

# 2023 North Lebanon Township Municipal Authority Fee Schedule

## DEFINITIONS

"Authority" or "NLTMA" shall mean North Lebanon Township Municipal Authority.

"Equivalent Dwelling Unit" (EDU) with regard to residential owner, is any room, group of rooms, house trailer, mobile home, enclosure, etc., occupied or intended for occupancy as separate living quarters for a family or other group of persons living together or by persons living alone. For Industrial and Commercial users an EDU shall be determined by the schedule of EDU's as adopted by Resolution of the Authority or shall be determined by the Authority based on other information.

"Township" shall mean Township of North Lebanon.

"Owner" or "Person" shall mean any individual, partnership, company, association, society, trust, corporation or other group or entity.

## ADMINISTRATION & MISCELLANEOUS FEES

<b>A. Mailing Fee</b>	Actual Cost + Handling Fee
<b>B. Photocopies</b>	
I. per page single sided	\$0.25* ea.
II. per page double sided	\$0.50* ea.
<b>C. Color Copies</b>	
I. per page single sided	\$0.50* ea.
II. per page double sided	\$1.00* ea.
<b>D. Computer Data Base Inquiry</b> (SMP mailing lists, etc.)	\$50.00 ea.
<b>E. Return Check Charge/Overtured Credit Card Charge</b>	\$50.00 ea.
<b>F. Mileage Rate</b>	IRS Rate
<b>G. Cone Rental</b>	\$4.00 ea. per day
<b>H. Barricade Rental</b>	\$4.00 ea. per day
<b>I. Sign Rental</b>	\$20.00 ea. per day
<b>J. Labor Rate for Personnel</b>	Wage Rate + incurred costs
<b>K. Administration Fee</b> (when applicable)	15% of invoice

\*Or actual cost to NLTMA; estimated costs of \$100.00 or higher require pre-payment.

## APPLICATION FOR REVIEW OR RESEARCH (Resolution 04-2006)

<b>A. Application Fee</b>	\$500.00
I. Details must be provided for research upon application.	
II. In the event \$500.00 is not sufficient to pay all of the fees and costs incurred by the Authority, the applicant will be responsible for the additional amount.	

## ATTORNEY FEES

The hourly rate for any business conducted by Henry & Beaver, LLP, Attorneys at Law, on behalf of the Authority including, but not limited to, preparing agreements, performing collections, enforcement activities, plan reviews, preparing resolutions, etc., or any other various issues requiring legal review.

<b>A. Actual Cost of Attorney's bill</b>	\$175.00 per hour + Administration Fee
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## DEVELOPMENT INSPECTION FEES OR DAMAGES CAUSED BY OTHERS

The following shall be charged when the Authority inspector spends time inspecting the installation of sewer main and appurtenances. The Developer will be required to post an escrow account with the Authority. The escrow amount will be determined by the Authority. Damages will also be billed at these rates.

<b>A. Hourly rate for inspector time</b>	See Wage Rate
<b>B. Overtime rate for inspection</b> (3-hour minimum applied)	See Wage Rate
<b>C. Mileage</b>	IRS Rate
<b>D. Equipment Rates</b>	See Equipment Rates (attached)
<b>E. Other charges as they apply</b>	

## ENGINEERING FEES

Review of plans, inspections, or other various issues requiring engineering review on behalf of the Authority. (SESI Fee Schedule attached)

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A. Actual Cost of Engineer's bill

Cost + Administration Fee
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## INSPECTION FEES FOR RECONNECTIONS OR REPAIRS - SEWER PERMIT

A. Reconnect permit/initial inspection/admin costs	\$150.00
B. Repair permit/initial inspection/admin costs	\$100.00
C. Additional inspections at same location	\$50.00 per visit

## RENEWAL OF EXPIRED PERMITS

If the sanitary sewer connection permit has expired and the work has not been completed and inspected, the applicant shall apply for a new permit. The following administrative fee shall be required to process a permit renewal.

