

RESOLUTION NO: 2023-001

A RESOLUTION OF THE CONEWAGO TOWNSHIP BOARD OF SUPERVISORS, DAUPHIN COUNTY, PENNSYLVANIA, ESTABLISHING A SCHEDULE OF FEES

SECTION I – BUILDING CODE ADMINISTRATION	
Conewago Township Administration Fee – This fee is paid in addition to fees charged by the appointed Township Third Party Inspection Agency.	\$25.00
In accordance with the schedule of fees of the appointed Township Third Party Inspection Agency set forth on Schedule “A” which is attached to this Resolution and made a part of this Resolution.	See Schedule “A”
Pennsylvania Department of Community and Economic Development pursuant to the Uniform Construction Code Act, as amended.	\$4.50
Appeals of decision of Code Enforcement Officer to Code Hearing Board - The fee shall be applied toward the costs of the hearing to include compensation for the Secretary and members of the Code Hearing Board, notice and advertising costs, necessary administration overhead connected with the hearing, and one-half the appearance fee for a stenographer. Upon completion of all proceedings, the Township Secretary shall prepare an itemized list of the actual costs incurred. If the deposit made by the applicant exceeds the actual costs incurred, the difference between the amount deposited and the actual costs shall be refunded to the applicant. If the actual costs exceed the amount of the deposit, the applicant shall pay to the Township the difference between the actual costs and the deposit.	
1. Residential Property	\$750.00 as a deposit against costs described above
2. Commercial Property - For purposes of this fee schedule, commercial property shall be deemed to include apartment buildings, garden type apartments and any other multi-family dwelling which is held by the owner solely for the purpose of renting or leasing all or a portion of said multi-family dwelling to tenants not members of the owner’s immediate family	\$750.00 as a deposit against costs described above
SECTION II – ZONING CODE ADMINISTRATION	
The fees below shall be payable to the Township. Until the application fee has been paid in full, the appeal, application or petition shall not be deemed filed.	
Conewago Township Administration Fee – This fee is paid in addition to fees noted below	\$25.00
1. Zoning Permit – Residential or Non-Residential	\$75.00

2. Certificate of Use – Residential or Non-Residential	\$50.00
3. Certificate of Nonconformance – Residential or Non-Residential	\$250.00
4. Sign Permit	\$75.00
5. Driveway – New or Expansion of Existing	\$150.00
6. Driveway – Repair or Resurface	\$75.00
7. Demolition Permit – Residential or Non-Residential	\$75.00
<p>Appeals and applications (Variance or Special Exception) to the Zoning Hearing Board. The fee accompanying an appeal or application to the Zoning Hearing Board shall be applied toward the costs of the hearing to include compensation for the Secretary and members of the Zoning Hearing Board, notice and advertising costs, necessary administration overhead connected with the hearing, and one-half the appearance fee for a stenographer. Upon completion of all proceedings, the Township Secretary shall prepare an itemized list of all the actual costs incurred. If the deposit made by the applicant exceeds the actual costs incurred, the difference between the amount deposited and the actual costs shall be refunded to the applicant. If the actual costs exceed the amount of the deposit, the applicant shall pay to the Township the difference between the actual costs and the deposit.</p>	<p>\$750.00 as a deposit against costs described.</p> <p>Hearing Transcript Request – Actual Cost</p>
<p>Applications to Board of Supervisors for conditional use, curative amendment, text amendment, or rezoning to the Zoning Ordinance and appeals from the determination of the Zoning Officer or the Township Engineer as provided in the Municipalities Planning Code.</p> <p>The fee accompanying applications to Board of Supervisors for conditional use, curative amendment or other amendment to the Zoning Ordinance, and appeals from the determination of the Zoning Officer or the Township Engineer shall be applied toward the costs of the hearing to include compensation for the Secretary and members of the Zoning Hearing Board or Board of Supervisors as the case may be, notice and advertising costs, necessary administration overhead connected with the hearing, and one-half the appearance fee for a stenographer. Upon completion of all proceedings, the Township Secretary shall prepare an itemized list of all the actual costs incurred. If the deposit made by the applicant exceeds the actual costs incurred, the difference between the amount deposited and the actual costs incurred shall be refunded to the applicant. If the actual costs exceed the amount of the deposit, the applicant shall pay to the Township the difference between the actual costs and the deposit.</p>	<p>\$750.00 as a deposit against costs described.</p> <p>Hearing Transcript Request – Actual Cost</p>
Short-Term Rental License Fee	

1. Initial License Application Fee	\$500.00 (including the fee for the initial inspection of the property)
2. Annual License Renewal Application Fee	\$250.00 (reinspection of the property)
3. Reinspection Fee	\$50.00 in addition to License Fee per inspection if after the initial inspection additional inspections are necessary to address any outstanding issues

SECTION III – SUBDIVISION AND LAND DEVELOPMENT

The fees below shall be payable to the Township. Until the fee has been paid in full the submission shall not be deemed complete.

