

**WILLISTOWN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION NO. 9 OF 2015

**A RESOLUTION PROVIDING FOR AN UPDATE TO THE FEES
REQUIRED BY WILLISTOWN TOWNSHIP FOR THE CONDUCT OF
BUSINESS INCLUDING SUBDIVISION/LAND DEVELOPMENT FEES
AND (REVIEW) ESCROWS AND RELATED PROCEEDINGS;
BUILDING PERMITS; ZONING FEES AND REVIEWS; PEDDLING AND
SOLICITING, PARKS AND PAVILION RENTALS, AND
MISCELLANEOUS OTHER ADMINISTRATIVE FEES FOR SERVICES**

WHEREAS, from time to time it is necessary for the Township to review and revise its fee schedule to reflect the true cost of doing business, and

WHEREAS, the Second Class Township Code, P.L. 350, No. 60, as amended, pursuant to General Powers, Section 1506, provides for the adoption of regulations for the proper management of township finances, and

WHEREAS, the Pennsylvania Municipalities Planning Code, Act of 1968, P.L. 805, No. 247 as reenacted and amended, pursuant to Article V Subdivision and Land Development, Section 503, provides for the charge of review fees including the necessary and reasonable charges by the municipality's professional consultants or engineer for review or report and,

WHEREAS, the Pennsylvania Municipalities Planning Code, Act of 1968, P.L. 805, No. 247 as reenacted and amended, pursuant to Article VI Zoning, Section 617.3(e) provides for the governing body to prescribe reasonable fees with respect to the administration of a zoning ordinance and with respect to hearings before the zoning hearing board and,

WHEREAS, the Pennsylvania Municipalities Planning Code, Act of 1968, P.L. 805, No. 247 as reenacted and amended, pursuant to Article IX Zoning Hearing Board and Other Administrative Proceedings, Section 908, provides for the governing body to prescribe reasonable fees with respect to hearings before the zoning hearing board and also for conditional uses before the governing body (Section 913.2) to attach reasonable conditions it may deem necessary to implement the purposes of The Act and,

WHEREAS, the Township's professional consultants have advised the Township of their fees to be charged the Township for the rendering services, and

WHEREAS, the Board of Supervisors has deemed those fees to be reasonable and commensurate with similar services provided in the community; and,

WHEREAS, Willistown Township provides within Chapter 78 of the Willistown Township Code for certain fees to be charged for construction, registration, permit and development activities in Willistown Township; and,

WHEREAS, Willistown Township provides within Chapter 72 of the Willistown Township Code for the procedures for building plan review and inspections including reasonable permit fees deemed necessary by the municipality's Building Official and for reviews or reports for attendant inspections including, but not limited to those required by Chapter 73, Environmental Protection and Chapter 109, Soil Erosion and Sediment Control; and,

WHEREAS, Willistown Township provides within Chapter 97 of the Willistown Township Code for a fee to be charged to any individual submitting an application for a license to engage in peddling or soliciting in Willistown Township; and,

WHEREAS, Willistown Township provides within Chapter 45 of the Willistown Township Code for fees to be charged for access to public records in Willistown Township; and,

WHEREAS, Willistown Township provides within Chapter 96 of the Willistown Township Code for park and pavilion rental permits to be administered by designated staff and fees to be charged for such permits; and,

AND NOW, THEREFORE, IT IS RESOLVED by the Board of Supervisors of Willistown Township, Chester County, Pennsylvania that the fee schedule and procedures shall be as follows:

Section 1. Subdivision and Land Development Procedures

- A. Application Fee - Every Applicant, at the time of filing an application for approval of any subdivision or land development plan, shall pay to the Township a non-refundable filing fee in accordance with the attached schedule.
- B. Plan Review Escrow Deposit - Every Applicant shall pay to the Township an escrow deposit for reasonable and necessary charges for plan review by the Township's professional consultants including but not necessarily limited to the Township Engineer and Township Solicitor. The escrow deposit shall be used to pay for engineering reviews, special administrative costs attendant to the subdivision/land development, consultant reviews, including but not limited to legal review (when permitted) of subdivision plans, legal documents, agreements and performance guarantees, and other miscellaneous costs of application review and approval, but does not include a deposit for site inspections and other monitoring during development. The amounts for such review will in no event exceed the rate or cost charged by the consultants to the Township. When the amount of any escrow deposit falls below 10% of the original deposit, the Township Manager and/or other authorized staff shall notify the Applicant to deposit sufficient additional monies to bring the balance of the escrow account up to the amount initially deposited or to an amount deemed reasonable at the discretion of the Township Manager and/or other authorized staff, as may be required for the Township to carry on its services with the Applicant. In the event any

escrow deposit is diminished to the point that it is insufficient to cover the review cost incurred, the Applicant shall pay the balance due within ten (10) days of notification of the balance due. Upon completion of the subdivision/land development plan review activity and notification of the balance due, the Applicant shall pay all outstanding engineering, inspection and professional fees required by this Section. Any unused funds remaining in the escrow account shall be returned to the Applicant upon request.