A. Sewer permit renewal	\$100.00 per permit
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## SEWAGE MANAGEMENT FEES

For the management of on-lot sewage disposal systems, the following administrative fee shall be required for maintaining the sewage management report forms and enforcing the Sewage Management Program Ordinance:

A. Administrative Fee	\$30.00 per lot
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## SEWER CONNECTION (SADDLE/INSERTA TEE)

A. Saddle or Inserta Tee	\$850.00
B. Pump or Steel Plate Installation (if needed)	\$100.00 per day

The fees above include proper signage set up by the Authority (Terra Cotta pipe installations are performed by the City of Lebanon Authority). In all cases, the applicant is responsible for digging to the main and exposing the pipe so that the Authority employee can make the installation. Proper shoring must be in place at approximately 36" deep, or if the Authority employee requires otherwise for safety measures. The applicant will be held responsible for any costs above the required saddle/inserta tee fee. If a pump or steel plates are required, the Authority personnel will transport the pump; however, the Developer must take the steel plate to the site.

## SEWER TREATMENT RATES

"North Lebanon Township Municipal Authority Sewer System" customers shall pay the sewer treatment rates adopted by the City of Lebanon Authority. The consumption charges are based on measured water usage on a per thousand gallon basis.

A. These rates from CoLA took effect April 1, 2021 to:	
I. All consumption	\$3.70 per 1,000 gallons
B. These rates from CoLA will increase effective April 1, 2023 to:	
I. All consumption	\$3.90 per 1,000 gallons

The City will also impose a flat fee cost for each customer based on meter size.

"North Lebanon Township Municipal Authority Sewer System" non-metered single-family residential sewer customers who are serviced by well water with no meter installed, and are connected to the "NLTMA Sewer System" shall be charged at the rate of: 15,000 gallons per quarter for sewer treatment.

"North Lebanon Township Municipal Authority Sewer System" multiple residential dwellings will be billed accordingly.

Note: High consumption sewer customers as determined by the City of Lebanon Authority shall be billed on a monthly basis. Well gallons are determined by the City of Lebanon Authority.

## SEWER TREATMENT RATES - ADDITIONAL CHARGES

All NLTMA sewer customers will be charged the quarterly user rate fee of \$78.00 per EDU, plus any usage that is billed from the City of Lebanon Authority. The usage charges will be reflected on the NLTMA sewer bill. Any additional charges imposed by the City of Lebanon Authority will be charged to NLTMA customers.

All owners of sewer residential or commercial/industrial establishments of the "NLTMA Sewer System" (metered and non-metered) shall pay the following quarterly charges.

A. Quarterly User Rate (monthly customers will also be billed using this rate)	\$78.00 per EDU
B. Transportation Charge (only customers connected to lines through South Leb. Twp.)	\$1.25 per customer
C. 10% Penalty (assessed after due date)	10% of invoice
D. Administrative Letter/Fee	\$20.00

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E. <b>Collection Costs</b> (court costs and legal fees)	\$175.00 per hour
F. <b>Water Termination Posting</b>	\$150.00 + incurred costs
G. <b>Water Termination</b>	\$25.00 per unit/posting

## STRONG WASTE MANAGEMENT PLAN

A. <b>Discharge Permit</b>	
I. Regular and Commercial Users	\$200.00
II. Significant Industrial Users	\$500.00
B. <b>Renewal of Wastewater Discharge Permit</b>	
I. Regular and Commercial Users	\$100.00
II. Significant Industrial Users	\$250.00

The commercial and industrial users shall pay the costs of all sample testing. Strong Waste Surcharge shall be determined by the Authority on a case-by-case basis.

## SUBDIVISION AND LAND DEVELOPMENT SUBMISSION FEE SCHEDULE (for NLTMA)

In addition to the fees charged by the Lebanon County Planning Department and North Lebanon Township, the following fees (payable to NLTMA) and information have been determined by the Authority. All submission requirements and fees are due at the time of submission to allow Authority review to begin.