Preliminary Plan Subdivision Fee

1. Subdivision by Lots	\$250.00 base fee, <u>plus</u> \$50.00 per lot
2. Residential Land Development	\$250.00 base fee, <u>plus</u> \$50.00 per dwelling unit
3. Non-Residential Land Development	\$400 for the first acre or fraction thereof, plus \$50.00 per acre, or fraction thereof, over 1 acre

On or before the date on which the preliminary plat is to be considered by the Township, the applicant shall establish a Preliminary Plat Review Escrow Account by making a payment in the amount shown below to the Township to cover engineering review and legal fees.

Preliminary Plan Review Escrow

1. Residential Subdivision and/or Residential Land Development Plan with 5 lots/units or less	\$6,000.00
2. Non-Residential Land Development and/or Subdivision Plan; or a Residential Subdivision and/or Residential Land Development Plan with more than 5 lots/units	\$12,000.00

The amounts in the Preliminary Plat Review Escrow Account shall pay for services including review of the plan’s zoning and engineering details; inspecting the site layout for conformance with the plat; preparing cost estimates for required improvements; inspection of required improvements during and upon completion of installation; other engineering review and verifications required by the subdivision and land development ordinance. For larger projects, the initial deposit may not be adequate. The Township will send notification to the applicant if the Escrow Account balance is in jeopardy of being exhausted. Requests for additional funds will

be made in increments of \$2,500.00. If the Escrow Account is exhausted, engineering review work on the project will cease until the Escrow Account is replenished. If the actual review fees are less than the funds deposited into the Escrow Account, the Township shall refund the balance to the applicant or transfer the balance to the Final Plat Review Escrow within Forty-Five (45) days of the final action on the plat.

Final or Preliminary/Final Plan Subdivision Fee

1. Subdivision by Lots	\$150.00 base fee, <u>plus</u> \$50.00 per lot
2. Residential Land Development	\$250.00 base fee, <u>plus</u> \$50.00 per dwelling unit
3. Non-Residential Land Development	\$400 for the first acre or fraction thereof, plus \$50.00 per acre, or fraction thereof, over 1 acre

On or before the date on which the final plat is to be considered by the Township, the applicant shall establish a Final Plat Review Escrow Account by making a payment in the amount shown below to the Township to cover engineering review and legal fees.

Final Plat Review Escrow

1. Residential Subdivision and/or Residential Land Development Plan with 5 lots/units or less	\$4,000.00
2. Non-Residential Land Development and/or Subdivision Plan; or a Residential Subdivision and/or Residential Land Development Plan with more than 5 lots/units	\$6,000.00

Any remaining balance in the developer’s Final Plat Review Escrow Account may be transferred to the Final Plat Review Escrow Account. The review shall pay for services including review of the plan’s zoning and engineering details; inspecting the site layout for conformance with the plat; certification as to accuracy of the plat; preparing cost estimates for required improvements; inspection of required improvements during and upon completion of installation; other engineering review and verifications required by the subdivision and land development ordinance. For larger projects, the initial deposit may not be adequate. The Township will send notification to the applicant if the Escrow Account balance is in jeopardy of being exhausted. Requests for additional funds will be made in increments of \$2,500.00. If the Escrow Account is exhausted, engineering review work on the project will cease until the Escrow Account is replenished. If the actual review fees are less than the funds deposited into the Escrow Account, the Township shall refund the balance to the applicant within forty-five (45) days of the final action on the plat.

3. Waiver of Subdivision and/or Land Development Plan	\$250.00
4. Fee in Lieu of Dedication of Land for Parks	As required by Conewago Township Subdivision and Land Development Ordinance,

