

**EAST FALLOWFIELD TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION 2012-01

WHEREAS, the Board of Supervisors of the Township of East Fallowfield has established filing fees, permit fees, license fees and any other fees by way of multiple ordinances and resolutions; and

WHEREAS, the lack of a centralized fee schedule makes it difficult for the public to obtain the Township's complete fee schedule and for the revising of fees; and

WHEREAS, it is therefore the desire of the Board of Supervisors of the Township of East Fallowfield to provide a single fee schedule; and

NOW, THEREFORE BE IT RESOLVED THAT and it is hereby resolved by the Board of Supervisors of the Township of East Fallowfield that all fees are hereby fixed as follows:

<u>Subject</u>	<u>Code/Ordinance #</u>	<u>Fees</u>
Code Enforcement		
A. Contractor registration – Commercial only	Ordinance 2008-03	
1. Annual fee	§5-213	\$ 75.00
Fire Prevention and Fire Protection		
A. Fire loss certification fee	§7-102	\$ 25.00
B. False alarm fee		\$ 25.00
1. A fee shall be assessed for false alarm transmissions which requires a response from the East Fallowfield Police Department. The fee shall be assessed for each time the Police respond to a false alarm signal after the third false alarm.		
Highway Occupancy Permits		
A. Permit issuance fees. These fees are applied to the administrative costs incurred in reviewing the application and plan(s) and issuing and processing the permit, including the preliminary review of the site location identified in the application, whether or not a permit is issued and processed.	Resolution 2008-07	

1. Application fee		
a) Utility		\$100.00
b) Driveways		
1) minimum use (e.g. single family dwellings, apartments with 5 or fewer units)		\$ 75.00
2) low volume (e.g. office buildings, car wash)		\$100.00
3) medium volume (e.g. motels, fast food restaurants, small shopping plaza)		\$120.00
4) high volume (e.g. large shopping centers, multi-building apartments, office complex)		\$175.00
c) Other.		
1) Sidewalk and curb replacement per 101 feet		\$ 20.00
2. Supplement fee: each six month time extension		\$ 50.00
3. Emergency permit card		\$ 50.00
B. General Permit Inspection fees. These fees are applied to the cost incurred in the preliminary review of the location covered by the permit, and/or spot inspection of the permitted work, and/or subsequent inspection after the permitted work has been completed to ensure compliance with PENN DOT SPECIFICATIONS AND PERMIT PROVISIONS.		
1. Driveways		
a) each minimum use driveway		\$ 30.00
b) each low volume driveway		\$ 60.00
c) each medium volume driveway		\$ 80.00
d) each high volume driveway		\$110.00
2. Underground facilities: pipe lines, buried cable with pedestals, conduit, manholes, headwalls, inlets and all pipes ¹		

¹ This fee is calculated on the TOTAL linear feet of the facility or facilities being permitted within the right of way, regardless of whether the surface is opened.

a) physically connected facility or facilities (1 st 50 feet or fraction thereof each section)		\$ 60.00
b) additional physically connected facilities (each 100 feet or fraction thereof)		\$ 25.00
3. Surface openings: ²		
a) total linear feet of opening each 100 foot or fraction thereof		
1) opening in pavement		\$ 80.00
2) opening in shoulder		\$ 40.00
3) opening outside pavement and shoulder		\$ 30.00
b) If a longitudinal opening simultaneously occupies two or more highway areas identified in subparagraphs 1, 2, and 3, only the higher fee will be charged.		
4. Surface openings of less than 36 square feet		
a) service connections performed independently of underground facility installation, pipeline repairs, each opening.		
1) opening in pavement		\$ 90.00
2) opening in shoulder		\$ 60.00
3) opening outside pavement and shoulder		\$ 40.00
b) if an opening simultaneously occupies two or more highway areas identified in subparagraphs 1, 2, and 3, only the higher fee will be charged.		
5. Above ground facilities: (poles, guys and/or anchors if installed independently of poles)		
a) up to 10 physically connected above-ground facilities, each continuous group		\$ 60.00
b) additional above-ground physically connected facilities, each pole with appurtenances		\$ 25.00
6. Crossings: (e.g. "overhead" tipples, conveyors or pedestrian walkways and "under grade" subways or		\$200.00

² These fees are calculated on the total linear feet of the opening being permitted within different areas of the right of way.