A. <b>NLTMA Requirements for Plan Submittal</b>	
I. 3 hard copies of new plans (2 hard copies of all revised plans)	
II. 1 hard copy of new plans submitted directly to Scott Rights (SESI)	
III. 1 electronic copy (pdf) of all new and revised plans (NLTMA and SESI)	
IV. 4 hard copies of public sewer planning module information OR 1 hard copy of on-lot sewage planning module information	
V. Submission of fees outlined below	
VI. Any additional information requested by Assistant Township Manager	
B. <b>Required Escrow Fee - due at time of submittal</b> (if applicable)	
I. Developer's Agreement or Sewer Extension Agreement deposit	\$5,000.00 (minimum)

This deposit will cover/reimburse the Authority for all costs it incurs for engineering fees, legal fees, inspections, testing of sewer lines, administrative costs, and any other costs related to said project. **Land development plans and all major subdivision plans will be required to provide this fee upfront at time of plan submittal.** If costs incurred exceed the deposit, the Authority will notify the Developer that additional monies are required.

C. <b>NLTMA Requirements for Minor Subdivisions <u>NOT involving new lots</u></b> (i.e. lot additions, land exchange, division of double home/existing buildings, etc.)	
I. 1 copy of plan	
II. 1 copy of legal description	
III. Final plan fee	\$150.00
D. <b>PennDOT Permit Review Fee (HOP)</b>	
I. Application required in Authority name	\$750.00 + engineering + legal + any other incurred costs
E. <b>Fee Schedule</b>	
I. Major and minor subdivisions with new lots/units	
a. Preliminary plan fee*	
i. 1 lot/unit	\$550.00
ii. 2-10 lots/units	\$1,000.00
iii. 11-20 lots/units	\$1,400.00
iv. 21-50 lots/units	\$1,900.00
v. 51-100 lots/units	\$2,300.00
vi. 101-200 lots/units	\$2,600.00
vii. 201+ lots/units	\$2,900 + \$5.00 per lot/unit over 200

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- b. Final plan fee\*
  - i. 1 lot/unit
  - ii. 2-10 lots/units
  - iii. 11-20 lots/units
  - iv. 21-50 lots/units
  - v. 51-100 lots/units
  - vi. 101-200 lots/units
  - vii. 201+ lots/units

\$450.00
\$800.00
\$1,100.00
\$1,400.00
\$1,700.00
\$2,000.00
\$2,200.00 + \$5.00 per lot/unit over 200

- c. Preliminary/Final plan fee
  - i. 1 lot/unit
  - ii. 2-10 lots/units
  - iii. 11-20 lots/units
  - iv. 21-50 lots/units
  - v. 51-100 lots/units
  - vi. 101-200 lots/units
  - vii. 201+ lots/units

\$1,000.00
\$1,800.00
\$2,500.00
\$3,300.00
\$4,000.00
\$4,600.00
\$5,100.00 + \$10.00 per lot/unit over 200

\*Any subdivision plan that is a combined Preliminary/Final, the total of BOTH Preliminary & Final costs shall be applicable.

- II. Land development plans (final plan fee)
  - a. 0-2 total acres\*
  - b. 2.01-5 total acres\*
  - c. 5.01-10 total acres\*
  - d. 10.01-15 total acres\*
  - e. 15.01-25 total acres\*
  - f. 25.01+ total acres\*

\$900.00
\$1,000.00
\$1,400.00
\$1,900.00
\$2,750.00
\$3,750.00

\*Acreage of tract for newly developed lot or disturbed acreage undergoing review.

Note: If fees collected are not sufficient to cover actual review costs, including engineering or legal fees, the remaining balance will be billed to the Developer and shall be payable PRIOR to final plan approval. Upon completion, paper asbuilts shall be provided. Asbuilts stored electronically on disc using CAD format compatible with GIS (latest version) must also be provided.

