

FEE RESOLUTION

RESOLUTION NO 23-R-36

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SUSQUEHANNA, DAUPHIN COUNTY, PENNSYLVANIA; REESTABLISHING FEES TO BE CHARGED IN CONNECTION WITH THE ADMINISTRATION OF THE SUSQUEHANNA TOWNSHIP ZONING ORDINANCE; REESTABLISHING FEES IN CONNECTION WITH THE ADMINISTRATION OF THE SUSQUEHANNA TOWNSHIP BUILDING CODE; ESTABLISHING FEES FOR THE SUBMISSION AND REVIEW OF SUBDIVISION AND LAND DEVELOPMENT PLANS AND FOR THE INSPECTION OF IMPROVEMENTS REQUIRED TO BE CONSTRUCTED AS A PART OF A SUBDIVISION OR LAND DEVELOPMENT; ESTABLISHING FEES IN CONNECTION WITH THE ADMINISTRATION OF THE SUSQUEHANNA TOWNSHIP STORMWATER MANAGEMENT CODE; AND REESTABLISHING FEES FOR MISCELLANEOUS TOWNSHIP PERMITS, LICENSES, AND SERVICES.

WHEREAS, the Board of Commissioners of the Township of Susquehanna, Dauphin County, Pennsylvania is authorized by various Susquehanna Township Ordinances to establish a Fee Schedule, and;

WHEREAS, the Board of Commissioners of the Township of Susquehanna, Dauphin County, Pennsylvania is required to review plans and documents submitted by developers to determine compliance with applicable Township ordinances and regulations, including but not limited to the Township's Subdivision and Land Development Ordinance and Storm Water Management Ordinance; and

WHEREAS, Section 2020 of the First Class Township Code (the "Township Code") provides that no person may construct, open or dedicate any road or drainage facilities for public use unless the Board of Commissioners has reviewed and approved the plan; and

WHEREAS, the Township incurs costs in the review of plans proposing the installation of new streets and drainage facilities and documentation necessary to insure that the Township will obtain clear title to such facilities upon dedication; and

WHEREAS, the Township has enacted a Storm Water Management Ordinance in accordance with the authority of the Pennsylvania Storm Water Management Act; and

WHEREAS, the Township incurs costs in the administration of the Storm Water Management Ordinance; and

WHEREAS, the Township Engineer, Township Solicitor or other professional consultants retained by the Township perform technical reviews of such plans and documents at a cost to the Township; and

WHEREAS, the inspections of improvements required to be installed in subdivision or land developments may be done by the Township staff or by the Township Engineer or other professional consultants retained by the Township; and

WHEREAS, the Township Engineer or other professional consultants perform such inspections at a cost to the Township and when the Township staff performs such inspections, there is a cost to the Township

as that employee is not performing general municipal work which may benefit the entire Township but rather is providing services which benefit a particular developer; and

WHEREAS, the Township has enacted a Zoning Ordinance and the Pennsylvania Uniform Construction Code (the "PA UCC), and the Township incurs costs in the receipt of applications, issuance of permits, and inspection of construction authorized by such Ordinances; and

WHEREAS, the Board of Commissioners is authorized to adopt fees to be paid by applicants to reimburse the Township for expenses incurred in the processing of applications, the review of plans and documents, and for expenses incurred in the inspection of improvement; and

WHEREAS, the Township may impose fees for hearings before the Zoning Hearing Board; and

WHEREAS, the Township incurs costs in the publication of various documents and maps and in the provision of such publications and other services; and

WHEREAS, the Board of Commissioners desires to establish fees and costs for such inspections, publications and services.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners of the Township of Susquehanna, Dauphin County, Pennsylvania, that all fees are hereby fixed as follows:

Section I. Fees Established.

BUILDINGS (CHAPTER 4)

Vacant, foreclosed, and abandoned properties must be registered through PROCHAMPS; fee is paid online at time of registration.

APPLICATION/ACTIVITY

FEE

Semi-Annual Registration/Reregistration of Abandoned Real Property	\$300
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CODE ENFORCEMENT, UNIFORM CONSTRUCTION CODE (CHAPTER 5)

Permit fees for building construction projects and other permit fees are collected to cover the costs of permit applications, plan review, the issuance of the permits, required onsite inspections, certificate of occupancies, code inspections, enforcement activities and other related fees. These fees for building construction are authorized pursuant to Section 501(A) of Pennsylvania Act 45 and any amendments adopted thereto from time to time. Fees listed in the building section are in addition to any applicable plumbing, electrical, and zoning fees. This fee schedule does not include the cost of electrical inspections by a Township approved third party electrical inspection agency.

APPLICATION/ACTIVITY

FEE

Building Permit Application Fee – A nonrefundable application fee is due at the time of permit application submittal for residential projects. The application fee shall be paid upon submission of the application for review; the remaining building permit fees shall be paid upon approval of the permit application, prior to issuance of the permit placard.

\$100 Residential
N/A Commercial

Building Permit Resubmittal Fee – In the event that a second plan submission is required prior to the issuance of a permit because the plan review comments have not been adequately addressed, if additional comments are required to be generated, or any submission of modifications after the issuance of a permit a resubmittal fee is charged for the additional administrative work required to process and review each additional resubmission.

\$100 Residential
\$50 Commercial

APPLICATION/ACTIVITY**FEE**

PA Building Code Education Fee - In addition to the fees set forth below, a state fee is charged on each permit issued as required by PA Act 36 of 2017 for Training of Code Officials and Construction Industry.

\$4.50 per permit

Residential Work Classifications

DWELLINGS - Includes additions, attached garages, and finished basements; excludes unfinished basements, patio enclosures and decks.