- C. Resubmission Fee - A Resubmission Fee shall be assessed to an Applicant at the time of a plan resubmission when resubmission is necessary to address written Township review comments pertaining to Township regulations and/or generally accepted engineering, design and survey professional standards.
- D. Land Development Escrow Deposit - Every Applicant, after receiving final approval of a land development plan, but before any building permits may be reviewed or issued or any development activity or construction commenced, shall pay to the Township an escrow deposit in accordance with the attached schedule. The land development escrow deposit shall be used to pay for site inspections and other monitoring during development and whatever other administrative and consultant fees are incurred during development and construction. When the amount of any land development escrow deposit falls below 50% of the original deposit, the Township Manager and/or other authorized staff shall notify the Applicant to deposit sufficient additional monies to bring the balance of the escrow account up to the amount initially deposited or to an amount deemed reasonable at the discretion of the Township Manager and/or other authorized staff, as may be required for the Township to carry on its services with the Applicant. When all construction is complete and the Township has accepted all public improvements for dedication, as may be applicable, and there are no outstanding charges to be placed against the escrow account, any remaining balance shall be returned to the Applicant upon request.

Section 2. Engineering Review Procedures

- A. This Section shall apply to permits required by Chapters 73, 109 and 139 of the Willistown Township Code, including but not necessarily limited to Soil Erosion & Sedimentation Control Permits, Stormwater Management Permits, and Zoning Permits for Construction in Floodplain Conservation / Floodway Districts.
- B. Application Fee - Every Applicant, at the time of filing an application for approval of any plan described in this Section shall pay to the Township a non-refundable filing fee in accordance with the attached schedule. The application fee includes one plan review and five site inspections. It is incumbent upon the Applicant to ensure each plan submission is complete and conforms to Township Ordinances. Additional fees may be assessed and/or escrow deposits may be required for disturbances greater than one acre or if special circumstances exist.
- C. Resubmission Fee - A Resubmission Fee shall be assessed to an Applicant at the time of a plan resubmission when resubmission is necessary to address written Township review comments pertaining to Township regulations and/or generally accepted engineering, design and survey professional standards. Additional administrative fees may be assessed if multiple plan reviews are required to address deficient submissions.

D. Recording - The Applicant shall be responsible for recording any/all plans, agreements or other documents Chester County Recorder of Deeds as may be required by this Section, and providing time-stamped originals to the Township in sufficient number for distribution prior to permit issuance.

Section 3. Consultant Fees (See Exhibit A)

Section 4. Fee Schedule (See Exhibit B)

Section 5. This Resolution shall be effective for all applications and requests received on or after May 4, 2014.

DULY ADOPTED this 27th day of April, 2015, by the Board of Supervisors of Willistown Township, Chester County, Pennsylvania, in lawful session duly assembled.

**BOARD OF SUPERVISORS
WILLISTOWN TOWNSHIP**


William R. Shoemaker, Chairman


George J. McHugh, IV, Vice Chairman


Robert T. Lange, Supervisor

ATTEST


David R. Burman, Secretary

Willistown Township
 Resolution 9 of 2015
 Exhibit A - Professional Consultant Fees

<u>CARROLL ENGINEERING</u>	
Principal	\$140.00/hour
Department Manager	\$135.00/hour
Professional V	\$130.00/hour
Professional IV	\$125.00/hour
Professional III	\$115.00/hour
Professional II	\$110.00/hour
Professional I	\$101.00/hour
Engineer II	\$95.00/hour
Engineer I	\$85.00/hour
Project Manager II	\$110.00/hour
Project Manager I	\$101.00/hour
Programmer III	\$130.00/hour
Programmer II	\$108.00/hour
Programmer I	\$98.00/hour
GIS Analyst II	\$93.00/hour
GIS Analyst	\$85.00/hour
Technician III	\$85.00/hour
Technician II	\$72.00/hour
Technician I	\$65.00/hour
Party Chief III	\$92.00/hour
Party Chief II	\$82.00/hour
Party Chief I	\$72.00/hour
Instrument Person	\$57.00/hour
Administrator	\$135.00/hour
Systems Coordinator	\$118.00/hour
Supervisor	\$111.00/hour
Field Representative III	\$85.00/hour
Field Representative II	\$72.00/hour
Field Representative I	\$65.00/hour
Administrative Assistant	\$80.00/hour
Clerical	\$62.00/hour
Clerk	\$42.00/hour
<u>GAADT PERSPECTIVES</u>	
Planner	\$100.00/hour
<u>GAWTHROP GREENWOOD, PC</u>	
Partners & Associates	\$200.00/hour
Paralegals	\$100.00/hour
<u>HEINRICH & KLEIN ASSOCIATES, INC.</u>	
Technical Staff/Drafting	\$40.00/hour
Principal	\$110.00/hour

