

MIDDLE SMITHFIELD TOWNSHIP  
PLAN APPLICATION AND RETAINER FEE CALCULATION FORM

RESOLUTION 01-2025- 1

**WHEREAS**, the Board of Supervisors of Middle Smithfield Township, Monroe County, has determined it necessary to establish a plan application and retainer fee calculation form and does hereby establish and adopt the attached Plan Application and Retainer Fee Calculation Form ("Application and Retainer Fee Calculation Form"); and

**WHEREAS**, it is necessary that an appropriate Application and Retainer Fee Calculation Form be established for applicants to agree to, execute and comply with in order to defray expenses that may be incurred by the Township in connection with various applications, hearings, and/or other general requests; and

**WHEREAS**, this resolution does hereby repeal and supersede prior resolutions which are inconsistent with the provisions of this resolution.

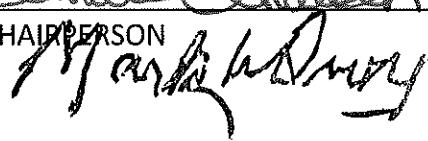
**NOW THEREFORE**, be it resolved, by the Board of Supervisors of Middle Smithfield Township, that the attached Application and Retainer Fee Calculation Form be approved, adopted, established, and implemented for the calendar year 2025.

**RESOLVED AND ENACTED** this 1<sup>st</sup> day of January 2025.

TOWNSHIP OF MIDDLE SMITHFIELD  
BOARD OF SUPERVISORS



CHAIRPERSON



VICE-CHAIRPERSON



SUPERVISOR

Michele D. Clewell  
TOWNSHIP SECRETARY

Applicants for the review of any plans, planning modules or other items required in the Code of the Township of Middle Smithfield or other regulations shall complete the following information and submit this form with the required application fee and retainer amount to the Township Secretary.

The undersigned hereby applies for review of the plans described below:

1. **Date Submitted to the Township** \_\_\_\_\_

2. **Name of Development** \_\_\_\_\_

Physical Location \_\_\_\_\_

Deed Book # \_\_\_\_\_ Page # \_\_\_\_\_

Zoning District \_\_\_\_\_

PIN # \_\_\_\_\_

Tax Assessment # \_\_\_\_\_

Total Acreage \_\_\_\_\_

Number of Units/Lots (if applicable) \_\_\_\_\_

3. **Name of Property Owner(s)** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

4. **Name of Applicant (if other than owner)**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Applicants Interest \_\_\_\_\_

**5. Engineer, Surveyor and/or other person(s) or firm(s) responsible for the preparation of the application.**

Firm Name \_\_\_\_\_

Name of Professional sealing the application \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

E-mail address \_\_\_\_\_

Please check one:

Engineer

Surveyor

Other (specify) \_\_\_\_\_

**6. Please check all items which are applicable.**

Sketch Plan  Planning Module

Preliminary Plan  Final Plan

**7. Please check the type of development (all which apply):**

<input type="checkbox"/> Land Development	<input type="checkbox"/> Street Plan
<input type="checkbox"/> Major Subdivision	<input type="checkbox"/> Flood Hazard District Application
<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> Traditional Neighborhood Development
<input type="checkbox"/> Site Alteration Plan	<input type="checkbox"/> Conservation Design Development

**RETAINER ACCOUNT DESCRIPTION**

**REVIEW FEES**

**All engineering, legal and other appropriate professional consulting fees shall be paid by the applicant.** To accomplish this end, for each project, the Township shall establish a retainer account. The retainer required for the project shall be paid to the Township Secretary at the time that the required application, plan(s) and/or other related documents are submitted for review. The retainer account will be used to pay for the Township's expenses incurred for engineering review, legal services and other professional consulting services, which will be billed at prevailing hourly rates on a monthly basis. It is intended that the retainer will be applied to invoices generated at the end of the review process, as solely determined by the Township.

The Township Engineer shall review the Retainer Fee Calculation Form and determine if the fee submitted is adequate. If the retainer is inadequate, then the applicant will be informed, in writing, of the additional amount required and how it was determined, by the regularly scheduled Planning Commission meeting where the application is scheduled for official acceptance/rejection. The Township will consider the application incomplete and no action, including submission reviews, will be taken until the retainer is paid in full.

If, during the review process, invoices for review fees, as outlined above, are not paid, in full, in 45 days, the Township will stop the review process until the outstanding invoices are paid in full. If outstanding invoices are outstanding for more than 90 days, the Township shall reject the application for non-responsiveness.

After the review of an application has been completed by the Township and it has been determined that there are no outstanding charges, the amount remaining in the retainer account will be returned to the applicant.

## **FIELD OBSERVATIONS**

A retainer account will also be set up by the Township for all required site observations after an application has been approved by the Board of Supervisors and before construction can begin. The amount required by the applicant for the Observation Retainer Account will be determined by the Township Engineer based on the schedule of construction and the size of complexity of the project.

Any other review(s) or observation(s) required by any ordinances or regulations of Middle Smithfield Township which are not specifically outlined in this form shall have a minimum escrow fee of \$750.00. If the Township Engineer or other professional consultant determines that this minimum fee is not adequate to properly review or observe the project during construction, then the additional amount required will be determined and requested from the applicant. No review(s) or observation(s) will be initiated until the additional amount is received by the Township. Invoices for these services will be billed at prevailing hourly rates on a monthly basis. It is intended that the retainer will be applied to invoices generated at the end of the review/observation process, as solely determined by the Township. No releases from any required bonding of construction improvements shall be released until all outstanding fees are paid to the Township.

## **REQUIRED RETAINER FEES**

<b>Submission Type</b>	<b>Non-refundable Administrative Fee</b>	<b>Required Retainer</b>
<input type="checkbox"/> Minor Subdivision (preliminary or final)	\$200.00	\$3,500.00
<input type="checkbox"/> Major Subdivision (preliminary or final)	\$500.00	\$7,500.00
<input type="checkbox"/> Land Development Plans	\$500.00	\$7,500.00
<input type="checkbox"/> Sketch Plan	\$125.00	\$ 500.00
<input type="checkbox"/> Street Plan Review	\$200.00	\$1,500.00
<input type="checkbox"/> Traditional Neighborhood Development (Concept or final)	\$500.00	\$7,500.00

		<b>Non-refundable Administrative Fee</b>	<b>Required Retainer</b>
<input type="checkbox"/>	Other Reviews	\$200.00	\$1,500.00
<input type="checkbox"/>	Construction Phase	\$200.00	as determined by the Township.
<input type="checkbox"/>	Intermunicipal Liquor License Transfer Hearing(s)	\$500.00	\$1,000.00
<b>TOTAL AMOUNT SUBMITTED</b>		\$_____	\$_____

**TO BE SIGNED BY ALL APPLICANTS:**

The information on this form is correct to the best of my knowledge. I have read, understand and agree to be bound by the requirements of the "Retainer Account Description" as outlined above.

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

\*\*\*\*\*

**TO BE COMPLETED BY MIDDLE SMITHFIELD TOWNSHIP:**

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_

Administrative Fee: \$\_\_\_\_\_ ; Check Number: \_\_\_\_\_

Retainer Fee: \$\_\_\_\_\_ ; Check Number: \_\_\_\_\_

Total Received: \$\_\_\_\_\_