\$0.80/s.f. - \$300 minimum

INDUSTRIALIZED AND MANUFACTURED HOUSING - These dwellings are exempt from PA UCC regulations; however, plan review, permitting, and inspections are required to determine code compliance for site preparation, foundation construction, utility connections, and verification of installation in accordance with manufacturer's requirements.

1.5% cost/value - \$100 minimum

BASEMENT REFINISHING, PATIO ENCLOSURES, AND DECKS

\$0.25/s.f. - \$100 minimum

ACCESSORY STRUCTURES - Detached garages, sheds, carports, greenhouses, pole buildings, retaining walls greater than 4 feet high, fences greater than 6 feet high, swimming pool barriers, alternative energy, and all other applications that required PA UCC Building permits.

1.5% cost/value - \$25 minimum

SWIMMING POOLS, SPAS, HOT TUBS

Above Ground Pool

\$100 each

In Ground Pool

\$250 each

Storable Pool - Greater than 24" Capacity

\$50 each

Spas/Hot Tubs

\$75 each

REMODELING/RENOVATIONS

1.5% cost/value \$100 minimum

RESIDENTIAL RE-INSPECTION - First failed inspection (per permit) is free. Additional inspections made necessary by failure of the builder or contractor to have work ready for inspection after a request for inspection has been made, or failure of the builder or contractor to correct a previously noted deficiency, or inspections required in excess of those to be provided under the original fee. The re-inspection fee shall be paid to the Township prior to re-inspection.

\$50 each

Non-residential Work Classifications - Includes Commercial, Hotels, Multi-family Residential, Office, Retail, Assembly, Industrial, Religious, Education, Storage and other Non-Residential occupancies regulated by the International Building Code.

NEW CONSTRUCTION, ADDITIONS, TENANT FIT-OUTS,

\$1500

RENOVATIONS AND REMODELING - Does not include payment of the actual cost of third party inspectors designated by the Board of Commissioners. Fee schedules of third party inspectors shall be posted at the office responsible for issuing building permits and shall be available upon request.

Demolition

Entire structure

\$100 each

Interior demolition

1.5% cost/value

APPLICATION/ACTIVITY**FEE**

Electrical Permit - Fee only, a third party inspection agency must be utilized by the applicant to perform electrical inspections. Does not include PA State Fee.

\$25

Plumbing**SANITARY SEWER**

Sewer lateral - Connecting from cleanout to house	\$100
Sewer lateral – Connecting from curb to main	\$100
Reconstruction of sewer lateral	\$50
Disconnection of sewer (demolition)	\$50

WATER SERVICE

Water lateral - Connecting from main to house	\$50
Each plumbing inspection	\$25

COMMERCIAL PROJECT FEE

\$50

Contracts over \$10,000.00 add	\$5/\$1,000
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PLUMBING FIXTURES

Each individual fixture (new or replacement)	\$5
Fixture opening roughed for future use	\$5/each
Sewer ejector	\$25
Grease, oil, and blood interceptor	\$25
Sump pits	\$5
Hot water heater	\$25
Inspection per Dwelling Unit	\$25
Post Fixture Installation Inspection	\$25
Installation of new bath, powder room, and kitchen in old buildings	\$25

Plumber's License

Master Plumber	\$50
Journeyman Plumber	\$25

Signs

Wall sign, ground sign, roof sign, projecting signs	2.0% cost/value \$65 minimum
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Certificate of Occupancy

New Construction	\$50
Existing Structures	\$100
Duplicate or Replacement	\$25
Temporary Certificate of Occupancy Administration and Inspection Fee	\$150

Miscellaneous

DESIGN REVIEW COMMITTEE APPROVAL OF BUILDING PLANS – An application fee for the review of additional building elevations and site-	\$200
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APPLICATION/ACTIVITY**FEE**

related landscaping shall be required prior to the release of permits for building construction for projects requiring Design Review Committee Approval.

APPEAL OF BUILDING CODE OFFICIAL'S DECISIONS – Escrow includes the actual cost to the Township per the PA UCC. Does not include fees charged by Capital Region COG UCC Board of Appeals. \$500 escrow

INSPECTION FEES - Fees for services not listed will be charged by the hour with a minimum charge per hour. \$65 per hour

APPEAL TO PROPERTY MAINTENANCE BOARD \$250

WORK WITHOUT PERMIT FEE – If any person shall undertake any of the activities which require issuance of a permit under the Zoning Ordinance or the PA UCC prior to obtaining such permit, the permit fee listed shall be doubled to recover the increased administrative and inspection costs incurred by the Township as a result of the necessity to expedite processing of the untimely filed application, perform inspections, etc. Permit Fees Doubled

Building Permits Notes and Qualifications

All fees in this section shall be rounded up to the nearest dollar.

Cost/Value means the reasonable costs, as determined by the Building Code Official, of all services, labor, materials, and use of equipment entering into and necessary to the prosecution and completion of the work. Cost/value shall be determined by referring to the current version of the appropriate R.S. Means "Square foot Costs" guide, not the actual builder's expenditure.

Plan and Specification Requirements

2 copies of all plans should be submitted. If food service is provided, 3 copies of all plans shall be submitted. All commercial building plans and specifications must be stamped and sealed by a design professional licensed in the Commonwealth of Pennsylvania.

