**plus**
	Security Deposit	$100.00

2. Tennis Court Light Key $10.00
plus $10.00 escrow*

*(If key is returned within 12 months, escrow will be returned to resident. After 12 months, escrow will be forfeited to the Township.)

3. Community Building Use Fee
Monday through Friday (non-holidays) - 8:00 a.m. to 3:30 p.m.
- Resident - $25.00 per hour
- Non-Resident - $50.00 per hour
- Security Deposit - $100.00

Evening and weekends (non-holidays)
- Resident - $100.00 per hour
- Non-Resident - $200.00 per hour
- Security Deposit - $100.00

MISCELLANEOUS FEES
Publications

Comprehensive Plans	$35.00
Subdivision & Land Development Ordinances	$30.00
Zoning Ordinances	$30.00
Additional Recycling Containers	$15.00
Leaf Bags	$ .25
House Signs	$10.00
Non-Sufficient Funds Fee	$35.00/cash/Money order

Copies (See Right-To-Know Policy)

Copying Fee (Black & White)	$0.25 per page
Color Copies (8 1/2 x 11)	$0.50 per page
B/W Copies of Plans (30x42 and 18x24)	$4.00 per page
Blueprint Copies	Actual Cost to Township
Certification of Record	$0.25 per page

(Copying fee, plus $5.00 per Record to certify a public record. Please note that certification fees do not include notarization fees.)

Specialized Documents	Actual cost to Township
Postage Fees	Actual cost of mailing
CD/DVD/ Flash Drive	Actual cost to Township

Redaction - If a requester seeks records requiring redaction, Williams Township may copy or print the records to provide for secure redaction. Accordingly, Williams Township will charge the fees noted above for either copying fee or color copies, as appropriate.

Notary Public Fee

Executing Affidavits, Acknowledgements, etc.	$5.00