mines)		
7. Seismograph-vibroseis method (prospecting for oil, gas)		
a) first mile		\$200.00
b) each additional mile		\$50.00
8. Non-emergency test hole in pavement or shoulder		
a) each hole		\$25.00
9. Other		
a) sidewalk replacement (each block)		\$25.00
b) curb replacement (each 10 foot section)		\$25.00
C. Exemptions: permit issuance fees and general permit inspection fees are not payable by any of the following:		
1. Commonwealth;		
2. Political subdivisions of the Commonwealth, except when placing a facility longitudinally within more than 100 total linear feet of pavement, in that case, the application of inspection fees for pavement openings will be charged;		
3. Governmental authorities organized under the laws of the Commonwealth;		
4. Federal government;		
5. Charitable organizations;		
6. Utility facility owners for:		
a) installation of street lights at the request of Penn DOT;		
b) replacement or renewal of their facilities prior to a Township resurfacing project after notice from the Township;		
c) removal of poles and attached appurtenances;		
d) facilities moved at the request of Penn DOT or the political subdivision;		
e) reconstruction or maintenance of their facilities that occupy the right-of-way under private status.		

D. Additional inspection fees		
If the Township determines that the permitted work is of sufficient magnitude or importance to warrant assignment of one or more persons to inspect the permitted work on a more than spot inspection basis, the permit will so indicate and the permittee shall be charged for additional salary and or fees, overhead and expenses incurred by each assigned inspector and the Township.		
Licenses, Permits, and General Business Regulations		
A. Peddlers	§13-104	
1. License fee		\$2.00 per day; \$5.00 per Week; \$15.00 per month; \$60.00 per year
B. Junkyard and scrap yards		
1. License fee	§13-206	
a) less than 15,000 sq. ft.		\$ 50.00
b) more than 15,000 sq. ft. but less than 40,000 sq. ft.		\$100.00
c) more than 40,000 sq. ft.		\$200.00
2. Transfer fee	§13-209	\$ 10.00
C. Burning permit	Ord Amend 2008-06	\$ 5.00
Right-to-Know Request	Resolution 2008-16	
A. Copies		\$0.25 per page per side (8½ x 11) basis. Pennsylvania sales tax will

		be added to charges for copying documents.
B. If a public record is only maintained in electronically or other nonpaper media, and the requester asks for the record in that media, duplication fees shall be the cost incurred by the Township to supply the necessary device required to transfer the public record in that media. (In order to maintain the security of the Township electronic files the Township reserves the right to require the requestor to receive the public record on a transfer devices purchased by the Township.)		actual cost
C. Postage		actual cost
D. Certification of record (for each record)		\$5.00
E. Third party charges – any charges incurred by the Township necessary to fulfill the request. With the exception of legal fees incurred to determine if records are public records.		actual cost
F. Fulfilling request with the exception of time spent reviewing a record to determine if it is a public record and making duplications.		Time spent x Township employee hourly rate
Sewers and Sewage Disposal		
A. On-lot systems	§18A-104	
1. Inspection fee		\$50.00
B. Copies of Sewer Ordinance	§§18B-405, 18B-626	
1. General ordinance		\$25.00
2. Standard sanitary sewer specifications		\$50.00
3. Both		\$75.00
C. Permits, regulations, and fee schedule	§18B-201	
1. Inspection failure, contractor not prepared		\$80.00
2. Inspection failure		\$80.00
3. Inspection failure, subsequent pass or fail		\$80.00

4. Inspections after hours, weekends, and/or holidays		
a) within 2 hours		\$80.00 per hour
b) over 2 hours		\$120.00 per hour
D. Sewage Facilitates Act bound copy		\$ 30.00
Solid Waste	Resolution	
A. The Township Secretary shall charge the following fees for each trash and recycling collection balance certification issued:		
1. For each certification of a trash and recycling collection balance		\$ 35.00
2. For each certification transmitted by facsimile		\$ 35.00
3. For each certification provided with less than 24 hours' notice		\$ 45.00
B. Recycling bin/lid		
1. Bin and lid		\$19.00
2. Lid only		\$ 5.00
3. Recycling bin only		\$14.00
C. Trash collection and disposal		
1. Trash and recycling fee		\$305.00 per year; discount rate \$274.50
2. Penalty		
a) A service fee will be assessed in the amount stated for each month that payments are late (i.e. – paid after the due date stated on the annual invoice)		\$5.00
b) That the Board of Supervisors of East Fallowfield Township forward delinquent accounts to an outside collection agency for final enforcement in January of		

the subsequent year.		
<p>D. Fees added to unpaid claims</p> <p>1. A charge, not to exceed \$50.00, plus postage, shall be added to the unpaid claim for providing notice of delinquency pursuant to Section 7106 of the Municipal Claims and Tax Liens Act.</p>		
E. Dumpster		
1. Sofa		\$ 20.00
2. Chair		\$ 15.00
3. Mattress, box spring		\$ 20.00
4. Level, full size pick-up truck		\$ 55.00
5. Level, small size pick-up truck		\$ 35.00
6. Carpet		\$ 25.00
7. Freon removal fee		\$ 25.00
<p>E. Brush Chipping</p> <p>The Board of Supervisors hereby establishes a roadside brush chipping fee for each 15 minutes or portion thereof, with the initial 15 minutes free of charge.</p>		\$ 30.00

