



Schedule of Application, Closing and Administrative Fees

(Effective September 1, 2022)

Hourly Fees

PAED is a fee-based organization that provides services on an hourly basis. Accordingly, PAED charges the below hourly rates for staff and solicitor time throughout the duration of an entity's agreement with PAED:

- Executive Director - \$185 per hour
- Staff - \$100 per hour
- Solicitor (YDASP) - \$190 per hour
- Borough Paperwork
 - PAED will provide assistance with submission of borough paperwork with a fee per submission (designated below). Rates are based on the complexity of each individual project. PAED does not guarantee approval in the favor of an applicant. (Hourly Rates may also apply)
 - Inspection Process - \$350 per submission
 - Requests for Street Closures/Police Paperwork - \$250 per submission
 - Starting a Business - \$125 per submission
 - Zoning Variance - \$250 per submission
 - Attendance at council/zoning/planning meeting(s) on behalf of an organization – Executive Director's Hourly Rate (\$185 per hour)
 - Any other paperwork not mentioned - \$125 per submission

Application and Closing Fees

Entities that apply for funding will be charged an application fee due at the time of the application. Entities that receive funding will be charged a disbursement fee due upon receipt of the funds. This fee is based on the type of funding received. All fees are non-refundable.

- Grants
 - APPLICATION FEE: A non-refundable flat fee of \$1,000 is due and payable at the time of Application
 - There will be a 10% administrative fee for awarded grants
 - In addition to the 10% administrative fee, any legal fees and fees incurred by PAED staff time will also be paid by applicant
 - PAED will not apply on behalf of an entity for any grants that award less than \$300,000.

*****Disclaimer** – PAED does everything in its power to have a positive outcome, but engaging PAED in no way guarantees approval in the favor of the applicant.***

- Pottstown Economic Development Business Loan (PEDBL)
 - APPLICATION FEE: A non-refundable flat fee of \$1,000 is due and payable at the time of Application
 - CLOSING FEE: A non-refundable Closing Fee equivalent to 1% of the Loan Amount extended will be due and payable by Borrower at the time of Closing upon the Loan.

Real Estate Professionals

- Fee Per Commercial Property Listing - \$50
 - Lease or sale listing must be active or coming soon, and located in the 5.5 square miles of the Borough of Pottstown
 - Complete listing of benefits from featuring your listing with PAED is available on the Information & Tools for Investors sheet
 - *PAED does not guarantee that your listing will go to settlement during the time period your listing is featured*

Other Fees

- *Mark Up of Direct Costs*: Other costs incurred by PAED on behalf of a client and/or project will be marked up by 10% to cover staff costs for accounting, invoicing, and payment processing.
- *Exceptions*: PAED may waive or adjust fees in its discretion based on project financials.

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