

RESOLUTION NO. 7-2019

OF THE TOWNSHIP OF NORTH MANHEIM,  
SCHUYLKILL COUNTY, PENNSYLVANIA  
AMENDING ITS COMPREHENSIVE FEE  
SCHEDULE

WHEREAS, the Board of Supervisors of North Manheim Township has from time to time adopted a Comprehensive Fee Schedule; and

WHEREAS, it is necessary to amend the aforesaid Comprehensive Fee Schedule; and

WHEREAS, the Township is authorized and empowered to establish and collect fees for the various reviews, application, proceedings, services, filings, permits, and licenses which are furnished by or through the Township (hereinafter "Services"), including but not limited to those as set forth in the North Manheim Township Code of Ordinances and authorized under the Pennsylvania Statutes known as the Municipalities Planning Code, Second Class Township, the Sewage Facilities Act, the Open Records law, Pennsylvania Uniform Construction Code, and General Municipal Laws; and

WHEREAS, the Board of Supervisors of the Township having conducted a review of the Services and the associated fees, costs, and resources expended in providing those Services.

NOW THEREFORE, BE IT RESOLVED and it is resolved that the Board of Supervisors of North Manheim Township hereby establishes a Comprehensive Fee Schedule to be utilized in the provision of and reimbursement for Services of the Township in the form attached hereto and made a part hereof as Exhibits "A" and "B".

IT IS FURTHER RESOLVED, that Resolution No. 8 of 2018 of North Manheim Township adopted February 6, 2018 is hereby repealed and is replaced by this Resolution. In addition, any portions of any other Resolution which are inconsistent or contrary to this Resolution are hereby repealed.

ADOPTED and effective this 2nd day of April, 2019.

BOARD OF SUPERVISORS OF  
NORTH MANHEIM TOWNSHIP

*Myra Bauer*  
*My L Sh*  
*Walter*

Attest:

*Barbara D. Miller*

**EXHIBIT A**  
**2019 NORTH MANHEIM TOWNSHIP FEE SCHEDULE**  
 Adopted by Resolution of Board of Supervisors, Resolution # 7-2019, 04-02, 2019

**DUPLICATING & ADMINISTRATIVE PROCEDURES**

Duplicating 8 1/2x 11	\$0.25 / sheet
Copying of Specialized Documents (blue prints, color copies, non-standard sized, etc)	Actual Cost
Certification of Public Records	\$25.00
Mailing Fee: (Actual cost of postage plus handling fee)	\$5.00 plus postage
Returned Checks for Non-Sufficient Funds	\$25.00 / per check

**SALE OF MUNICIPAL PUBLICATIONS**

Code of Ordinances (complete document)	\$180.00
Subdivision & Land Development Ordinance (Chapter 14-A)	\$30.00
Zoning Ordinance (Chapter 18-A)	\$40.00
Stormwater Management Ordinance (Chapter 19-A)	\$40.00

**ZONING PERMIT FEES (Chapter 18-A)**

**Plan Review & Permit Issuance:**

- Residential
  - Less than 1,200 sq. ft. \$50.00
  - Greater than 1,200 sq. ft. \$75.00
- Non-Residential, commercial, Industrial
  - Less than 2,000 sq. ft. \$75.00
  - Greater than 2,000 sq. ft. \$100.00
- Renovations / Alterations & Accessory Structures / Signs
  - Residential \$50.00
  - Non-Residential, Commercial & Industrial \$75.00
- Hourly Rate for Unspecified Work \$58.00 / hour
- Zoning Application Fee for Residential Use \$25.00
- Zoning Application Fee for Non-Residential Use \$50.00

**Permit Appeal Fee:** \$300.00

**Special Exception / Variance Fee:** \$1,000.00

**DRIVEWAY PERMIT FEES (Chapter 13-B)**

**Permit Application / Issuance:**

- Residential
  - New Driveway construction \$35.00
  - Substantial Improvement to Existing Driveway \$25.00
- Non-Residential, Commercial, Industrial
  - New Driveway Construction \$75.00
  - Substantial Improvement to Existing Driveway \$50.00

