VERONA BOROUGH
RESOLUTION NO.

A RESOLUTION OF THE BOROUGH OF VERONA, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, ESTABLISHING A GENERAL SCHEDULE OF FEES, COSTS, CHARGES, AND EXPENSES PURSUANT TO VARIOUS BOROUGH ORDINANCES AND CODES

WHEREAS, the Verona Borough Code of Ordinances ("Code of Ordinances) authorizes the Verona Borough Council ("Council") to establish a fee schedule for the payment of various fees to be charged to the respective applicant and/or petitioner to recoup various costs associated with each permit/process; and

WHEREAS, Council desires to compile a comprehensive update of relevant fees established by Borough Ordinances, Resolutions, Codes, and other entities, which may be updated from time to time at the discretion of Borough Council; and

NOW, THEREFORE, BE IT RESOLVED, the Council establishes the following fee schedule:

Section 1. Zoning and Building Permits

Verona Borough's Code of Ordinances requires permits for a variety of building projects. A Zoning review is the first step in the process and an applicant is required to obtain a Zoning Permit before starting their project or submitting an application for a Building Permit.

There are two types of building project categories in Verona Borough: (1) Building projects that require a Zoning Permit and a Uniform Construction Code ("UCC") Building Permit; and (2) building projects that require only a Zoning Permit. Verona Borough's Zoning Officer and administrative staff are available to assist applicants with understanding which applications need to be submitted.

Verona Borough has adopted the UCC to regulate and govern the construction, alteration, repair, movement, equipment, removal, demolition, location, maintenance, occupancy or change of occupancy of every building or structure. Verona Borough has contracted with -Code Enforcement Agency ("CEA") to administer and enforce all codes necessary to comply with the UCC.

Zoning Permits and Uniform Construction Code Building Permits

Projects that require a building permit include, but are not limited to, new construction, additions/alterations to existing buildings, demolitions, installation of pools, garages, signs, pre-manufactured/mobile home installations, decks, porch roofs, and solar panel installations.

For projects that require both permits, an applicant must obtain a Zoning Permit before applying for a Building Permit. The cost for the Zoning Permit, which is to be paid directly to Verona Borough, is $125 for commercial properties and $75 for residential properties.

The cost for a Building Permit from CEA varies depending on the type of project. CEA's fee schedules are attached to this Resolution and incorporated herein as Attachment A, which fees are subject to change from time to time.

Administrative Fee including PA UCC Fee

The Borough of Verona charges administrative fees on a sliding scale. The fee includes the PA UCC Fee of $4.50

Permit Cost	FEE
$0-$500	$25.00
$501-$1,000	$50.00
$1,001-$2,000	$75.00
$2,001-$3,000	$100.00
$3,001-$4,000	$125.00
$4,001-$5,000	$150.00
$5,001-$6,000	$175.00
$6,001-$7,000	$200.00

Zoning Permits (only)

Verona Borough also requires a zoning review for projects that are not reviewed under the UCC. Projects that only require a zoning permit include, but are not limited to, the installation of fences or walls, various signage, paving projects and installation of sheds. Note: certain projects (such as roof replacement) may not require a zoning permit, but may, however, require a dumpster permit.

The cost for Zoning Permit, which is to be paid directly to Verona Borough, is $75.

Section 2. Occupancy Permits

Occupancy Permits are required for new construction, change of existing use, change in ownership, or change of tenant(s). An Occupancy Permit is required prior to the occupation of a structure. The current owner is required to obtain the Occupancy Permit for the occupancy of a new building, change in tenant(s), or change in use of a building. The new owner is required to obtain the Occupancy Permit before occupying the structure when a property is sold (the new owner can arrange for the prior owner to obtain the Occupancy Permit on their behalf). The Council establishes the following fees for Occupancy Permits:

Occupancy of a new construction building:

Residential Use	Cost is included in the cost of a Building Permit

Non-residential Use	Cost is included in the cost of a Building Permit

Change in the use of a building other than to a use of the same type:

Residential Use	$75 each subsequent visit is an additional $65
Non-residential Use	$125 each subsequent visit is an additional $65

New owner(s):

Residential Use	$75 each subsequent visit is an additional $65
Non-residential Use	$125 each subsequent visit is an additional $65

Section 3. Zoning Hearing Board

The Council establishes the following fees for applications or petitions to the Borough's Zoning Hearing Board:

Variance Request:	
Residential	$350 application fee + $650 escrow deposit
Non-residential	$350 application fee + $650 escrow deposit
Special Exception:	
Residential	$350 application fee + $650 escrow deposit
Non-residential	$350 application fee + $650 escrow deposit
Zoning Ordinance Appeal:	
Residential	$350 application fee + $650 escrow deposit
Non-residential	$350 application fee + $650 escrow deposit
Other:	
Residential	$350 application fee + $650 escrow deposit
Non-residential	$350 application fee + $650 escrow deposit

Pursuant to Municipalities Planning Code § 908, Verona Borough can charge fees to cover the costs associated with the Zoning Hearing Board members' compensation, notice and advertising costs, half of the stenographer appearance cost, and necessary administrative overhead costs associated with the hearing. The application fee covers the necessary administrative overhead costs and the escrow deposit covers the remaining costs. Any remaining escrow amount will be returned to the applicant after all expenses have been invoiced to the Borough and paid. Should the costs exceed the escrow deposit amount, Verona Borough will send an invoice, due in 30 days, to the appellant for the remaining amount owed to cover these expenses.

Obtaining an official transcript from the Stenographer, including any costs, is the responsibility of the party requesting the transcript and is not part of any costs associated with the application.

Section 4. Uniform Construction Code Board of Appeals

Council establishes the following fees for appeals, applications, or petition to the Board of Appeals for the Borough's Uniform Construction Code:

Residential	$350 application fee + $650 escrow deposit to cover advertising and court reporter costs
Non-residential	$350 application fee + $650 escrow deposit to cover advertising and court reporter costs

Additionally, all advertising and court reporter costs resulting from the appeal will be paid by the appellant prior to commencement of the appeal hearing. The escrow deposit should cover these costs and any remaining amount will be returned to the appellant after all expenses have been invoiced to the Borough and paid. Should the costs exceed the escrow deposit amount, Verona Borough will send an invoice, due in 30 days, to the appellant for the remaining amount owed to cover these expenses. Obtaining a hearing transcript, including the cost, is the responsibility of the party requesting the transcrip**Section 5. International Property Maintenance Code Appeals**

Council establishes the following fees for appealing a decision of the Borough's Code Enforcement Officer to Council:

Residential	$350 application fee + $650 escrow deposit to cover advertising and court reporter costs
Non-residential	$350 application fee + $650 escrow deposit to cover advertising and court reporter costs

Additionally, all advertising and court reporter costs resulting from the appeal will be paid by the appellant prior to commencement of the appeal hearing. The escrow should cover these costs and any remaining amount will be returned to the appellant after all expenses have been invoiced to the Borough and paid. Should the costs exceed the escrow deposit amount, Verona Borough will send an invoice, due in 30 days, to the appellant for the remaining amount owed to cover these expenses. Obtaining a hearing transcript, including the cost, is the responsibility of the party requesting the transcript.

Section 6. Conditional Use Application Fees

Council establishes the following fees for conditional use applications:

Residential	$500 application fee
Non-residential	$500 application fee

Section 7. Subdivision and Land Development Matters

Council establishes the following fees for applications for subdivision and/or land development approval:

Preliminary Plan Fee:

Residential:

1 to 2 dwelling units

Application Fee $150

Deposit $100 per dwelling unit

3 or more dwelling units

Application fee $150 + $50 per dwelling unit

Deposit $100 per dwelling unit

Commercial or Other Non-residential:

Total land area involved under 2,500 square feet

Application Fee $250

Deposit $1,000

Total land area involving 2,500 square feet to 10,000 square feet

Application Fee $500

Deposit $1,500

Total land area involving greater than 10,000 square feet

Application Fee $1,000

Deposit $2,000

Plan Review Fees:

Residential:

1 to 2 dwelling units

Application Fee $300

Deposit $200 per dwelling unit

3 or more dwelling units

Application Fee $300 + $50 per dwelling unit

Deposit $200 per dwelling unit

Commercial or Other Non-residential:

Total land area involved under 2,500 square feet

Application Fee $1,000

Deposit $2,500

Total land area involving 2,500 square feet to 10,000 square feet

Application Fee $1,000

Deposit $2,500

Total land area involving greater than 10,000 square feet

Application Fee $2,000

Deposit $3,500

Modification of Waiver Fees:

Application Fee $500 per waiver request

Traffic Study: Applicant shall be responsible for paying the cost of any traffic study that may be required for any plan review.