Portnoff Law Associates, LTD unpaid claim fees	
A. Notice of Expense - A charge, not to exceed \$50.00, plus postage, shall be added to the unpaid claim for providing notice of delinquency pursuant to Section 7106 of the Municipal Claims and Tax Liens Act.	
B. Collection Fees	
1. Handling fee for returned check	\$ 30.00
2. Handling fee to issue refund check	\$ 20.00
3. Bookkeeping fee for payment plan of 3 months or less	\$ 25.00
4. Bookkeeping fee for payment plan of more than 3 months	\$ 50.00
5. Guaranteed Payoff Fee	\$ 25.00
C. Legal Fees	
1. Initial review and sending first demand letter	\$160.00
2. File lien and prepare satisfaction	\$250.00
3. Prepare Writ of Scire Facias	\$250.00
4. Obtain Re-issued Writ	\$ 30.00
5. Prepare and mail letter under Pa R.C.P. 237.1	\$ 30.00
6. Prepare Motion for Alternate Service	\$250.00
7. Prepare Request for Production of Documents in preparation for Trial	\$ 25.00
8. Prepare Pre-Trial Memorandum	\$150.00
9. Prepare motion for Judgment for Want of Sufficient Affidavit of Defense pursuant to 53 P.S. §7271	\$ 150.00
10. Prepare Default Judgment	\$175.00
11. Prepare Writ of Execution	\$800.00
12. Attendance of Sale; Review Schedule of Distribution and Resolve Distribution issues	\$ 400.00
13. Continue Sheriff Sale	\$ 50.00

<p>14. Petition to Assess Damages</p> <p>15. Petition for Free and Clear Sale</p> <p>16. Prepare bankruptcy proof of claim</p> <p>17. Services not covered above</p> <p>18. Interest will be assessed upon all delinquent unpaid Municipal claims at a rate of 10% per annum and added to the unpaid claim.</p> <p>19. In addition, the reasonable and necessary out- of- pocket charges, costs, expenses, commissions, and fees incurred in collection, such as but not limited to, postage, title searches, prothonotary fees and sheriff fees, shall be added to the unpaid claims.</p> <p>Storm Water Management</p>		<p>\$ 50.00</p> <p>\$400.00</p> <p>\$100.00</p> <p>At an hourly rate between \$60.00-\$225.00 per hour.</p>
<p>Escrow Deposit at time of Application for Storm Water Management Plan Review</p>		<p>\$300.00</p>
<p>Streets, Sidewalks, and Driveways</p>		
<p>A. Street opening permit application fee</p>		<p>\$ 75.00</p>
<p>B. Driveway permit application fee</p>		<p>\$ 75.00</p>
<p>C. Township Engineer</p>		<p>Shall be charged at a rate equal to the rates as provided under Subdivision and Land Development section of this Fee Schedule.</p>
<p>D. Invoices shall be billed monthly for services to date. Invoices shall include a \$25 administrative fee and are due within 30 days.</p>		

Subdivision and Land Development	MPC §503(1)	
A. Township Solicitor		
1. Attorney's fee		\$195.00 per hour
2. Paralegal		\$120.00 per hour
B. Township Engineer		\$100.00 per hour
1. Construction observation		\$ 65.00 per hour
2. Additional charges		
a) transportation		\$0.50 per mile
b) large format black and white copies		\$.40 sq. ft.
c) reproduction		charged to project
d) materials or equipment		cost + 15%
e) sub consultant		cost + 15%
3. All hourly rates are portal to portal from Parkesburg office.		
C. Invoices shall be billed monthly for services to date. Invoices shall include a \$25 administrative fee and are due within 30 days.		
D. A service charge of 1.5% per month will be added to invoices outstanding over 30 days.		
E. These fees shall be withdrawn from an escrow account established at the time that a complete subdivision or land development application has been submitted.		
F. The minimum fees to be submitted with a complete application for subdivision or land development are as follows:		
1. Each subdivision or land development sketch plan application will be accompanied by an escrow deposit in		