**Plan / Profile Review & Inspections:**

- Residential
  - New Driveway Construction
    - Plan / Profile Review \$50.00

**DRIVEWAY PERMIT FEES (Chapter 13-B) -- continued**

- Inspections (includes 2 inspections - base construction and final) \$50.00
- Substantial Improvement to Existing Driveway
  - Plan / Profile Review \$35.00
  - Inspections (includes 2 inspections - initial preparation and final) \$50.00
- Non-Residential, Commercial, Industrial
  - New Driveway Construction
    - Plan / Profile Review \$75.00
    - Inspections (includes 2 inspections - base construction and final) \$100.00
  - Substantial Improvement to Existing Driveway
    - Plan / Profile Review \$50.00
    - Inspections (includes 2 inspections - initial preparation and final) \$75.00
- Additional Permit Fees (as applicable)
  - Failed or Additional Inspection \$65.00 / each

**STREET EXCAVATION & OPENING PERMIT FEES (Chapter 13-A)**

- Permit Issuance Fee: Paved \$100.00 plus \$40.00 per 100 linear ft.
- Non-paved \$100.00 plus \$20.00 per 100 linear ft.

**Administrative, Legal, and Inspection Fees**

- The applicant shall be responsible for and reimburse the Township for all administrative, legal and inspection expenses incurred by the Township in connection with the permitted work. The applicant shall pay all such bills and charges within thirty (30) days from the date it receives the respective bills from the Township of North Manheim.

**Additional permit fees (if necessary)**

- Project Meeting(s) \$150.00/each
- Hourly rate for additional services \$65.00/hour

**Bond Requirement**

- The applicant shall, prior to starting any construction work in connection with the permitted work, furnish to the Township an executed performance bond, in a form approved by the Township, with corporate surety guaranteeing that the Work will be done according to Chapter 13 Streets and Sidewalks, Part A, Street Excavation and Openings as amended. The performance bond shall be in the amount of ONE-HUNDRED PERCENT (100%) of the value of the restoration work plus fifteen percent 15% of the value of the restoration work to cover Township administrative, legal, and inspection expenses.

## STORMWATER MANAGEMENT PLAN REVIEW FEES (Chapter 19-A)

### Permit Application / Issuance:

- Residential \$100.00
- Non-Residential, Commercial, Industrial \$150.00

### Plan / Profile Review & Inspections:

- Residential
  - Plan / Profile Review \$100.00
  - Inspections (includes 1 inspection -- after BMP Installation) \$75.00
- Non-Residential, Commercial, Industrial
  - Plan / Profile Review \$150.00
  - Inspections (includes 1 inspection -- after BMP Installation) \$115.00

### Additional Permit Fees (as applicable):

- Failed or Additional Inspections \$110.00 / each
- Site Meeting or Site Visit \$110.00 / each
- Hourly Rate for Specified Work \$68.00 / hour

## SUBDIVISION & LAND DEVELOPMENT REVIEW FEES (Chapter 14-A)

**Subdivision – Lot Annexations** \$1,500.00 + \$100.00 / lot

### Subdivision – Residential

- Sketch Plan / Preliminary Plan \$2,000.00 + 100.00 / lot
- Final Plan \$2,000.00 + 100.00 / lot

### Subdivision – Non-Residential

- Sketch Plan / Preliminary Plan \$3,000.00 + \$150.00 / acre
- Final Plan \$3,000.00 + \$150.00 / acre

### Land Development – Residential

- Sketch Plan / Preliminary Plan \$2,000.00 + \$150.00 / unit
- Final Plan \$2,000.00 + \$150.00 / unit

### Land Development – Non-Residential

- Sketch Plan / Preliminary Plan \$3,000.00+250.00/2,000 sq.ft. GFA
- Final Plan \$3,000.00+250.00/2,000 sq.ft. GFA

