

# FEE SCHEDULE FOR CONEWAGO TOWNSHIP

## RESOLUTION 2020-A

### A RESOLUTION OF THE TOWNSHIP OF CONEWAGO, ADAMS COUNTY, PENNSYLVANIA, ESTABLISHING FEES FOR SERVICES AND PERMITS.

BE IT RESOLVED, that from on and after the date of the adoption of this resolution, the following fees shall be charged for the services specified below:

#### APPLICATION TO THE BOARD OF SUPERVISORS

Conditional Use Hearing	\$ 500.00
Amendment or Change of Zoning	\$ 1,000.00
Curative Amendment	\$ 2,000.00
Miscellaneous Hearing	\$ 250.00
Ordinance Amendments	\$ 500.00 *

\* plus actual costs of special legal services, stenographer or other special services when required.

#### BUILDING PERMITS AND ZONING PERMITS

##### Residential Building Permits

Minimum Fee	\$ 10.00
Improvements up to 250 SF	\$ 25.00
Improvements 250 SF and above	\$ 50.00
Maximum Fee	\$ 50.00

##### Residential Zoning Permits (non-UCC)

Accessory structures less than 250 square feet	\$ 25.00 each*
Fences (6' and less)	\$ 25.00 each
New construction, additions, accessory buildings	\$ 50.00 per unit more than 250 square feet*

\*includes patios and other "slab" type additions (i.e. patios)

##### Non-Residential Building Permits, Non-Residential Zoning Permits, Grading Permits\*

###### Remodeling and Other by Value of Improvement

\$ 0 to \$1,000	\$ 100.00
\$1,001 to \$5,000	\$ 150.00
\$5,001 to \$25,000	\$ 200.00
\$25,001 to \$50,000	\$ 250.00
\$50,001 to \$100,000	\$ 300.00
Over \$100,000	\$ 400.00

New Construction and Additions (including non-footed accessory structures, "slab" additions (i.e. patios)

Structures up to 2,500 SF	-same as Non-Residential, plus 10¢ per SF
Structures over 2,500 SF	-same as Non-Residential, plus 25¢ per SF (not to exceed \$15,000)
Fences (6' and less)	\$ 25.00 each

Pennsylvania State Fee/UCC Training & Education \$ 4.50 (all building permits)

Driveways and Parking Spaces 20¢ per SF (\$10 minimum)

See separate schedule for various plan review fees, permit fees, residential, electrical, plumbing, and mechanical inspection fees.

Demolition Permit:

Residential	\$ 25.00
Non-Residential	\$ 50.00

Adams County UCC Board of Appeals Fees:

Application/Administrative Fee	\$ 100.00
Board Compensation	\$ 250.00
Solicitor Fee	actual cost
Stenographer Fee	actual cost
BCO Fee	actual cost
Legal Advertisement	actual cost
Additional charges will be billed to applicant, actual costs, if applicable	

Use and Occupancy Permits:

Residential New Construction	\$ 50.00 each unit
Residential Addition & Alteration	\$ 35.00 each unit
Non-Residential New Construction	\$ 75.00 each unit
Non-Residential Addition & Alteration	\$ 60.00 each unit
Non-Residential Use Change	\$ 60.00 each unit
Temporary Occupancy Permit	\$ 1,500.00 Deposit
(\$ 150.00 administrative fee for Temp. Occupancy Permit deducted from the deposit)	

Curb and Sidewalk Permit:

New Construction – Curb	\$ 80.00 first 10 feet, \$1.00 per foot thereafter
New Construction – Sidewalk	\$ 1.00/ft, minimum \$ 10.00
Repairs – Sidewalk or Curb	\$ 10.00
New Driveway	\$ 25.00
Curb/Sidewalk Specifications	\$ 5.00
Sidewalk Inspections	\$ 35.00

Befouling Fee:

Construction Cost:	
\$10,000 and over	\$ 1,000.00
Less than \$10,000	\$ 250.00

Sign Permit:

Permanent Sign	\$75.00+ \$1.00/ sq. ft. over 10 sq. ft.
Public Service Organizations (Temporary Signs)	EXEMPT
Temporary Signs	No Fee

\*Unless the temp sign is not removed within the allowable time allowed by ordinance. If this occurs, the fee shall be set by the Board of Supervisors.

Road Occupancy Permit (Streetcut):

Plan review and inspections	\$ 100.00
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ENGINEERING FEES FOR REVIEW AND SITE INSPECTIONS

Residential Grading Plan Review	\$ 100.00 per review
Residential Sewer Lateral Inspection	\$ 35.00 per inspection
Residential Seepage Pit Inspection	\$ 35.00 per inspection
Street Occupancy Permit	Twp Engineer time & material if required
Chapter 56 As-Built Plan Review*	\$ 100.00 plus costs

\*As-Built Plans, as required in §56-11, must confirm that all construction and grading are in accordance with the (approved) grading plan as noted in §56.