## SUBDIVISION AND LAND DEVELOPMENT NOTES

- A. Minor Subdivisions** (not involving new lots)
  - I. This would include lot additions, land exchange, division of double home or existing buildings, etc.
- B. Planning Module Procedure for Minor Subdivisions/Lot Additions**
  - I. For complete details for processing, please see attached sheets of North Lebanon Township Ordinance No. 1-2006 and North Lebanon Township Resolution No. 6-2006, both adopted on April 17th, 2006.
- C. Planning Module Procedure for Minor & Major Subdivisions/Land Developments**
  - I. The following is to establish the procedure for accepting and approving planning modules. It is the policy of the North Lebanon Township Municipal Authority to require a planning module for each submission of plans submitted for review.
- D. DEP Exemption Guidelines for Public Sewer**
  - I. Any subdivision or land development plans that are serviced by public sewer may be exempt from submitting a Component 3 Planning Module, per DEP, under the following conditions:
    - a. Less than 250 EDU's in the development
    - b. No public pump stations or force mains are needed
    - c. Gravity sewer sizes will generally not exceed 8" in diameter
    - d. The project will not cause a Chapter 94 overload of the collection system for 5 years from the date of application

Note: If any of the above conditions cannot be met, a Component 3 Planning Module will be required to be processed.

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**E. Planning Module Exemption Request Procedure (public sewer only)**

- I. The following must be submitted for approval of a planning module that meets the above stated DEP exemption criteria. Please submit 4 complete packets of:
  - a. The DEP postcard mailer application (to be signed by designated municipal official).
  - b. Narrative describing the development, proposed method of sewage disposal, alternative disposal method, and identifying the point of sewer connection.
  - c. USGS topo map
  - d. PNDI receipt and any clearance letters from any agency that had potential conflicts
  - e. Written certification from NLTMA stating there is ample capacity for collection and conveyance within their system for this development and this request will not create a hydraulic or an organic overload over the next 5 years.
  - f. Written certification from City of Lebanon Authority (CoLA) stating there is ample capacity for conveyance and treatment at the sewage treatment plant for this development and this request will not create a hydraulic or an organic overload over the next 5-years
  - g. Written confirmation from CoLA stating they have capacity to service the project with public water
  - h. Plot plan

**F. Designated Municipal Official**

- I. The Township Manager or Chairman of the Board of Supervisors shall be designated as the municipal official who shall sign the postcard mailer and return to DEP/DLA.

**G. Components**

- I. Component 1 - on-lot, single-family dwellings (10 lots or less)
- II. Component 2 - on-lot, 10+ lots, Preliminary Hydrogeological Study for on-lot systems or commercial
- III. Component 3 - public sewer

**TAPPING FEES**

**A. Sewer Treatment Capacity and Tapping Fees**

Each owner shall be required to first purchase sewer treatment capacity at the CoLA Treatment Plant by making application to the NLTMA and paying the sewer treatment capacity fee and the NLTMA tapping fee. The number of EDU's required to be purchased shall be according to the EDU chart that is adopted by the NLTMA Board, or in special cases, by agreement. The sewer treatment capacity fee may change at the discretion of CoLA and the owner will be charged accordingly. No sewer treatment capacity shall be guaranteed until such time as sewer treatment capacity at the CoLA Treatment Plant is granted. The NLTMA tapping fee is calculated by the Authority Engineer as set forth in Resolution 02-2005. This is for collection and capacity within NLTMA's lines.

- I. New Connections
  - a. Capacity
  - b. Tapping Fee

\$2,290.00 per EDU
\$3,100.00 per EDU

Existing customers who are adding new buildings/expansions will be required to purchase additional sewer treatment capacity at the CoLA Treatment Plant by application through NLTMA and to pay additional NLTMA tapping fees. The number of EDU's shall be determined by the CoLA EDU chart.

- II. Existing Customers Adding New Buildings or Expansions
  - a. Capacity
  - b. Tapping Fee

\$2,290.00 per EDU
\$3,100.00 per EDU

NLTMA will monitor the usage for a period of one year. If at the end of that year the data shows that the customer is using more EDU's than purchased, the customer will have the opportunity to reduce the usage within the next 12 months, or the customer will be required to purchase additional sewer treatment capacity and tapping fees per EDU.

**B. Time of Payment**

The capacity fee for sewer treatment shall be paid prior to final plan approval. The tapping fee shall be paid at the time of application for the sewer permit.