FIRE PREVENTION AND FIRE PROTECTION (CHAPTER 7)**APPLICATION/ACTIVITY****FEE**

Annual Fire Safety Inspection \$75/structure

Fire Incident Reports \$15

Fire Alarms Fee - covers a 12-month period

First 2 alarms	No charge
3rd alarm	\$50
4th alarm	\$100
5th alarm	\$200
6th alarm and above	\$300

Photos

3" x 5"	\$5
5" x 7"	\$10
8" x 10"	\$20
Photo Disc	\$25

GRADING AND EXCAVATION (CHAPTER 9)

Permits are required for any excavation, grading, or fill for areas over 25 cubic yards or 100 square feet of disturbance). Not including trenching for utilities, or if the work is being done for the purpose of immediate construction of a building or improvement for which a building permit has been issued, if, in the opinion of the Code Official evidenced, in writing, on such building permit, no hazard to property rights of the Township or adjoining land owners will be encountered or created by such excavation or fill. This fee is separate from any stormwater management permits.

APPLICATION/ACTIVITY

FEE

0 to 100 square feet of disturbance	No charge
101 to 1,000 square feet of disturbance	\$25
1,001 to 27,000 square feet of disturbance	\$50
over 27,000 square feet of disturbance	\$50 plus \$30/1,000 cu. yds. prorated

HEALTH AND SAFETY (CHAPTER 10)

Food Services Permits - Food Services Permits are issued by the Township for the retail sale, commercial and institutional service, and vending of food (this includes, but is not limited to restaurants, bars, schools, daycares, supermarkets, mobile food units, churches serving food more than 3 times per year, and licensed health care facilities). Should the site location require new construction or remodeling, the Susquehanna Township Health Officer is required to check plans and inspect the construction or remodeling. No person may operate a food establishment without having the food establishment inspected by the Health Officer and obtaining a permit. A permit may not be transferred from one person to another person, from one food establishment to another, or from one type of operation to another if the food operation changes from the type of operation.

APPLICATION/ACTIVITY

FEE

Public eating and drinking place	\$200 annually
Itinerant public eating and drinking places - (daily or as provided) each day of operation	\$200 annually
Grocery Stores, Supermarkets	\$200 annually
Second Follow-up Inspection of Food Establishments	\$150
3 rd or subsequent follow-up inspection fee	\$300
Courtesy inspection fee	\$150
Weed Control - The Property Maintenance Code authorizes the Township, to cause the removal mowing or destruction of weeds constituting a nuisance after giving five (5) days.	Prevailing cost from local landscaping contractor plus Admin Fee of 10% of such costs
Property Maintenance Board of Appeals - The Property Maintenance Code authorizes the Township to require an application fee for an appeal to the Property Maintenance Board of Appeals.	\$50

HOUSING (CHAPTER 11)

APPLICATION/ACTIVITY

FEE

Rooming House Permit - No person may operate a rooming house unless they hold a rooming house permit issued by the Code Enforcement Officer. No reduction in the fee shall be made for fractional yearly permits. The permit shall expire at the end of the calendar year in which it is issued and shall be renewed	\$100 annually
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annually at the rate established for the initial permit fee. Rooming House Permits are non-transferable.

Fire Escrow Fund - When there is fire damage to a property in the Township, the insuring agent shall transfer funds from the insurance proceeds to the designated Officer of the Township in the aggregate of \$2,000.00 for each \$15,000.00 of the claim and for each fraction of that amount of the claim. \$2,000/\$15,000 of the claim

The funds collected by the Township will be paid to the property owner after repairs, removal or security costs to the property have been completed. This will be ascertained by inspection and approval of the Fire Marshal.

LICENSES AND PERMITS (CHAPTER 13)

APPLICATION/ACTIVITY

FEE

Amusement machines - An annual license is required for machines operated as games of skill for amusement by patrons who pay money to use said machines in Susquehanna Township whether operated manually or by coins, tokens, slugs, pins, pegs, balls, electric batteries, electric current, or remote control including, but are not limited to, pinball machines, electronically operated shuffleboard, bowling, video games, electronically operated tennis, billiards, games of skill, and other games of amusement. These games of amusement do not include any coin-operated musical devices nor any machine which dispenses tangible personal property. \$200 annually per machine

Massage Establishments - No person shall operate a massage establishment in the Township of Susquehanna without first having obtained a massage establishment license from the Township Health Officer. The license shall be displayed in a conspicuous place within the massage establishment in such manner that the same may be readily seen by persons upon entering the establishment. Licenses are non-transferable.

License filing fee for establishments, original application \$250

Application of a new business submitted after July 1 shall pay half the fee \$125

Annual Renewal \$150 annually

Massage Technician License - No person shall engage in, conduct or carry on the practice of massage in the Township of Susquehanna without first having obtained a massage technician license from the Township Health Officer. \$50

Salvage Yards - No person shall engage in business or operate a salvage yard within the Township without first obtaining a license to operate. Licenses are non-transferable. \$200

Sexually Orientated Business - No person shall operate a sexually orientated business without first obtaining a license. Licenses are non-transferable. \$500 annually

Soliciting Permit - No person shall engage in any transient retail business within the Township of Susquehanna without first having obtained a license. Permit fee is for the time period indicated or portion thereof, not to exceed a maximum of one month:

One (1) day \$50 per person

One (1) week \$100 per person

One (1) month \$200 per person

PARKS AND RECREATION (CHAPTER 16)

APPLICATION/ACTIVITY

FEE

PAVILION RENTAL FEES

Refundable Security Deposit – Required for all rentals. The security deposit is returned as long as compliance with Township Ordinance §16-103, Facility Rules and Regulations is met and there is no excessive trash or damage to the facility or property.

\$100

Resident Rate

Hourly rate – Weekdays	\$20 per hour
Full Day rate - Weekdays	\$80 per day
Hourly rate – Weekends/Holidays	\$25 per hour
Full Day rate – Weekends/Holidays	\$100 per day

Non-Resident

Hourly rate – Weekdays	\$25 per hour
Full Day rate - Weekdays	\$100 per day
Hourly rate – Weekends	\$45 per hour
Full Day rate – Weekends	\$175 per day

Veteran's Park Kitchenette Rental

\$25

In the event that police action is required at a rental the renter can be charged officer rate plus 25% per hour for a minimum of three hours per incident call.