<p>the minimum amount of \$500. Additional deposits may be required for additional expenses relating to those activities pursuant to §503 of the Municipalities Planning Code when warranted under the specific circumstances or when the initial deposit has been reduced to \$100.</p> <p>2. Each subdivision or land development application, whether preliminary or final, will be accompanied by an escrow deposit of \$1,000. For all residential subdivisions an administrative/application fee of \$75 for up to three lots/dwelling unit and \$75 for each lot/dwelling unit above three. For nonresidential or land development, the charge will be \$0.20 per square foot of new building space. (including \$0.10 per square foot of any existing building space the use of which will be charged).</p>		
<p>3. Additional deposits will be required for additional expenses relating to those activities, pursuant to §503 of the Pennsylvania Municipalities Planning Code when the initial escrow deposit has been reduced to \$500. Regardless of whether a deposit is utilized to pay the fees chargeable to the Township by engineers or other consultants, reimbursement to the Township shall be made within 15 days of the date on which an invoice is forwarded from the Township. The recordation of the plan will not be permitted unless all outstanding fees are paid to the Township.</p>		
<p>4. Within 45 days of the date on which the Township receives notice of the recording of any subdivision or land development plan, or actually causes the subdivision plan to be recorded in the Office of the Recorder of Deeds of Chester County, and, if applicable, upon receipt of the recorded Deeds of Dedication, Maintenance Bond, etc., any unused portion of the sum deposited will be returned to the applicant.</p>		
<p>G. Subdivision and Land Development Ordinance bound copy</p>		<p>\$ 50.00</p>
<p>Telecommunications Registration Fee</p>	<p>§27-1733.27</p>	
<p>A. In January of each year, the owner or operator of any wireless communications facility shall pay the Telecommunication Registration Fee.</p>		
<p>B. Telecommunication Registration Fee</p>		<p>\$ 2,500.00</p>
<p>Timber Harvesting</p>	<p>Ordinance 2008-01</p>	

<p>A. Escrow.</p> <p>1. With the filing of each timber harvesting permit, the operator shall submit to the Township \$1,000.00, which fund will be held in an escrow account and utilized to pay for any costs incurred by the Township, including legal, administrative and/or engineering costs associated with insuring compliance with the terms of this Ordinance, the Clean Streams Law, the Dam Safety and Encroachments Act and the Storm Water Management Act, and any other applicable federal, state or municipal laws or regulations.</p>		
<p>Zoning</p>	<p>§27-2102.2</p>	
<p>A. Applications for building permits shall be accompanied by the following fees:</p>		
<p>1. A zoning permit is required prior to the issuance of a building permit.</p>		<p>\$ 50.00</p>
<p>B. The Zoning Permit Fee is required for all structures unregulated per PA Act 45. A Zoning Permit Fee for a Zoning Permit is regulated in the following schedule:</p>		
<p>C. PA Act 45 requires the Municipality to Charge \$4 for each permit issued. The \$4 fee is in addition to the following fees:</p>		
<p>1. Residential</p>		
<p>a) Minimum fee</p>		<p>\$100.00</p>
<p>b) New construction</p>		<p>\$50.00 + \$0.40 per sq. ft. (\$10,000 cap) + zoning fee</p>
<p>c) Additions</p>		<p>\$50.00 + \$0.40 per sq. ft.</p>
<p>d) Alterations and structural repairs</p>		<p>2% of construction cost</p>
<p>e) Utility and miscellaneous use group (sheds, decks, fences, slabs, retaining walls, pools, towers, concrete</p>		<p>2% of construction</p>

slabs)		cost
f) Moving of structure		1% of cost/minimum fee \$75.00
2. All use groups other than R-1, R-2, R-3 utility and maintenance		
a) Minimum fee		\$ 200.00
b) New construction and additions		\$ 85.00 + 0.50 sq. ft. of GFA ³
c) Alterations and repairs		3.5% of construction costs
d) Demolition		\$175.00
e) Manufactured housing replacement (residential)		\$ 20.00 per 100 sq. ft.
f) Manufactured housing replacement (other)		\$ 40.00 per 100 sq ft.
g) Construction trailer		\$250.00
h) Temporary sales/office trailer		\$500.00
i) Driveways		\$ 75.00
j) Concrete slab		\$ 5.00 per 100 sq. ft.
k) Signs		\$ 50.00 +\$5 per sq. ft. (outside dimensions of frame)
l) Use and occupancy permits residential		\$ 5.00 per 100 sq. ft.