INTER-MUNICIPAL LIQUOR LICENSE TRANSFER

Application Fee \$ 500.00

JUNKYARD PERMIT

New Permit \$ 1500.00  
Annual Renewal \$ 750.00

OPEN RECORDS POLICY SERVICES

Photocopies \$ 0.25 per page per side (Min. \$1.00)  
Certification of Public Record \$ 5.00  
Computer Media \$ 3.00 per cd  
Fax Copies \$ 0.50 per page

Note: If the total cost to duplicate record exceeds \$100.00, the Township may require prepayment prior to providing access to the public record, and may charge for preparation costs.

TOWNSHIP ATTORNEYS FEES

Municipal Claim including filing fees and satisfaction fees. \$450.00

For all actions taken to obtain judgement on Municipal Claims to execute on real property subject to the Municipal Claim; and to pursue and complete a sheriff or judicial sale of the real property subject to the Municipal Claim and all action taken to enforce Township Ordinances, etc. \$150.00/hr.

For time spent on matters which are otherwise reimbursable to the Township pursuant to Township Ordinances (e.g., plan reviews, drafting of agreements, etc.) \$150.00/hr.

OTHER FEES

Plan Copies \$ 5.00 per page or cost  
Returned Check Fee \$ 10.00 plus actual charges from Township Financial Inst.  
Comprehensive Plan \$ 75.00 paper/\$50.00 digital  
Subdivision and Land Development Ordinance \$ 75.00 paper/\$50.00 digital  
Zoning Ordinance \$ 75.00 paper/\$50.00 digital  
Zoning Map +/- 11"x17" (color) \$ 7.50 each  
Yard Sale Permits \$ 5.00 each  
Special Event and/or Sales Permit \$ 10.00 each  
\*no charge for non-profit organization special event sale permit  
Mileage Compensation Rate \$ IRS published rate  
Secretarial Fees at the Current Secretary/Treasurer's Rate  
Advanced Disposal Trash Tags \$ 5.25 per tag\*  
\*includes administration cost for Township issuance

POLICE

Accident Reports \$ 15.00 each  
Solicitation Permit \$ 25.00 each  
Background check \$ 10.00 each

SEWAGE ENFORCEMENT OFFICER/ON-LOT SEWAGE

Sewage Enforcement Officer	\$ 92.00 hour
Probe (Does not include excavation)	\$ 184.00 each
Percolation Testing (Does not include excavation)	\$ 280.00 each
Residential Sewage Permit	\$ 243.00 each
Residential Septic System Design	\$ at appointed firm's rates

Direct job costs will be charged when they apply (prints, copies, mileage, etc). Subcontracted work will be charged at 1.3 times actual cost. Work involving expert testimony, legal disputes and contested conditions will be priced on a case by case basis.

Included in the above hourly rates are all overhead costs such as, accounting, clerical salaries, social security contributions, unemployment, taxes (payroll, etc.), insurance, employee benefits, (sick leave, vacation, holidays, health insurance), telephone and computer charges.

SEWER

Tapping Fee	\$ 4,995.00 per edu
Residential Inspection Fee	\$ 35.00 each
Commercial Inspection Fee	Actual Costs – By Twp. Engineer
Sewer Inspections	All costs incurred by applicant per Municipal Authority Engineer
Developer's Specifications	\$ 100.00
Municipal Authority Attorney Fees at current rate	

SUBDIVISION AND LAND DEVELOPMENT

A filing fee, including the actual cost of engineering, professional consultant services, and legal services is required for applications, as specified in the Conewago Township Subdivision and Land Development Ordinance. Applications shall not be considered complete until the filing fee is paid.

The initial deposit for the filing fee shall be in the sum total of the following:

Sketch Plan	.....	\$ 250.00
Preliminary Plan	.....	\$ 2,500.00
Preliminary/Final	.....	\$ 3,500.00
Final Plan	.....	\$ 1,500.00
Annexation Plan	.....	\$ 1,000.00

For Subdivision and Land Development plans submitted in other municipalities that are reviewed by the Conewago Township Planning Commission and/or the Board of Supervisors, a fee will be charged for the plan submitted using the fee schedule stated above.

In the event that the initial deposit is reduced, to a balance insufficient in the opinion of the Township to cover the necessary remaining review costs, the applicant, on demand, shall deposit with the Township sufficient additional funds to correct the said deficiency.

In the event that the deposit is less than the actual engineering, professional consultant services, and legal costs, the applicant shall, upon demand of the Township, pay such additional costs.

After completion of the plan review process and inspection of improvements, if the actual engineering, professional consultant services, and legal costs are less than the deposit paid by the applicant, the difference shall be refunded to the applicant.

The resubmission of a previously rejected plan shall be deemed a new submission subject to a new filing fee, as provided hereunder.

## SUBDIVISION AND LAND DEVELOPMENT

### MANDATORY DEDICATION

Mandatory dedication (or fee-in-lieu thereof) of Recreation Land, (pursuant to Chapter 135, Section 48.C, 0.125 acre per proposed residential unit or fee in lieu of \$1,500.00 per unit.