(Note: Costs of administration, engineering and legal services associated with the respective plan submissions included in fee submission costs. Upon submission of a revised plan, the revised plan should be accompanied by fifty (50) percent of the fees paid at the initial plan submission. In the event that the review fee is depleted to fifty (50) percent of the fee paid at the time of plan submission or resubmission,

the applicant shall furnish to the Township upon notification by invoice from the Township Secretary, a supplemental fee deposit in the amount of fifty (50) percent of the initial fee payable within ten (10) days of receipt of such notification. Failure to replenish the review fees as instructed by the Township, shall result in a stoppage of plan processing. All review fees shall be paid in full prior to final plan approval. Review fees not expended shall be refunded to the applicant. **Please see the attached Exhibit B - Plan Submission Checklist for additional plan requirements.**

### Professional Services Agreement

An informal review of a concept plan and/or consultation may be performed between the Property Owner/Developer, Township, Township Engineer and/or Township Solicitor. Property Owner/Developer must enter into a Professional Services Agreement by completing an Agreement Form supplied by the Township. Fees for the Professional Services Agreement are as follows:

#### SCHEDULE A

<u>Engineer</u>	
1 <sup>st</sup> hour	\$500.00
2 <sup>nd</sup> hour an additional	\$125.00 Total of \$625.00
3 <sup>rd</sup> hour an additional	\$125.00 Total of \$750.00

#### SCHEDULE B

<u>Solicitor</u>	
1 <sup>st</sup> hour	\$500.00
2 <sup>nd</sup> hour an additional	\$175.00 Total of \$675.00
3 <sup>rd</sup> hour an additional	\$175.00 Total of \$850.00

#### SCHEDULE C

<u>Engineer and Solicitor Jointly</u>	
1 <sup>st</sup> hour	\$1,000.00
2 <sup>nd</sup> hour an additional	\$ 300.00 Total of \$1,300.00
3 <sup>rd</sup> hour an additional	\$ 300.00 Total of \$1,600.00

### UCC / BUILDING PERMIT FEES (Chapter 4-A)

#### Plan Review:

- Residential – Less than 1,200 sq. ft. \$150.00
- Residential – Greater than 1,200 sq. ft. \$200.00
- Non-Residential, Commercial, Industrial \$200.00 plus \$0.05 per sq. ft for every sq. ft. over 2,000 sq. ft.
- Demolition
  - Residential \$50.00
  - Non-Residential \$100.00
- Residential Renovations / Alterations \$50.00 plus \$5.00 per \$1,000.00 of estimated cost
- Non-Residential Renovations/Alterations \$50.00 plus \$6.00 per \$1,000.00 of estimated cost

#### Accessibility Review

- Total Estimated Project Cost up to \$100,000 \$200.00
- Total Estimated Project Cost over \$100,000 \$300.00

**UCC / BUILDING PERMIT FEES (Chapter 4-A) – continued**

**Inspections/ Permits:**

- New Buildings and Additions
  - Residential \$50.00 plus \$0.22 per sq. ft. of usable floor area
  - Non-Residential, Commercial, Industrial \$100.00 plus \$0.28 per Sq. ft of usable floor area
- Accessory Structures (w/o mechanical, electrical, plumbing) \$50.00 plus \$0.20 per sq. ft. of usable floor area
- Renovations, Alterations (including building, Plumbing, mechanical and electrical) \$50.00 plus \$5.00 per \$1,000.00 of est. cost
- Demolition
  - Residential \$200.00
  - Non-Residential \$300.00
- Plumbing Permit
  - Residential \$50.00 fee plus \$7.50 for each fixture
  - Non-Residential \$100.00 fee plus \$5.00 per \$1,000.00 of est. cost
- Residential Sprinkler System \$60.00 per hour
- Sewer Service Inspection \$50.00
- Water Service Inspection \$50.00
- Mechanical Permit
  - Residential \$50.00 fee plus \$7.50 per unit
  - Non-Residential \$100.00 fee plus \$5.00 per \$1,000.00 of est. cost
- Electrical
  - Residential Permit \$25.00
  - Non-Residential Permit \$75.00
  - Residential Inspections \$65.00
  - Non-Residential Inspections \$75.00
- Accessibility Inspection \$40.00 fee plus \$60.00 per hour
- Non-Residential Fire Protection
  - Sprinkler System \$50.00
  - Charge per Head \$1.00
  - Standpipe System \$100.00
- Carports, detached private garages, sheds, greenhouses, having a building area less than 1,000 sq. ft. that are accessory to detached one-family