FIELD RENTAL/LIGHT USE FEES

Baseball/Softball

Field	\$35 per hour
Lights	\$25 per hour
League Play – Field	\$15 per game
League Play – Lights	\$19 per hour
Tournament Play - Field	\$500 per day
Tournament Play – Lights	\$25 per hour

Soccer

Field	\$25 per hour
Light	\$35 per hour
League Play – Field	\$18 per game
League Play – Lights	\$19 per hour
Tournament – Field	\$500 per day
Tournament - Lights	\$25 per hour

FIELD LINING/PREPARATION FEES

Baseball/Softball

Weekdays	\$35
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Weekends/Holidays	\$50
Baseball/Softball League Play	
Weekdays	\$25
Weekends/Holidays	\$50
Soccer	
Initial Lining	\$160
Relining	\$50
Township Athletic Association	
Baseball/Softball Fields	\$18 on weekdays \$40 weekends
Soccer Field Initial Lining	\$130
Relining	\$40 each
Light Use Fee	\$18 per hour
COURT RENTAL FEES	
Basketball	\$25 per hour
Basketball Tournament Play	\$175 per day
Tennis/Pickleball	\$25 per hour
Tennis/Pickleball Tournament Play	\$175 per day
DAY CAMP - 4-days a week Monday-Thursday from 9am to 4pm at Thomas Holtzman Elementary School. Price includes field trips and pool trips. Payment plans are available.	
Resident	\$155 per week
Non-Resident	\$185 per week
PLAYGROUND PROGRAM - Program includes field trips and pool trips; participants are charged per trip. Must register for each week planning to attend. Program takes place at Stabler Park, Veterans Park, and Crown Point Park Monday - Friday 9am-12pm.	
Resident	\$10 per week
Non-Resident	\$25 per week
OTHER FEES – This could include classes, sports camps, and event fees. The fee is dependent on the expense of the program and instructor costs.	Varies
League Play – more than 10 games scheduled per season	
Tournament Play – more than 2 games scheduled per season	
Township Athletic Association - the Susquehanna Township Baseball Association, Susquehanna Township Girls Softball Association, Susquehanna Soccer Club, and Susquehanna Township Midget Football Association	

POLICE**APPLICATION/ACTIVITY****FEE****Accident Reports****\$15****Criminal History Review****\$10****False Burglar and Fire Alarms - covers a 12-month period**

First 2 alarms

No Fee

3rd and 4th alarms**\$50**5th through 9th alarms**\$100**10th through 15th alarms**\$500**15th through 20th alarms**\$750****Photos**

3" x 5"

\$5

5" x 7"

\$10

8" x 10"

\$20

Photo Disc

\$25**Fingerprinting**

Resident

\$25

Non-Resident

\$40**Handicap Parking Space Sign**

Study for new sign

\$75

Installation of sign

\$150**Use of off-duty police**1.5 times base pay schedule plus
25%**SEWERS AND SEWAGE DISPOSAL (CHAPTER 18)**

These fees are applied to the administrative costs incurred in the testing, permitting and inspection of on-lot sewage systems in the Township. Some of these services are charged whether or not a permit is issued and processed. These fees are to be charged to the applicant and made payable to Susquehanna Township. All designs for sewage systems must be completed by the applicant or their designated agent for review and approval by the Sewage Enforcement Officer. Fees presented do not cover any design work for the sewage system.

APPLICATION/ACTIVITY**FEE****Permit Application Fee****\$60/ea****Soil Profile Description (probe)****\$105/ea****Dig Perc Holes & Hole Preparation****\$85/per 6****Percolation Test (6 hole test)****\$560/ea****Inspection Packages (for repairs or new installations)**

Conventional gravity flow systems

\$200

Conventional systems requiring a pump

\$390

Alternate septic systems	\$390
Permitting Activities and Related Work, not covered by the above	\$105/hr or fraction thereof
Planning Activities and Related Work, not covered by the above	\$105/hr or fraction thereof
Investigative and Enforcement Activities, not covered by the above	\$105/hr or fraction thereof
Annual Inspection Fees	\$105/hr or fraction thereof
Other Soils Testing	
1 st Probe & 1 st Infiltration Test	\$460
Additional Probe & Infiltration Test	\$160
All Other Work, not specifically listed above	\$105/hr or fraction thereof
Escrow Fee	
Minor Repairs	\$500
Major Repairs/New System	\$1,500

STORMWATER MANAGEMENT (CHAPTER 19)

Applications for all stormwater management (SWM) approval under the Township's Stormwater Management Ordinance shall pay a fee to cover the administrative cost for review of all stormwater management plans and documents and a fee shall be placed in escrow to cover professional consultant review costs. Any amount in the escrow funds that exceeds the professional consultant review costs shall be returned to the applicant. If the amount in the escrow is not sufficient to meet all professional consultant review costs, the applicant shall be billed, therefore, and shall pay the amount due within 30 days of such billing.

APPLICATION/ACTIVITY

FEE

Administrative Fee

SMALL PROJECTS - For projects adding between 1,000 and 5,000 square feet of new impervious area, the applicant must submit to the Township volume controls, a stormwater management site plan and report. \$250

REGULAR PROJECT - For projects adding more than 5,000 square feet of new impervious area, the applicant must submit to the Township rate controls, volume controls, a stormwater management site plan and report, and record drawings. \$500

Escrow Fee

Small projects	\$2,500
Regular project	\$5,000

GARBAGE AND REFUSE (CHAPTER 20)

The fees for collection and disposal of refuse shall be fixed by the Township collector, subject to the approval of the Township.