**C. Special Purpose Tapping Fee I (Water Street)**

\$800.00 per EDU
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This tapping fee shall be applicable only to those sewer customers who connect to the "NLTMA Sewer System" within the area as outlined in tables included in Resolution 2-1998. This shall be paid at the time of application for the sewer permit.

**D. Special Purpose Tapping Fee II (Long Lane)**

\$1,125.00 per EDU
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This tapping fee shall be applicable only to those sewer customers who connect to the "NLTMA Sewer System" within the area as outlined in Table WS-4 included in Resolution 05-2000. This shall be paid at the time of application for the sewer permit.

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**E. Special Purpose Tapping Fee IV (N 8th Avenue)**

\$2,000.00 per EDU
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This tapping fee shall be applicable only to those sewer customers who connect to the "NLTMA Sewer System" within the area as outlined in the map included in Resolution 01-2004. This shall be paid at the time of application for the sewer permit.

**F. Special Purpose Tapping Fee VI (Business Park)**

\$20,400 per lot
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This tapping fee shall be applicable to the two lots on Windsor Drive (GIS # 27-2324837-371691 & 27-2324588-370995) that will connect to the business park line installed by NLTMA. This shall be paid at the time of application for the sewer permit.

**G. Reimbursement**

The Developer shall be entitled to reimbursement under the Municipality Authorities Act from any future connections made within ten (10) years outside of the development to any sewer and water (Township water service area only) line constructed by the Developer at his expense and subsequently dedicated to the Authority. The Authority and Developer shall enter into a Reimbursement Agreement in accordance with Section 5607(d)(31) of the Pennsylvania Municipality Authorities Act.

## TRANSFER OF PERMITS

If the owner/developer wishes to transfer an existing issued permit to another lot/property, he shall pay the following fee:

**A. Public Water Connection Permit (Twp water service area only)**

\$15.00
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**B. Sanitary Sewer Connection Permit**

\$15.00
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## WAGE RATES

The Municipal Authority will bill the following hourly rates. If an employee was on overtime, the hourly rate will be multiplied by 1.5 x 3 hours minimum for billing purposes. When applicable, wages will be charged portal-to-portal.

**A. Township Manager/Assistant Manager/Roadmaster**

\$65.00 per hour, per employee
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**B. Clerical**

\$43.00 per hour, per employee
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**C. Maintenance Employee (Highway, Park & Rec, Wastewater, etc.)**

\$50.00 per hour, per employee
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## WATER RATES

The water tapping fee is only applied to residents in the water district outlined in Exhibit "A".

**A. Tapping Fee**

\$3,900.00 per EDU
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**B. Water Debt**

\$60.00 per quarter
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North Lebanon Township customers shall pay the water usage rates adopted by the City of Lebanon Authority. The consumption charges are for measured water usage on a per thousand gallon basis.

**A. These rates from CoLA went into effect April 1, 2021:**

I. All consumption

\$3.60 per 1,000 gallons
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**B. These rates from CoLA will increase effective April 1, 2023 to:**

I. All consumption

\$3.84 per 1,000 gallons
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The City will also impose a flat fee cost for each customer based on meter size.

The current usage charge for those who have not connected to the water system after having received notice to connect is \$12.60 per quarter.

## BILLING PROCEDURE

Payment of fees shall be due to NLTMA within thirty (30) days, or as otherwise noted, from the date of the invoice to the responsible party or parties. If not paid within the period noted on the invoice, a ten percent (10%) penalty will be applied to the unpaid balance.

## FINAL NOTE

The Authority reserves the right, from time to time, to adopt modifications, supplements, or amendments to this Resolution. In the event that any portion of this Resolution shall be held invalid, it shall not affect the validity of the remaining sections of this Resolution.

**2023 EQUIPMENT RATES**

**ATTACHMENT TO RESOLUTION 1-2023**

Use of equipment is charged portal to portal time.

Hourly wage rate will be in addition to equipment rental costs.