Section 8. Abandoned Property

Section 9. Street Cuts and Openings

Council establishes the following fees for street cuts and openings to Borough roads and sidewalks:

Application Fee	$150
Borough Engineer Inspection Fee	Actual cost of fees of Borough Engineer or other consultant, initial deposit of $125 is due with application
Annual Bond for Utilities	Public utilities may be required by the Borough Engineer to submit an annual bond to the Borough

Section 10. Soliciting and Peddling

Council establishes the following fees for soliciting and peddling permits:

Monday through Thursday, less than six (6) people per day $25 per person
Friday and Saturday, less than six (6) people per day $35 per person

Monday through Thursday, six (6) or more people per day $20 per person
Friday and Saturday, six (6) or more people per day $30 per person

Monday through Thursday, less than six (6) people per week $75 per person
Friday and Saturday, less than six (6) people per day per week $105 per person

Monday through Thursday, six (6) or more people per week $60 per person
Friday and Saturday, six (6) or more people per week $90 per person

Sundays and Federal Holidays excluded

Section 11. Adult Business License

Council establishes the following fees for sexually oriented business licenses and employee licenses:

Adult Business License:	
Initial Inspection Fee	$1,000
Annual License Fee	$500

Section 12. Dye Test

Council establishes the following fees for Dye Test Compliance:

Dye Test	Cost of Dye Test paid directly to an Allegheny County Certified Plumber

Section 13. Municipal No Lien Letters

Council establishes the following fee for Verona Borough Municipal No Lien Letters:

Municipal No Lien Letter	$35

Section 14. Dumpster Permit

Council establishes the following fees for Dumpster Permits:

Ten Day Residential Permit	$35 + $15 for ten-day extension
Ten Day Business District Permit*	$75 (*ARB from Wildwood to Seldon)
Late registration permit fee	$50

Section 15. Park Rental Fee

The Borough Council establishes the following fees for Park Rental Permits:

Verona Borough Resident	Free
Non-resident	$50 – Cribbs Field, rental
	$50 – Railroad Park rental
	$50 – Riverbank Park rental

** $50 refundable deposit is required to reserve any park **

Concession Stand Rental Fees at Cribbs Field

Council establishes the following fees for Concession Stand Rentals:

1-5	events per year	$75
6-10	events per year	$125
11-20	events per year	$245
21-30	events per year	$360
31-40	events per year	$470
41 & up	events per year	$570

Additionally, there is a $100 refundable cleaning deposit. For seasonal groups, if the deposit is used to clean after an event, then the deposit must be replenished before the next event. If the deposit is used three times in a season, the permit will be revoked for the rest of the season. Fees can be waived by the Borough.

Special Event Permit

The Borough establishes the following fee for a Special Event Permit:

Special Event Permit Fee: $50

Section 16. Intermunicipal Liquor License Transfer

Council establishes the following fees for Intermunicipal Liquor License Transfer and Hearing: $1000. Includes advertising and court reporter costs.

Section 17. Banner/Sign Permit

Council establishes the following fee for Banner/Sign Permit requests (where banners/signs are placed in or on Borough owned property for up to 14 days following Council approval:

Banner/Sign Permit	$50

Section 18. Amusement Device License

Council establishes the following fees for Amusement Device Licenses:

Jukebox	$150 per jukebox
Mechanical and/or electronic devices	$750 per device
Video devices	$1000 per device

Section 19. Short-Term Rental

Council establishes the following fee for Short-Term Rentals:

Application Fee: $100 per year, per unit

Section 20. Food Truck

Council establishes the following fees for Food Trucks:

One time event: $25
Yearly Fee: $50

Section 21. Miscellaneous Fees

Council establishes the following miscellaneous fees:

Other Letters	$35
Returned/Non-sufficient Funds Check	$25
Miscellaneous Copies	$0.25 b/w $0.50 color
Police Incident Report	$15

Section 22. Repealer

All prior fee schedules resolutions in conflict with this resolution are hereby repealed to the extent of the conflict.

Section 23. Effective Date

This Resolution shall take effect immediately upon passage.

Section 24. Severability

Should any part of this Resolution be held legally invalid, the remainder of this Resolution shall remain in effect.

THIS RESOLUTION ADOPTED by the Verona Borough Council of the Borough of Verona at a duly assembled public meeting held the ___of.

ATTEST:

Jason Dailey, Interim Borough Manager

BOROUGH OF VERONA

Patricia Hredzak, President of Council

EXAMINED AND APPROVED by me this _____ day of _____, 2026.

David P. Ricupero, Mayor

APPROVED AS TO FORM:

Craig H. Alexander, Solicitor