STREETS AND SIDEWALKS (CHAPTER 21)

A permit is required to make any opening or cut in any public street or right-of-way or excavation in, for or under any street, alley or thoroughfare or to develop, construct or install any sidewalk, curb, utility, sewer, water or gas lines in the Township right-of-way. A permit is required for the erection or replacement of utility poles, whether within the cartway or within the area of dedication of any street, alley or thoroughfare.

APPLICATION/ACTIVITY**FEE**

Street cut permit - Street cut is performed on a Township street or in the Township right-of-way. Fee includes first inspection; subsequent inspections will be billed as noted below. Linear distances shall be measured to the nearest foot.

Surface (Street) openings (first 100 linear feet)	\$150
Each additional 100 linear feet or fraction thereof	\$75
Surface openings of less than 36 square feet (or fraction thereof)	\$150
Each additional 36 square feet or fraction thereof	\$75
Shoulder area in right-of-way	\$115

Degradation Fees – Additional Fees are required to open a street where the pavement surface is less than 5 years old. The following fees shall be assessed based on the estimated quantities at the time of permit issuance and reconciled based on actual field measurements after construction is completed.

1 st year (pavement surface is less than 366 days old)	\$200 per square yard
2 nd year	\$175 per square yard
3 rd year	\$150 per square yard
4 th year	\$125 per square yard
5 th year	\$100 per square yard

Utility poles (up to 5 poles) - A permit is required for the erection or replacement of utility poles, whether within the cartway or within the area of dedication of any street, alley or thoroughfare. Any utility pole changes related to the installation of small wireless communication facilities must be submitted in conjunction with, and following the additional shall be filed in conjunction with all other applicable permits required for the installation of a small wireless communication facility.

Utility pole permit (up to 5 poles)	\$50
Each additional pole over 5	\$5 per pole

Extension of time for permit \$50

Second Follow-up or subsequent inspections (each) \$100

Penalty – Working without a Permit (per occurrence) \$500

Bond required - Prior to obtaining a permit, the applicant, therefore shall deposit with the Township financial security or bond in the amount determined by the Township Engineer sufficient to cover the cost of restoration of all curb cuts and all streets, thoroughfare ways, cuts or openings and other costs of improvements or restoration of any property disturbed. Equal to 120% of the cost of completion of work and restoration

**SUBDIVISION AND LAND DEVELOPMENT PLAN APPLICATION AND REVIEW FEES
(CHAPTER 22)**

Applications for all subdivision and land development plans shall pay a fee to cover the administrative cost for review of all sketch, minor, preliminary, and final subdivision and land development plans and a fee to be placed in escrow to cover professional consultant review costs of all sketch, minor, preliminary, and final subdivision and land development plans. The preliminary and final plan filing fees shall consist of two (2) parts, namely, a basic fee and a lot and/or unit of occupancy fee. The basic fee covers the cost of the initial lot (remaining acreage) or unit of occupancy based upon the type of development involved. The lot fee is charged towards each additional proposed unit and/or each existing lot which received additional area. The unit of occupancy fee is charged for each proposed unit of occupancy in excess of one (1) unit per lot. The filing fee shall be used to reimburse the Township for its administrative expenses in connection with the processing of the application, including but not limited to receipt,

transmittal and storage of plans and reports, postage, and similar expenses. An additional filing fee for projects needing Design Review Committee review and approval will also be required to be paid at time of application. This filing fee shall be used to reimburse the Township for its administrative expenses incurred during the design review process.

Fees and Escrow Payable with Application. All filing fees and any required escrow deposit must be submitted to the Township with plan applications, as two separate checks. Plan applications shall not be accepted without fees and required escrow deposits, and neither the Susquehanna Township Design Review Committee, Planning Commission, nor the Susquehanna Township Board of Commissioners shall take action on a plan application submitted without a fee and, if required, an escrow deposit. The fees imposed by this Resolution are in addition to any fees imposed by the Dauphin County Planning Commission pursuant to Section 502 of the Pennsylvania Municipalities Planning Code for its review of plans or by any municipal authority or public utility as established by such authority or utility for review of plans showing improvements, extensions, or connections to the authority's or the utility's facilities. All fees and, if required, escrow deposits shall be paid by check or money order drawn to Susquehanna Township.

<u>APPLICATION/ACTIVITY</u>	<u>FEE</u>
Sketch Plan - An informal plan indicating salient existing features of a tract and its surroundings and the general layout of a proposed subdivision or land development. Review meetings extending beyond one hour will be billed to the applicant at prevailing hourly rates plus 20% administrative charge.	\$350
Minor Subdivision and Land Development - When six or fewer lots are proposed to be subdivided or land is being transferred to be combined with an existing lot.	\$500
Preliminary or Final Subdivision/Land Development Plan Residential - Fees do not include the amount for planning module, Susquehanna Township Municipal Authority, or Dauphin County Planning Commission fees. Combined preliminary and final plan submissions shall include applicable fees for both a preliminary and a final plan. Only one escrow will be collected.	\$500 application fee plus \$25 per lot or unit of occupancy
Preliminary or Final Subdivision/Land Development Plan Non-Residential - Fees do not include the amount for planning module, Susquehanna Township Municipal Authority, or Dauphin County Planning Commission fees. Combined preliminary and final plan submissions shall include applicable fees for both a preliminary and a final plan. Only one escrow will be collected.	\$500 application fee plus \$25 per acre of disturbed land
Preliminary or Final Subdivision/Land Development Plan Mixed-Use - Fees do not include the amount for planning module, Susquehanna Township Municipal Authority, or Dauphin County Planning Commission fees. Combined preliminary and final plan submissions shall include applicable fees for both a preliminary and a final plan. Only one escrow will be collected.	\$500 application fee plus \$25 per residential lot or residential unit of occupancy and \$25 per acre of non-residential disturbed land; any structure containing both a residential and non-residential use shall be charged based on the residential fee, and the associated disturbance shall be netted out of the calculation of the amount of non-residential land disturbed
Time Extension - If an extension of time shall been provided more than twice in one year from the original date of filing, a refiling fee is required.	50% of the first fee
Design Review Committee	\$100 application fee
Waiver/Modification Requests	
Waiver/modification of a specific ordinance requirement	\$100 each