dwellings	Not Applicable
• Agricultural buildings (but all habitable areas and structures for the processing of agricultural products are subject to the law)	Not Applicable
• Minor repairs and general maintenance	Not Applicable
<b>UCC / BUILDING PERMIT FEES (Chapter 4-A) -- continued</b>	
• Manufactured or industrialized housing (except on-site construction, i.e.: foundation, basement and utility connections)	Not Applicable
• Pools:	
○ In-ground Pool	\$150.00
○ Above Ground Pool	\$50.00
• Signs:	
○ Residential	\$15.00
○ Non-Residential, Commercial, Industrial	
• Less than 10 sq. ft.	\$30.00
• Greater than 10 sq. ft.	\$50.00 plus \$0.10 per sq. ft.
• Decks and Patios	\$50.00 plus \$0.10 per sq. ft.
• Out-of pocket expenses	At Cost
 <b>Other Permit Fees:</b>	
• UCC Residential Application Fee for New Buildings and Additions	\$50.00
• UCC Non-Residential Application Fee for New Buildings, Additions, Renovations and Alterations	\$250.00
• Use & Occupancy Permit	
○ Residential	\$25.00
○ Non- Residential	\$50.00
• Township Permit Administrative Fee	\$10% of Total Permit Fee
• UCC (Act 157 of 2006) PA State Department Community & Economic Development Training Charge	\$ 4.50 each permit
 <b>Building Permit Appeal Fees:</b>	
• Short appeal (see Inter-Municipal Agreement for explanation)	\$200.00
• Long Appeal (see Inter-Municipal Agreement for explanation)	\$500.00



**Additional Permit Requirements:**

- Usable Floor Space – Defined as areas within a structure designed for use by occupants, whether finished or unfinished including basements, garages, attics with average ceiling height greater than six (6) feet.
- Building permit fee schedule includes the cost for all required inspections including an allowance for one re-inspection. Failed inspections, additional inspections and additional reviews will be billed an additional charge at \$60.00 per hour, to be paid by applicant prior to Use & Occupancy Permit.
- If no new buildings or additions are involved, the plumbing, mechanical and permit fees shall be in accordance with Renovations, Alterations.
- Rough plumbing, rough mechanical and framing inspections assumed to be performed concurrently.
- Certain commercial / industrial inspections may require permitting and inspections by Labor and Industry.
- All permit applications and fees shall be delivered directly to the Township building.
- Permit applications will not be accepted for projects involving pending subdivision and land development plans. Subdivision and land development plans must be recorded prior to submittal of permit applications.
- Water service and /or sewer service connections to publicly owned system(s) within the Township require a permit application, permit, inspection(s) and approvals, to include associated fees by the North Manheim Township Authority, the Borough of Schuylkill Haven, the Cressona Borough Authority, or the Greater Pottsville Area Sewer Authority, in accordance with their rules and regulations, as applicable.

**SEWAGE ENFORCEMENT FEES**

**Services:**

- Permit Application \$58.00
- Field / Consultation Hourly Rate
- Investigation / Malfunction Hourly Rate
- Observe Probes (includes Site Review) \$58.00 / probe
- Observe Percolation (6 holes) \$174.00
- Conduct Percolation \$348.00
- Design Review:
  - Elevated Sand / Pressure Dosed system \$87.00
  - In-ground system \$58.00
  - Drip Irrigation system \$116.00
- Permit Issue / Deny \$29.00
- Inspection:
  - Elevated Sand (4 inspections) \$348.00
  - In-ground \$174.00
  - Drip Irrigation \$348.00
- Reissue Expired Permit \$116.00
- Verify Prior Testing \$116.00
- Transfer Permit \$29.00