Sewer Truck .....	\$ 150.00 / Shift
Godwin Pump .....	\$ 750.00 / Shift
Flusher Truck .....	\$1,800.00 / Shift
40 KW Generator .....	\$150.00 / Shift
Ditch Pump .....	\$100.00 / Shift
2” Portable Pump .....	\$100.00 / Shift
Dump Truck – Single Axle .....	\$600.00 / Shift
Backhoe .....	\$500.00 / Shift
Loader .....	\$700.00 / Shift
Cut Saw 12” .....	\$75.00 / Shift
Cut Saw Blade .....	\$50.00 / Blade
Chain Saw .....	\$50.00 / Shift
Chain Saw Chain .....	\$30.00 / Chain
Grinder 4” .....	\$50.00 / Shift
Grinding Wheel .....	\$15.00 / Wheel
Confined Space Entry .....	\$ 275.00 / Entry
CCTV (video equipment to include push camera) .....	\$ 150.00 / Hour + labor

Shift = 8 Hours

Minimum Charge = 4 Hours

Neighboring Municipalities = portal to portal for vehicle  
+ 2 guys labor @ \$57.00/hr./employee  
+ any incurred expenses

Waste Disposal = Actual Cost + 15%



## 2023 SCHEDULE OF HOURLY RATES & CHARGES

<u>ENGINEERING, CADD, INSPECTION &amp; DESIGN SERVICES</u>	<u>HOURLY RATE</u>
Project Principal	\$ 154.00
Professional Engineer III	\$ 148.00
Professional Engineer II	\$ 133.00
Professional Engineer I	\$ 116.00
Project Manager II	\$ 108.00
Project Manager I	\$ 104.00
Engineering Associate II	\$ 107.00
Engineering Associate I	\$ 102.00
Assistant Project Manager	\$ 96.00
I.T. Service Technician	\$ 96.00
Auto CADD Operator III w/computer	\$ 87.00
Auto CADD Operator II w/computer	\$ 78.00
Auto CADD Operator I w/computer	\$ 75.00
GIS Specialist	\$ 81.00
Resident Construction Engineer	\$ 95.00
Construction Inspector	\$ 80.00
Engineering Assistant II	\$ 77.00
Engineering Assistant I	\$ 57.00
Environmental Specialist	\$ 88.00
Clerical	\$ 57.00
Expert Witness, Litigation Participation, Testimony	\$ 260.00
 <u>SURVEYING SERVICES</u>	
Registered Surveyor	\$ 106.00
Surveyor Associate II	\$ 80.00
Surveyor Associate I	\$ 57.00
1 Man Survey Crew with GPS Equipment	\$ 151.00
1 Man Survey Crew with Robotic Survey Equipment	\$ 151.00
2 Man Survey Crew	\$ 164.00
2 Man Survey Crew with Robotic Survey Equipment	\$ 196.00
2 Man Survey Crew with GPS	\$ 196.00
 <u>AERIAL DRONE SERVICES</u>	
1 Man Drone Crew without Equipment	\$ 95.00
1 Man Drone Crew with Equipment	\$ 170.00
2 Man Drone Crew without Equipment	\$ 173.00
2 Man Drone Crew with Equipment	\$ 248.00
Drone Processing II	\$ 95.00
Drone Processing I	\$ 79.00



**2023 SCHEDULE OF HOURLY RATES & CHARGES (cont.)**

<b><u>EXPENSES</u></b>	<b><u>UNIT COST</u></b>
<u>Consumables</u>	
AutoCADD Mylar Plots	\$ 10.00 Each
AutoCADD Bond Plots	\$ 5.00 Each
Photocopies	\$ 0.15/page
Construction stakes	\$ 0.50 each
Concrete monuments (materials only)	\$ 45.00 each
Property corner pins (materials only)	\$ 5.00 each
Outside Expenses (Third Party)	Cost + 10%
Automobile Mileage	Prevailing IRS Rate

Notes: Pennsylvania Law requires us to charge a 6% sales tax on all consumables that are provided and billed outside of the basic contract. These may be invoiced on a separate invoice and the terms are net 10 days.