Waiver request to defer plan approval to an adjoining municipality	\$100
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Planning Module Components

Non-Building Waiver or Planning Exception

Public sewer system forms	\$50
On-lot septic system forms	\$150

Recreation Fee - When certain land is determined to be unsuitable for recreation development or the developer is unable to dedicate land for such use, a fee in lieu of land dedication shall be assessed. \$3,000 per dwelling unit

Escrow Fund - Posting of escrow for reimbursement of Township expenses in processing subdivision and land development and other applications is required. Each applicant shall deposit with the Township a sum in the amount as set forth below at the time of filing an application for approval of a subdivision or land development plan, a storm water management plan, a request to transfer a liquor license and an appeal under local agency law. The escrow fund shall be used to reimburse the Township for all engineering, design review, inspection, and legal fees incurred in the review of the plan, inspection of improvements, preparation and recording of any appropriate deeds or documents, the appearance fee for the stenographer, and any other expense which the Township may incur in connection with the processing of the application and development of the property. The Township shall be irrevocably authorized to withdraw from time to time any monies deposited in the Escrow Fund by the applicant/developer in order to pay expenses and fees incurred by the Township. At such point as the Escrow Fund has been reduced to one-half of the amount posted by the applicant at the time of filing the application or less as a result of withdrawals as herein provided, then, and in that event, and at the time, the Township shall bill the applicant/developer an amount sufficient to restore the Escrow Fund to the original sum. In the event the Escrow Fund is insufficient at any time to pay such costs the Township shall bill applicant/developer for the actual or anticipated additional costs. In the event the Escrow Fund is in excess of the Township's costs, The Township shall refund such excess monies, without interest, to the developer upon completion of the development of the property. All outstanding fees shall be paid by the developer prior to the plan being provided to the developer for recordation or being recorded by Susquehanna Township.

Escrow Fund Amount

Sketch Plan Review	\$500
Minor Subdivision & Land Development	\$2,500
Preliminary or Final Subdivision/Land Development Plan Residential	\$5,000 + \$100 per lot or unit of occupancy; maximum- \$10,000
Preliminary or Final Subdivision/Land Development Plan Non-Residential	\$5,000 + \$100 per acre of disturbed land; maximum- \$10,000

ZONING REVIEW/ADMINISTRATION AND HEARING FEES (CHAPTER 27)

Applications for zoning permits for the construction and use of new and existing structures, building permits requiring zoning review, Compliance Letters, Certificates of Non-Conformance, appeals to the Zoning Hearing Board, map amendment petitions, zoning ordinance text amendment petitions, and similar services shall pay a fee to cover the compliance review, administrative costs, public notice and public advertising as applicable under the Township's Code of Ordinances, Zoning Ordinance and the PA Municipalities Planning Code, Act 247. The fees for zoning related services and activities shall be paid according to the following schedule:

APPLICATION/ACTIVITY

FEE

Zoning Hearing Board

Special Exception Application, Interpretation or Appeal	\$650
Variance Request	\$650

Validity Challenge of a Zoning Ordinance	\$1,000
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Board of Commissioners

Rezoning	\$1,000 fee + \$1,000 escrow
Text Amendment	\$1,000 + \$1,000 escrow
Curative Amendments	\$1,000 + \$1,000 escrow

Each Additional Hearing Request - Fee for each subsequent conditional use, special exception or variance hearings, or petitions for text amendments, and map amendments to cover administrative costs and any applicable public notifications. **\$350**

The Township shall keep a stenographic record of curative amendment and zoning hearing board hearings. In addition to the above fees to be paid at the time the application or appeal is filed, applicants and appellants shall, upon receipt of an invoice from the Township, reimburse the Township for one half of the court reporter's appearance fee attributable to the application or appeal. Transcripts, and copies of graphic or written material received into evidence shall be available to any party at cost. In the event that a transcript is requested by the Board of Commissioners, the Zoning Hearing Board, or any other party, the applicant shall pay all costs of the transcription of the hearing, and the Board shall be provided with an original, and a copy of the transcript. The Township's invoice shall be payable within thirty (30) days of receipt or upon the issuance of any permit authorized by the decision of the Zoning Hearing Board.