Willistown Township
Resolution 9 of 2015
Exhibit A - Professional Consultant Fees

<u>KEYSTONE MUNICIPAL SERVICES</u>	
Inspector/Engineer	\$60.00/hour
<u>LAMB MCERLANE PC</u>	
Partners & Associates	\$200.00/hour
Paralegals	\$120.00/hour
<u>YERKES ASSOCIATES</u>	
Principal	\$170.00/hour
Municipal Inspector	\$75.50/hour
Municipal Engineer or Group Manager	\$115.75/hour

Willistown Township
 Resolution 9 of 2015
 Exhibit B - Fee Schedule

Building (Chapter 72 of the Willistown Township Code)		Residential Fee	Non-Residential Fee
Building Permit		\$54.00 plus 1.75% of cost	\$104.00 plus 1.75% of cost
Demolition Permit		\$54.00 plus 1.75% of cost	\$104.00 plus 1.75% of cost
Electrical Permit		\$54.00 plus 1.75% of cost	\$104.00 plus 1.75% of cost
Plumbing Permit		\$54.00 plus 1.75% of cost	\$104.00 plus 1.75% of cost
Mechanical Permit		\$54.00 plus 1.75% of cost	\$104.00 plus 1.75% of cost
Fire Prevention / Fire Protection / Fireworks Permit		\$54.00 plus 1.75% of cost	\$104.00 plus 1.75% of cost
Pool permit (includes barrier)		\$50.00	\$50.00
Tent (in addition to any other permits that may be required for electrical connections, etc.)		\$200.00	\$200.00
Site Trailer (in addition to any other permits that may be required for electrical connections, etc.)		\$500.00	\$500.00
Holding Tank (subject to approval of Board of Supervisors and requirements of Chapter 105 of the Willistown Township Code)		\$75.00	\$150.00
Certificate of Occupancy		\$75.00	\$75.00
Contractor Registration Fee (Does not apply to contractors with HIC Registration, when performing home improvement projects)		\$100.00	\$500.00
Performing work without a permit (this fee is in addition to requirement for permit application(s) and associated fee(s))		\$2,500.00	\$2,500.00
UCC Board of Appeals (<i>Applicant shall reimburse Township for actual expenses, to the extent permitted under UCC</i>)		\$500.00	\$500.00
Continuance of any Public Hearing at Request of Applicant			
Zoning (Chapter 139 of the Willistown Township Code)		Residential Fee	Non-Residential Fee
Zoning Permit (including signs, banners, fences and any/all other zoning permits issued by the zoning officer)		\$100.00	\$150.00
Registration of Non-Conforming Use		\$100.00	\$150.00
Change of Use or Occupancy		\$100.00	\$150.00
Letter of Zoning Compliance		\$1,000.00	\$1,500.00
Zoning Hearing Board		\$5,000.00	\$5,000.00
Board of Supervisors - Curative Amendment		\$1,000.00	\$1,500.00
Board of Supervisors - Conditional Use (<i>Applicant shall reimburse Township for actual expenses, to the extent permitted under MPC</i>)		\$1,000.00	\$1,500.00
Board of Supervisors - Demolition of Historic Resource		\$1,000.00	\$1,500.00
Continuance of any Public Hearing at Request of Applicant		\$500.00	\$500.00
Engineering (Chapters 73, 109 and 139 of the Willistown Township Code)		Filing Fee	
Engineering Review of Zoning Permit for Construction in Floodplain Conservation / Floodway District (Chapter 139)		\$1,600.00	
Soil Erosion & Sedimentation Control Permit (land disturbance of 5,000 SF or more)		\$2,000.00	
Stormwater Management Permit (additional impervious coverage of 800 SF or more)		\$2,000.00	
Both Stormwater Management Permit and Soil Erosion & Sedimentation Control Permit on same application		\$1,000.00	
Board of Supervisors - Conditional Use (<i>Applicant shall reimburse Township for actual expenses, to the extent permitted under MPC</i>)		\$500.00	
Continuance of any Public Hearing at Request of Applicant		\$500.00	
Resubmission Fee		\$500.00	