³ GFA Gross Floor Area defined as the total square footage of all floors within the perimeter of the outside walls, including basements, cellars, garages, roofed patios, breezeways, covered walkways and attics with floor to ceiling height of 6'6" or more.

m) Use and occupancy permits all others		\$ 7.50 per 100 sq. ft.
3. Plumbing and mechanical		
a) First \$1,000 of construction cost		\$ 50.00
b) Each additional \$1,000		\$ 20.00
c) Minimum fee		\$100.00
d) Water and sewer lateral		\$100.00
4. Electrical permits		
a) Service and feeders		
1) 200 amp or less		\$ 48.00
2) 201 amp to 400 amp		\$ 66.00
3) over 400 amp		\$ 85.00 per 100 amp
4) sub-feeders or sub-panels		1/4 above fees
5) over 600 volts		double above fees
b) Rough wire		
1) all switches, receptacles, and lighting outlets		
(i) 1 to 25		\$ 60.00
(ii) each additional 10		\$ 12.00
c) Finished wiring		
1) all switches, receptacles, and lighting outlets		
(i) 1 to 25		\$ 60.00
(ii) each additional 10		\$ 12.00
d) Heating, cooling, cooking, appliances, equipment motors, generators, transformers, capacitors, etc.		

1) less than 1/3 hp, kw, kva use finished Wiring fee		
(i) over 1/3 hp, kw, kva		
(ii) 1/3 to 1.0		\$ 12.00
(iii) 1.1 to 5.0		\$ 15.00
(iv) 5.1 to 10.0		\$ 20.00
(v) 10.1 to 30.0		\$ 25.00
(vi) 30.1 to 50.0		\$ 30.00
(vii) 50.1 to 100.0		\$ 50.00
2) over 100		\$ 1.00 per hp, kv, kva
3) over 600 volts		2 x above fees
e) Signaling, communication, and alarm systems		
1) 1 to 10 devices		\$ 48.00
2) each additional		\$ 2.00
f) Swimming pools		
1) above ground		\$ 50.00
2) in ground, bonding		\$ 45.00
3) in ground, wiring		\$ 75.00
g) Minimum fee		\$ 60.00
5. Zoning hearing board applications		
a) appeal from zoning officer		\$1,500.00
b) variances		
c) special exception		
D. Conditional Use Hearing fee		\$1,500.00
E. Zoning Ordinance bound copy		\$ 50.00
F. Township Zoning map		\$ 5.00

G. Comprehensive Plan bound copy		\$ 30.00
Miscellaneous		
A. Minimum postage for non-right-to-know requests		\$ 5.00
B. Photo copies (non-open records request)		\$.50
C. Penalty/Interest 1. The Board of Supervisors of East Fallowfield Township hereby assesses a penalty of 5% on any fee or invoice charged/issued under the Code of Ordinances of the Township of East Fallowfield or this resolution not paid between 1 st and 30 th days beyond the due date. 3. Any fee or invoice not paid between the 1 st and 30 th days beyond the due date shall be deemed delinquent and interest at the rate of 1.5% per month (18% per annum) will be charged on all outstanding amounts due to the Township, including, penalties, commencing from the original due date of the invoice or charge. (this does not apply to trash and recycling invoices which charge a service fee for late payment)		
D. Township Engineer Fees		
1. All costs, expenses, charges and fees incurred by the Township for service provided by the Township Engineer in connection with any request from the public or any application shall be reimbursed by the requester or applicant.		
2. Reimbursable Township Engineer fees shall be at a rate equal to the rate provided under the Subdivision and Land Development section of this Fee Schedule.		
E. Township Solicitor Fees		
1. All costs, expenses, charges and fees incurred by the Township for service provided by the Township Solicitor in connection with a request from the public or application shall be reimbursed by the requester or applicant.		
2. Reimbursable Township Solicitor fees shall be at a rate equal to the rate provided under the Subdivision and Land Development section of this Fee Schedule.		

F. Consultant Fees		
1. All costs, expenses, charges and fees incurred by the Township for service provided by a Consultant, other than the Township Engineer, in connection with a request from the public or application shall be reimbursed by the requester or applicant.		
2. Reimbursable Consultant fees shall be at the rate equal to the hourly rate agreed to between the Township and the Consultant.		
G. Invoices		
Invoices for Township Engineer, Township Solicitor, and Township Consultant Fees shall be billed monthly for services to date. Invoices shall include a \$25 administrative fee and are due within 30 days.		

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon adoption.

ADOPTED this 9th day of January 2012.

**BOARD OF SUPERVISORS OF
EAST FALLOWFIELD TOWNSHIP**

, Chairman

, Vice Chairman

, Member

, Member

, Member

ATTEST:

Denise Miller, Township Secretary