Zoning Officer Correspondence

Zoning Verification Letter	\$50
Request for Determination	\$200

Zoning Permit

Residential Application (sheds, fences, driveways, etc.)	\$75
Residential – New Dwelling (single-family, two-family, and townhouses)	\$500
Commercial Application (includes multi-family)	\$1000
Zoning Use Permit – change of use	\$75
Zoning Permit – Temporary (use not to exceed 30 days)	\$50
Fireworks Tent (inspected by Fire Marshal)	\$100

WORK WITHOUT PERMIT FEE – If any person shall undertake any of the activities which require issuance of a permit under the Zoning Ordinance or the PA UCC prior to obtaining such permit, the permit fee listed shall be doubled to recover the increased administrative and inspection costs incurred by the Township as a result of the necessity to expedite processing of the untimely filed application, perform inspections, etc. This additional fee shall be equal to the permit fee established in this resolution. **Double the cost of the Zoning Permit**

WIRELESS COMMUNICATION FACILITIES (WCF)

APPLICATION/ACTIVITY

FEE

Tower-Based WCF	\$1,000
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Collocated WCF	\$500 for up to five (5) Small WCFs in a single application, \$100 for each Small WCF
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	thereafter in the same application.
Small WCF (Collocated)	\$1,000
Small WCF (Requiring new or replacement Wireless Support Structure)	\$2,500
Annual Right-of-Way Use Fee (per WCF in the ROW)	\$270

ADMINISTRATIVE & MISCELLANEOUS FEES

APPLICATION/ACTIVITY

FEE

Fuel - Surcharge is not applicable to Susquehanna Township School District, Fire Companies, and Susquehanna Township EMS \$0.15/gal surcharge

Lien

Imposition Fee	\$300 per transaction
Satisfaction Fee – fee covers cost of legal services and filing fees	\$300 per transaction

Grass and Vegetation Trimming, Removal and Cleanup - Fee amount equal to 150% of the current highest labor cost in the department to cover wages, overhead, supervision. In addition, there will be a cost for the use of equipment (based on the current rental rates in the market placed). There will also be a charge for materials used.

Township Solicitor's Fees	\$250/hr.
Return Check Fee	\$35
Treasurer Tax Certifications	\$25/certification

Liquor License Transfer

\$1,000

Each request for approval for an intermunicipal liquor license transfer or issuance of a liquor license for economic development shall be accompanied by a fee to cover administrative costs associated with the hearing on the request. A stenographic record of the proceedings shall be kept. The appearance fee for a stenographer shall be borne or reimbursed to the township entirely by the person or entity requesting approval. The cost of the original transcript shall be paid by the township if the transcript is ordered by the township or shall be paid by the person or entity appealing from the decision of the township if such appeal is made, and in either event the cost of additional copies shall be paid by the person or entity requesting such copy or copies. In all other cases, the party requesting the original transcript shall bear the cost thereof.

Ordinances & Maps

Maps - Street and Zoning	\$25
Comprehensive Plan	\$45 + postage
Zoning Ordinance	\$25 + postage
Subdivision and Land Development Ordinance	\$25 + postage
All other ordinances	Per copy + postage

Documents

Copies	0.25/copy
Certified copies	\$5/document
Document research and retrieval	Actual hourly plus burden

Section 2. Payment of Fee in Lieu of Dedication. A developer who will pay a fee in lieu of dedication of park and recreational land shall pay the fee in lieu of dedication in full before the Township will execute the Final Plan to enable its recording.

Section 3. Reimbursement of Costs for Acceptance of Dedication of Park and Recreation Land. If developer shall dedicate park and recreational land to the Township, developer shall, at developer's sole cost and expense, provide the Township with a legal description of the land, a plot plan of the land, and a title search. The Township Solicitor, at developer's cost, will prepare the Deed of Dedication and any necessary mortgage releases or other documents. Developer shall transfer good and marketable title to the park and recreation land to the Township. Developer's financial security shall not be finally released until developer has transferred all park and recreation land to the Township. Developer shall pay all recording costs and other incidental costs associated with the transfer and shall, if requested by the Township, pay any costs necessary to construct and install a sign identifying the land as park and recreation land open to the general public.

Section 4. Reimbursement of Costs for Acceptance of Dedication of Street. If developer shall dedicate streets to the Township, developer shall, at developer's sole cost and expense, provide the Township with the recorded subdivision plan showing the street(s) to be dedicated; a copy of the recorded deed for the development (or portion thereof, which includes the street(s) to be dedicated) reflecting the current owner, previous owner, date of deed, and recording reference; a legal description for each street; the name and address of the legal owner(s) of the land to be dedicated; total centerline length of each street; the beginning and ending points for each street; right-of-way width and cartway width for each street; a current title search or title binder; as-built drawings; and releases for any mortgages affecting the street(s). The Township Solicitor, at the developer's cost, will prepare the required documentation to effect acceptance by the Township. The developer shall pay all recording costs and other incidental costs associated with the transfer.

Section 5. Reimbursement for Plan and Document Review Expenses. Applicants shall reimburse the Township for all reasonable and necessary charges incurred by the Township's professional consultants, including but not limited to the Township Engineer and the Township Solicitor, for the review and any report or reports to the Township on an applicant's application, plans, supporting data, proposed agreements relating to the maintenance of improvements or open space, financial security, and similar matters if any, in connection with subdivisions and land developments, public street plans, and storm water management applications. Applicants shall reimburse the Township for all reasonable and necessary charges incurred by the Township's professional consultants, including, but not limited to, the Township Engineer, the Township Planning Consultant, and the Township Solicitor. Such review fee shall be the actual fees charged by the Township Engineer, Township Planning Consultant, Township Solicitor, or other professional consultant for the services performed. The current fee schedules of the Township Engineer and the Township Solicitor are available upon request. The filing of a plan or application under the Susquehanna Township Subdivision and Land Development Ordinance, Storm Water Management Ordinance, or other governing ordinance and/or Section of the Township Code shall constitute an implied agreement by the applicant to pay such expenses.

Section 6. Reimbursement for Inspection of Improvements when such Inspection is Performed by the Township Engineer or other Professional Consultant. Developers shall reimburse the Township for all reasonable and necessary charges incurred by the Township's professional consultants or the Township Engineer for inspection of the improvements required to be constructed under the Subdivision and Land Development Ordinance or the Storm Water Management Ordinance and any report or reports to the Township thereon. Such inspection fees shall be the actual fees charged by the Township Engineer or other professional consultant for the services performed. The current fee schedule of the Township Engineer is available upon request.