Willistown Township
 Resolution 9 of 2015
 Exhibit B - Fee Schedule

	Filing Fee or Deposit
Subdivision and Land Development (Chapter 123 of the Willistown Township Code)	
Filing Fee - Subdivision/Land Development Sketch Plan (informal - no engineering review)	\$100.00
Filing Fee - Subdivision/Land Development Preliminary Plan	\$1,000.00
Escrow Deposit - Plan Review - minor application (per Section 123-10 of the Willistown Township Code)	\$2,500.00
Escrow Deposit - Plan Review - major application (per Section 123-10 of the Willistown Township Code)	\$5,000.00
Filing Fee - Subdivision/Land Development Final Plan	\$1,000.00
Escrow Deposit - Plan Review - minor application	\$2,500.00
Escrow Deposit - Plan Review - major application	\$5,000.00
Upon Approval of Land Development Application and Prior to Any Construction or Disturbance:	
Escrow Deposit - Land Development Inspection and Review - minor application	\$7,500.00
Escrow Deposit - Land Development Inspection and Review - major application (between five and twenty lots)	\$15,000.00
Escrow Deposit - Land Development Inspection and Review - major application (twenty lots or more)	\$25,000.00
Resubmission Fee	\$100.00
Highway Occupancy (Chapter 119 of the Willistown Township Code)	Filing Fee
Street openings:	
Spot Openings up to 36 SF	\$200.00
Openings greater than 36 SF, including utility work and narrow trenching or boring (permit expires after 90-days)	\$1,200.00
Dumpster or Storage Container (placed on-street, also subject to Chapter 87 of the Willistown Township Code):	
Located on public street for up to four days	\$50.00
Located on public street for each day over four days	\$50.00
Driveway (new, relocated or expanded - may also be subject to Chapters 73 and 109 of the Willistown Township Code)	\$100.00
Administration (Chapters 45, 105, 127 of the Willistown Township Code)	Fee
Tax Certification (per parcel)	\$30.00
Tax Certification (per parcel) - expedited, same day service (if staffing allows)	\$40.00
Sewer Certification (per customer)	\$30.00
Sewer Certification (per customer) - expedited, same day service (if staffing allows)	\$40.00
Tax Reprint (per tax bill)	\$3.00
Returned Check Fee (per check)	\$50.00
Media conversion (scanning and conversion to pdf, 11" x 17" or smaller, cost per side of page) plus cost of media	\$0.25
Certification of Records (per record no matter how many pages)	\$30.00
Photocopies (black & white, 11" x 17" or smaller, cost per side of page)	\$0.25
Photocopies (color, 11" x 17" or smaller, cost per side of page)	\$0.50
Zoning Ordinance	\$30.00
Zoning Map (large, color)	\$20.00
Subdivision / Land Development Ordinance	\$30.00
Environmental Protection Ordinance	\$30.00
Comprehensive Plan	\$50.00
All other charges for copies, media conversion and postage will be charged at cost.	

Willistown Township
 Resolution 9 of 2015
 Exhibit B - Fee Schedule

	Fee
Police and Fire (Chapters 61, 75 and 97 of the Willistown Township Code)	
Peddling / Soliciting License - per individual (Chapter 97 of the Willistown Township Code)	\$100.00
Alarm Installer Registration - annual fee (Chapter 61 of the Willistown Township Code)	\$50.00
Alarm Permit - new installation (Chapter 61 of the Willistown Township Code)	\$25.00
Alarm Permit - renewal (Chapter 61 of the Willistown Township Code)	\$10.00
False Alarm - each call (Chapter 61 of the Willistown Township Code)	\$20.00
Accident Report	\$15.00
Public Exposition Permit - Daily Fee (Chapter 75 of the Willistown Township Code)	\$100.00
Parks and Pavilion Rental	
Field Rental - Garrett Mill Park and Mill Park:	
First 2 Hours	\$25.00
Between 2 and 4 Hours	\$45.00
Between 4 and 6 Hours	\$65.00
Pavilion Rental - Garrett Mill Park, Mill Park and Greentree Park:	
Individual or Family Applicant - Groups of 50 people or less	\$50.00
Individual or Family Applicant - Groups of more than 50 people	\$75.00
Corporate Applicant - Groups of 50 people or less	\$75.00
Corporate Applicant - Groups of more than 50 people	\$125.00
	\$150.00