- Hourly Rate for Unspecified Work \$58.00 / hour

**Additional Notes:**

- On-lot sewage disposal systems require an application, permit and associated inspection fees by the Township sewage enforcement officer (SEO).
- The Sewage Enforcement Officer is authorized to perform sewage planning module soils eligibility testing and sign the false swearing statement.
- The Sewage Enforcement Officer is authorized to collect fees and will deliver the fees to the Township on a regular basis with his activity report.
- Additional reimbursement for out of pocket expenses and administrative / unspecified services will be billed as cost. Travel will be billed at the prevailing IRS rate.

**GRADING & EXCAVATION FEES (Chapter 7-A)**

**Plan Review: \***

- Residential \$115.00
- Non-Residential, Commercial, Industrial \$175.00

**Additional Permit Fees (as applicable): \***

- Site Meeting or Site Visit \$115.00 / each
- Hourly Rate for Specified Work \$58.00 / hour

\* Note: This fee schedule shall apply to all applications under Chapter 7-A of the Township Code, UNLESS the activity is part of a Subdivision and/or Land Development Plan application, in which case the appropriate municipal review fees under the Subdivision and Land Development Ordinance (Chapter 14-A) will supersede this fee schedule.

**OTHER PERMIT / REGISTRATIONS / LICENSE FEES**

Hazardous Animal / Bird Registration Fee (Chapter 2-A)	\$50.00
Exterior Furnace Permit Fee (Chapter 3-A)	\$75.00
Residential Windmill Permit (Chapter 3-B)	Covered by Zoning Permit
Sexually Oriented Business License (Chapter 5-A)	
• Application & Investigation Fee	\$500.00
• Annual License Fee	\$500.00
Solid Waste Burning Appliance Permit Fee (Chapter 6-A)	
• Permit & one inspection	\$75.00
• Additional inspection	\$35.00 / inspection
Transient Business License (Chapter 10-A)	\$100.00
Holding Tank Permit (Chapter 12-B)	\$500.00 / 1,000 gal. tank capacity
Landlord Unit Rental Unit Report (Chapter 9-A)	No fee for report Submittal

## **RETURNED CHECK POLICY**

The return of a check issued to the Township will result in a \$50.00 returned check fee being assessed to the applicant for each returned check, no matter the reason for any of the services or associated fees contained herein. If the Township has reliable contact information for verbal notification, and if rectified within 5 business days of verbal notification, the returned check fee will be reduced to \$35.00. A hold will be placed on the account affected, until the returned check has been redeemed.

**EXHIBIT B**  
**PLAN SUBMISSION CHECKLIST**

Contact Person -- Developer

At the time the developer submits subdivision/land development plan and pays the prescribed fees contained herein, the developer shall also designate one (1) individual for each of the below items and provide his/her address and telephone number, who shall be the sole contact person between the Township and the developer.


\_\_\_\_\_  
Name, Address, Phone # for  
Plan Review/Correspondence

\_\_\_\_\_  
Name, Address, Phone # for  
Billing

\_\_\_\_\_  
Name, Address, Phone # for  
Review Fee Refunds (if any)

Fees

The appropriate subdivision and land development plan review fee as contained herein must accompany the prescribed number of plans.

Miscellaneous Plan Submission Requirements

The Township shall not accept any subdivision\annexation\land development plan submissions without the following information:

- Universal Parcel Identifier number being clearly labeled on the first sheet of the plan set with the total tract acreage for each UPI number.
- Plan set size is not greater than 24" x36".
- Deed book and page number(s) is(are) referenced on the plan set.
- All Plan submissions to be properly signed and notarized in accordance with Section 4.323 of the North Manheim Township Subdivision Ordinance.

Note: Plans labeled "Preliminary/Final" will not be accepted by the Township.

**This checklist must be completed and verified by the Township prior to the Township accepting the plans. Failure to include the above will cause the Township to return your plan submission.**

Verified By:

\_\_\_\_\_  
Township Secretary

\_\_\_\_\_  
Date