	Chapter 22 of the Consolidated Ordinances
Financial Security – Establishing an Account and Administration	\$100.00
SECTION IV – STORMWATER	
1. Stormwater Permit Application Fee	\$50.00
2. Stormwater Management Site Plan Engineering Review Escrow Fee	\$2,500.00
3. Escrow Fee – Establishing an Account and Administration	\$100.00
<p>The applicant shall establish a Stormwater Management Review Escrow Account by making a payment in the amount stated above to the Township to cover engineering review and legal fees. The review shall include the following services: review of the permit’s zoning and engineering details; inspection of the site layout for conformance with the permit; certification as to accuracy of the plan; review of cost estimates to establish the amount of financial security for required improvements; inspection of required improvements during and upon completion of installation; and other engineering reviews and verifications required by the stormwater management ordinance. For larger projects, the initial deposit may not be adequate. The Township will send notification to the applicant if the Escrow Account balance is in jeopardy of being exhausted. Requests for additional funds will be made in increments of \$1,000.00. If the Escrow Account is exhausted, engineering review work on the project will cease until the Escrow Account is replenished. If the actual review fees are less than the funds deposited into the Escrow Account, the Township shall refund the balance to the applicant within forty-five (45) days of the completed stormwater project.</p>	
SECTION V – SOLICITOR’S FEES	
<p>Review fees of the Township Solicitor shall be charged to and payable by the applicant or developer to the Township in accordance with the schedule of fees and charges as set forth on the schedule of the appointed Township Solicitor set forth on Schedule “B” which is attached to this Resolution and made a part of this Resolution.</p>	
SECTION VI – ENGINEER’ S FEES	
<p>Review fees of the Township’s engineer shall be charged to and payable by the applicant or developer to the Township in accordance with the schedule of fees and charges as set forth on the schedule of the appointed Township Engineer set forth on Schedule “C” which is attached to this Resolution and made a part of this Resolution.</p>	
SECTION VII – IMPROVEMENT INSPECTION FEE, ENGINEER	
<p>An amount equal to four percent (4%) of the approved estimate of improvements that is required as a condition of plan approval shall be submitted by the applicant to the Township for deposit in a Township account prior to the recording of the plan.</p> <p>Payment for invoices submitted to the Township for engineering inspection shall be withdrawn from the account and remitted to the Engineer. Should the posted fee be inadequate to cover the inspection cost of project improvements, the applicant will be required to submit additional funds, as estimated by the Township</p>	

Engineer, to the Township. Following acceptance of the improvements by the Township any remaining funds in the account for inspections will be refunded to the applicant.	
SECTION VIII - SWEAGE ENFORCEMENT OFFICER'S FEES	
Review fees of the Township Sewage Enforcement Officer shall be charged to and payable by the applicant or developer to the Township in accordance with the schedule of fees and charges as set forth on the schedule of the appointed Township Sewage Enforcement Officer set forth on Schedule "D" which is attached to this Resolution and made a part of this Resolution.	
Conewago Township Administration Fee – This fee is paid in addition to fees charged by the Township's Sewage Enforcement Officer.	\$25.00
SECTION IX – MOBILE HOME PARKS	
1. Annual Permit (License) Fee	\$250.00 – One to 49 homes \$500.00 – 50 to 100 homes \$750.00 – Over 100 homes
2. Annual License Renewal fee	\$100.00
3. Mobile Home Inspection Fee	\$250.00
4. Mobile Home Removal Permit Fee	\$25.00
SECTION X – LICENSES, PERMITS, and GENERAL BUSINESS REGULATIONS	
Transient Retail Merchant License – Engaging in peddling, soliciting, or taking orders by sample or otherwise for any goods, wares, or public ground; or house to house within the Township on a temporary basis	\$50.00 per 30 consecutive days
SECTION XI – GENERAL ADMINISTRATION and RIGHT TO KNOW REQUESTS	
1. Black & White Copies (first 1,000)	\$0.25 per single-sided or one-side of double-sided copy
2. Black & White Copies (beyond 1,000)	\$0.20 per single-sided or one side of double-sided copy
3. Color Copies	\$0.50 per single-sided or one-side of double-sided copy
4. Specialized Documents including non-standardized documents and blueprints	Actual Cost
5. Delivery by CD/DVD/FLASH DRIVE	Actual Cost
6. Delivery by other media	Actual Cost

7. Redactions	No fee
8. Conversion to Paper	Lesser of copy fee or duplication in original media unless requester specifically requests in more expensive medium
9. Conversion to Digital	Actual Cost
10. Postage	Actual USPS first-class postage
11. Certification of Record	\$5.00 per record excluding notary fee
12. Maps	\$1.00
13. Zoning Map	\$1.50
14. Large Township Map	\$3.00
15. Subdivision and Land Development Ord	\$15.00
16. Zoning Ordinance	\$15.00
SECTION XII – OTHER TOWNSHIP CODES and BUSINESS	
1. Financial Security/Other Escrow – Establishing an Account and Administration	\$100.00
2. Weed Control – To cause the removal, mowing, or destruction of weeds constituting a nuisance after the expiration of ten (10) days from date of notice of nuisance to property owner in writing. Board approval is needed to initiate	Prevailing cost from local landscaping contractor, plus \$75.00 Administration fee
3. Vacating or Opening a Township Road – Fee is charged to cover the cost of advertising and property owner notices	\$250.00
4. Septic Pumper/Hauler License Fee – Fee is charged to administer the Township’s pumping program	\$25.00
5. Holding Tank Security Fee – All holding tanks owners are required to post security in the form of an escrow for the term of the holding tank	\$1,500.00
6. Solid Waste Collector Permit Fee	\$25.00
7. Returned Check Service Fee	\$35.00
8. Inquiries Request – Inquiries that require Township or Tax Collector to research documents for information	Maximum fee as published by the PA State Open Records Law at the time of request