Pursuant to Chapter 135, Section 48.C.(2), as an alternative to a fee in lieu of land dedication to satisfy the requirements of Subsection C, an applicant may, with Township approval, construct recreational facility improvements to the Township's Community Park, such park being designated to serve the entire Township, provided that the value of the improvements, if constructed by the Township as estimated by the Township Engineer, equals the current fee in lieu of land dedication for the applicant's entire development. Construction of said recreational facility improvements under this subsection shall be completed by a completion date agreed to by the applicant and the Township.

### SIGNAGE INSTALLATION

During Construction Phase of Development Project, Township will install all signage on roadways to be dedicated. Actual costs of materials, plus \$40.00 per hour for labor will be charged.

### ADMINISTRATIVE FEE

Administrative fee for processing billing shall be invoiced at 1.10 times statement total at time of billing.

## STORMWATER MANAGEMENT FEES

Tier 1 – Exemptions – No Initial Fee

Tier 2 – Township Engineer Review Fee- \$ 125.00

Tier 3 – Township Engineer Review Fee - \$ 225.00

Tier 4 – Fee is included in the Land Development Plan Fee Schedule

Tier 5 – Township Engineer Review Fee - \$ 100.00

Additional Fee – If in the course of normal review, under any of the above listed tiers, there are unusual circumstances that will require a further level of review effort by the Township, more so than envisioned in the scope of this fee schedule, the Applicant shall be immediately notified of the situation and provided with the option to either withdraw the application (pending further effort to resolve such circumstances) or accept the continued processing of the application, agreeing to directly compensate the Township for any effort invoiced by the Township Engineer. An estimate of fee will be provided to the Applicant to assist in this situation.

### Stormwater Management Fee Schedule

The following “tiers” have been established to regulate the fee that will be collected by the Township to offset engineering review of the various degrees of submitted Stormwater Management Plans (or exemptions thereof).

The following tiers are hereby established:

#### Tier 1 (No Fee)

Projects that are appropriately deemed “exempt” due to the project being less than 1,000 square feet of new impervious area. The review will be completed in-house by Zoning Officer. There will be no initial fee for applications submitted under this tier.

**Tier 2 (\$ 125.00)**

Projects greater than 1,000 square feet of new impervious coverage, but where it can be shown that the runoff meets the criteria of being "disconnected". This means that runoff flows over a vegetated surface (instead of being connected to a pipe which conveys runoff to a storm sewer system). The other general "disconnection" criteria that will be considered for these applications in this tier (as found in the Municipal Worksheets) is;

- The slope of the path is less than 5%
- The contributing drainage area for each discharge point is 500 square feet or less
- The flow path consists of good draining underlying soils (avoid clay and compacted soils and may require soil amendments to improve infiltration)
- The length of the flow path is approximately 10-15 feet and is also sufficient to avoid discharge to adjacent property or reconnection of runoff
- The flows must remain as "sheet flow" spread out as flat as possible (via. Spreader or splash block)

The initial review will be processed by the Zoning Officer, with a subsequent review (and report) conducted by the Township Engineer.

**Tier 3 (\$ 200.00)**

Projects greater than 1,000 square feet of new impervious coverage that cannot meet the "disconnection" option (as outlined per Tier 2). The initial review will be processed by the Zoning Officer, with a subsequent review (and report) conducted by the Township Engineer.

**Tier 4 (No Fee)**

Projects that are greater than 1,000 square feet of new impervious coverage, but are submitting a Land Development Plan (where stormwater runoff will be addressed). The fee for the review of the Stormwater Plan (associated with the Land Development Plan) is covered in the fee schedule for Land Development Plan Review.

**Tier 5 (\$ 100.00)**

Projects that only require a Municipal Concurrence Letter for the Post-Construction Stormwater Management Plan (PCSM) to be prepared and provided as part of an NPDES Permit Application. For example, if a project exceeds 1.0 acre of disturbed area, but does not propose "Land Development" regulated activities (e.g. water line replacement), this Tier is used to account for the required letter necessary per the NPDES Permit requirements.

**TAXES**

Per Capita Tax	\$ 5.00 per year
Local Service Tax	\$ 52.00 per year
Mechanical Device Tax	\$ 50.00 per device

**APPLICATION TO THE ZONING HEARING BOARD**

Residential Use (Variance or Special Exception)	\$ 500.00
Non-Residential Use (Variance or Special Exception)	\$ 1,000.00
Multiple Hearing	50% original fees
Court Ordered Remand Hearing	50% original fees
Legal Non-Profit Corporation	25% Non-Residential Fees
Appeal of Zoning Officer Action	\$ 500.00
Validity of Zoning Ordinance or Map	\$ 1,000.00

Adopted this 6th day of January, 2020, at the re-organizational meeting of the Conewago Township Board of Supervisors, Adams County, Pennsylvania.

The Board of Supervisors of Conewago Township

By: Louann M Boyer  
Chairperson of the Board

Attest: Heather Snyder  
Secretary