

**CONEWAGO TOWNSHIP  
ADAMS COUNTY, PENNSYLVANIA**

**RESOLUTION 2024 - I**

**A RESOLUTION OF CONEWAGO TOWNSHIP, ADAMS COUNTY,  
PENNSYLVANIA, ESTABLISHING FEES AND ESCROW AMOUNTS  
FOR SUBMISSION AND REVIEW OF CONCEPT PLANS AND PROJECT  
PLANS**

**WHEREAS**, the Pennsylvania Municipalities Planning Code, 53 P.S. § 10503, authorizes the Board of Supervisors of Conewago Township (the “Township”) to charge review fees including “reasonable and necessary charges by the municipality’s professional consultants for review”; and

**WHEREAS**, the Township incurs costs from the Township Engineer, Township Solicitor, and other professional consultants retained by the Township, performing technical review of concept plans and project plans; and

**WHEREAS**, the Board of Supervisors is authorized to adopt fees that are reasonable and necessary charges to be paid by applicants to reimburse the Township for expenses incurred in processing applications and reviewing concept plans and project plans; and

**WHEREAS**, the Board of Supervisors desires to establish certain fees and escrow (the “Escrow”) amounts for such inspections, reviews, and services.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Conewago Township, Adams County, Pennsylvania as follows:

**1. Escrow**

**Application/Review**

**Escrow**

<p><b>Concept Plan/Project Plan:</b> An informal plan, not necessarily to exact scale, indicating salient existing features of a tract and its surroundings, with the general layout of a proposal for consideration of a plan. Review meetings extending beyond one (1) hour will be billed to the applicant at the prevailing hourly rates for consultants under the Township’s Fee Resolution in effect at the time of submission.</p>	<p><b>\$1,000.00</b></p>
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**2. If the Township determines that such costs for review are likely to exceed the Escrow, the applicant may be required to pay into the Escrow account, in advance, an amount over and above the stated Escrow estimated to be sufficient to cover the expected costs. No review meeting(s) shall be held or concept plans or project plans reviewed prior to the required Escrow having been deposited with the Township.**

3. The establishment of an Escrow account shall not prevent the Township from directly invoicing an applicant for reimbursement of costs.

4. If funds in the Escrow account are depleted to fifty percent (50%) or less of the original balance, the applicant shall make an additional Escrow deposit sufficient to cover any deficit and to reestablish the Escrow account to its original balance or such greater amount as is determined by the Township to be reasonably necessary in order to cover anticipated remaining or future expenses. No further action shall be taken to review a concept plan or project plan until the Escrow account has been reestablished to such appropriate level.

5. Any excess funds remaining in the Escrow account after an application has been withdrawn or recorded will be refunded to the applicant. If the balance of the expenses for the application for any reason exceeds the amount remaining in the Escrow account, then the Township shall send the applicant a statement for such additional costs. The Township may take legal action to collect any and all unpaid costs.

6. This Resolution shall be effective immediately upon adoption and will remain in effect until amended by a resolution of the Board of Supervisors.

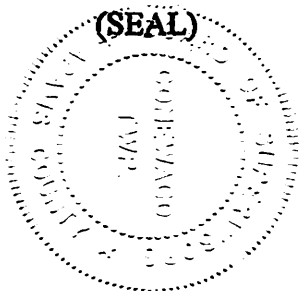
**DULY RESOLVED AND ADOPTED** by the Board of Supervisors of Conewago Township, Adams County, this 18 day of March, 2024.

**ATTEST:**

**CONEWAGO TOWNSHIP**

  
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Tamara Bittle, Secretary

By:   
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Charlotte Shaffer, Chair



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