9. Copies of Tax Forms	Maximum fee as published by the PA State Open Records Law at the time of request
SECTION XIII – ROAD OCCUPANCY	
These fees are applied to the administrative costs incurred in reviewing the application and plan(s) and issuing the permit, including the preliminary review of the site location.	
Application Fee – Utility	\$75.00 per permit
The fees below are calculated on the total linear feet of the opening being permitted within the different areas of the right-of-way. The fee is calculated from each 100 lineal feet or fraction thereof to the nearest foot within the different areas of the right-of-way. If a longitudinal opening simultaneously occupies two or more highway areas, only the higher fee will be charged.	
1. Financial Security	See Ordinance 2008-1
2. Maintenance Bone	See Ordinance 2008-1
3. Surface Opening	\$40.00 per opening in pavement \$20.00 per opening in shoulder \$10.00 opening outside pavement and shoulder
4. Surface Openings of Less Than 36 Square Feet (e.g., service connections performed independently of underground facility installation, pipe line repairs)	\$30.00 per opening in pavement \$15.00 per opening in shoulder \$10.00 per opening outside pavement and shoulder
5. Above-Ground Facilities (e.g., poles, guys and/or anchors if installed independently of poles	
a. Up to 10 physically connected above-ground facilities (each continuous group)	\$20.00 per each continuous group
b. Additional above-ground physically connected facilities (each pole with appurtenances)	\$2.00 per pole
6. Crossings - Overhead triples, conveyors, or pedestrian walkways and undergrade subways or mines	\$80.00
7. Seismograph - Vibroseis Method (e.g., prospecting for oil, gas)	
a. First mile	\$50.00
b. Each additional mile or fraction thereof	\$5.00
8. Non-Emergency Test Holes in Pavement or Shoulder	\$5.00 per hole

9. Other (e.g. bank removal, sidewalk, and curb)	\$20.00
SECTION IX– FACILITIES USE	
PARK and FIELD FACILITIES	
Rental and use fees are non-refundable unless a cancellation request is received at least forty-eight (48) hours prior to scheduled event	
1. Facility Request Application Fee (non-refundable)	\$25.00
2. Security Deposit	\$100.00 per request; refundable following satisfactory inspection of facility
3. Pavilion Rental [Up to four (4) hours]	\$30.00 Township resident \$60.00 Non-resident
4. Field Use (General) [Up to four (4) hours]	\$48.00 Township resident \$96.00 Non-resident
5. Field Use for a One-Time Event (e.g., clinics, tournaments, non-league play)	\$180.00 Township resident per field per day \$360.00 Non-resident per field per day
6. Field Use for an Organization (50% minimum participation of Township residents)	
a) 1-50 participants	\$60.00 per season
b) 51-100 participants	\$240.00 per season
c) 101-500 participants	\$600.00 per season
d) 500+ participants	\$960.00 per season
7. Field Use for an Organization (less than 50% participation of Township residents)	
a) 1-50 participants	\$120.00 per season
b) 51-100 participants	\$480.00 per season
c) 101-500 participants	\$1,200.00 per season
d) 500+ participants	\$1,920.00 per season
COMMUNITY ROOM AND AMPHITHEATER FACILITIES	
Application Security Deposit – Meeting/Community Room	\$100.00 refundable following Township approval of Facility

	Clean-up and return of building access key
Application Security Deposit – Amphitheater	\$150.00 refundable following Township approval of Facility Clean-up and return of building access key
Meeting/Community Room and Amphitheater [Up to four (4) hours]	\$120.00 Township resident \$240.00 Non-resident
SECTION XV – PUBLIC WORKS SERVICES and FEES	
Sign Installation Charges – Street Name Signs – Public/Private Streets. Payment is required prior to work	\$205.00
Sign Installation Charges – Other than Traffic Control Signs	\$115.00