Section 7. Reimbursement for Inspection of Improvements when such Inspection is Performed by Township Personnel. In some circumstances, inspection of improvements may be performed by personnel employed by the Township. If the inspection is performed by Township personnel, developers shall reimburse the Township for all reasonable and necessary charges incurred by the Township for inspection of the improvements required to be constructed under the Storm Water Management Ordinance or the Subdivision and Land Development Ordinance and any report or reports to the Township thereon. When the inspection is performed by Township personnel, the fee shall be the hourly cost to the Township of employee performing the services (hourly wages plus costs of fringe

benefits) for each hour or portion thereof. A minimum charge of Seventy-five (75.00) Dollars per hour per person will be billed for the first hour or any portion thereof. Any time in excess of one (1) hour shall be billed at the same rate on a proportional basis. This charge shall be revised from time to time to reflect changes in the costs to the Township of utilizing its personnel to perform such inspections.

Section 8. Additional Expenses. All expenses incurred by the Township prior to street dedication for the installation, maintenance or operation of street signs, traffic control signs, traffic control lights, street lights and any other signs or lights which are necessitated by the developer's land development or subdivision shall be charged to and paid by the developer. A charge for Township personnel shall be billed to the developer for the costs of installing traffic control signs or performing other services for the development in accordance with Section 6 above. The actual cost of all supplies and equipment, including signs, poles and other materials shall be paid by the developer. If the Township is required to provide snow removal service on a street not accepted by the Township, the developer shall be charged the reasonable and customary commercial rate for such service plus the actual cost of all materials used. Hourly (1 hour minimum billing) rates are as follows. Such rates shall also be applicable if Township personnel and equipment is needed to remedy any property maintenance violation that is not remedied within a specified period of time after required notice is provided.

1 Supervisor/Inspector	\$75.00	6 Backhoe with Operator	\$92.00
2 General Laborer	\$50.00	7 Loader with Operator	\$92.00
3 Single Axle Truck with Operator	\$77.00	8 Mower with Operator	\$65.00
4 Tandem Axle Truck with Operator	\$88.00	9 Other fees by quote	
5 Truck with Snow Plow & Operator	\$95.00		

All expenses incurred by the Township utilizing Township owned equipment in good mechanical condition, complete with all required attachments shall follow the current Federal Emergency Management Act (FEMA) Equipment Rate Schedule. Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121, et seq., for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incidental to operation. Labor costs of the operator are not included in the rates.

Section 9. Fees for Use of Township Meeting Rooms. The following fees shall be imposed for use of the noted Township meeting rooms and shall be made payable upon reservation of the facility:

	<u>Class A</u>	<u>Class B</u>
Township Meeting Rooms	No charge	\$50.00 per hour
Refundable Security Deposit	No charge	\$250.00 per use or event

No charge or payment of the applicable fee and security deposit shall in no way absolve the renter of liability for the cost to repair damages in excess of the security deposit. Fees to repair damages shall be assessed at the actual cost of the repair(s).

1. Class A shall be defined as a Susquehanna Township related entity, other governmental unit with the sponsorship of the Township, a resident or group of residents of Susquehanna Township, or a not-for-profit entity or civic association and that the event not be for a commercial, religious, political, or profit related purpose.
2. Class B shall be defined as all others.

Regardless of class, all entities shall provide the Township with a Certificate of Liability Insurance noting Susquehanna Township is an additional insured with respect to general liability.

Section 10. Payment Dates and Penalties for Late Payment. All invoices for reimbursement of costs and fees forwarded by the Township shall be paid in full within thirty (30) days of the date of the invoice. If any invoice is not paid in full within thirty (30) days of the date of invoice, interest equal to ten (10%) per annum shall be assessed and shall accrue on the amount of the invoice from the due date. No notice prior to the assessment or imposition of interest shall be required. Any delinquent account shall be subject to collection fees including all costs of mailing notices of the delinquency and reasonable attorneys' fees incurred in the collection of the delinquency. An account shall be considered delinquent when payment in full on the balance has not been received within thirty (30) days of the date of the bill. Payment on a delinquent account shall be credited as follows: (1) Collection fees and costs; (2) Interest; (3) Past-due invoices; and (4) Current invoice.

Section 11. Refunds. No part of a fee established by Resolution is refundable except unspent escrow funds and any noted refundable deposits.

Section 12. Revision of Fee Schedule. The Board of Commissioners reserves the right to revise the fees in this Resolution at any time by Resolution.

Section 13. Severability. The provisions of this Resolution are severable, and if any section, sentence, clause, part or provision hereof shall be held to be illegal, invalid or unconstitutional by any court of competent jurisdiction, such decision of the court shall not affect or impair the remaining sections, sentences, clauses, parts or provisions of this Resolution. It is hereby declared to be the intent of the Board of Commissioners that this Resolution would have been adopted if such illegal, invalid, or unconstitutional section, sentence, clause, part or provision had not been included herein.

Section 14. Effective Date. This Resolution shall take effect and be in force immediately as provided by law unless otherwise noted within this Resolution.

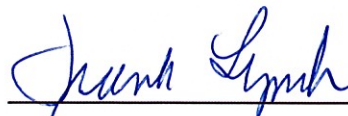
DULY ADOPTED the 14th day of December 2023, by the Board of Commissioners of the Township of Susquehanna, Dauphin County, Pennsylvania, in lawful session duly assembled.

ATTEST:



David Pribulka
Secretary/Manager

TOWNSHIP OF SUSQUEHANNA



Frank Lynch
President