

Permits and Related Township Fees – Resolution 2018- 35

Add – bold; delete

(* Note: NEW HOME CONSTRUCTION ONLY - The Zoning and Planning Administrator will use the 2009 International Code Council

2009 Building Evaluation Data" **as amended**, published in the *Building Safety Journal* to determine value of construction cost of home for permitting.

Zoning Permit (*)	Fees, charges and expenses for the administration of zoning activities.	\$6/\$1,000 of construction costs. Minimum fee \$60.00
	Certificate of Use	\$60
	Certificate of Nonconformance (lifetime permit)	\$60
Stormwater Mgmt. (SW) Permit	Flat fee per project	\$125
Erosion & Sedimentation (E&S) Permit	Flat fee per project	\$125
Sign Permits	Fees, charges and expenses for the administration of sign permits.	\$6/\$1,000 of construction costs, Minimum fee \$60.00
Timber Harvesting Permit	Fees, charges and expenses for the administration of timber harvesting activities.	\$6/\$1,000 of resident costs or benefits. Minimum fee \$60
Subdivision – Minor Plan (Preliminary or Final)	The division or re-division of a single lot, tract or parcel of land into four or fewer lots, tracts or parcels.	\$400 township fee AND \$1,000 deposit for Township Engineer review fees. (replenish @ \$250 Balance)
Land Development	The improvement of one lot or two or more contiguous lots, tracts or parcels.	\$600 + \$75 per acre AND \$5,000 deposit towards Township Engineer review fees. (replenish @ \$2,500 Balance)
Township Solicitor Fees	Legal fees for review of developer or owner agreements.	Hourly rate set annually by the Board of Supervisors
Township Engineer or Township Third Party (TPA) Agency Fees	Fees for attending meetings, performing plan reviews, inspections, etc.	Hourly rate set annually per contract with each party and approved by Board Supervisors
Starting work without Permit	Failure to acquire necessary permits prior to construction	Double the applicable permit fee.
Zoning Concept Plan/ prior to submission Review with Zoning Administrator	Concept plan comments including the request for the Township Engineer comments (Township Engineer is invoices separately for their time)	\$60 per meeting AND any additional invoices from Township Engineer.
Mobile Merchant / Transient Retail Business Permit	Engaging in peddling, soliciting or taking orders, by sample or otherwise for any goods, wares or merchandise upon any street, alley, sidewalk or public ground, or house to house within the Township on a temporary basis	\$60 per year (maximum two persons per permit). Each additional person \$25 per permit Min. fee \$60.00 due at application
Zoning Verification Letter	Specific request for refinancing of property etc.	\$60.00

Conditional Use	Subject to review by *(see below) with final approval by the Board of Supervisors.	\$850
Rezoning Request: Map Revision	Amendment request of the official Township Zoning map. Subject to review by *(see below) with final approval by the Board of Supervisors.	\$850
Text Amendment Curative Amendment	Amendment request of the official Zoning Ordinance text. Subject to review by *(see below) with final approval by the Board of Supervisors.	\$850
Zoning Hearing Board Appeals, Variances	Hearing appeals on zoning officer's determinations and granting of relief from the literal enforcement of the Zoning Ordinance. Subject to approval by the Zoning Hearing Boards.	\$850
Transcript Charges	Hearing transcripts are available for purchase on a cost reimbursement basis.	varies
Other Public Hearings	General hearings from other issues that require a public hearing before the Board of Supervisors	\$850

*(CP) County Planning, (H) Township Historical Society, (EAC) Township Environmental Advisory Council, (PC) Township Planning Commission, (PSAB) Township Public Safety Advisory Board, (PR) Township Parks & Recreation.

Common question asked by applicants for special hearings: what does the application fee breakdown look like?

Cost example breakdown:

Township Administration Processing	\$100.00
Posting property	\$50.00
Advertising	\$200.00
Stenographer	\$200.00
Postage/Mailing Costs	\$100.00
Third party Review	\$200.00
	<u>\$850.00</u>

Late Fees


Payment Terms-Net 30 Days-Any unpaid invoice that is not paid within 30 days of the invoice date shall add a late fee charge of 1% of the total balance. 90 days late will result in legal action.

**All fees charged by any other agency (County, State, Federal, etc.) are at the applicant's expense.

ADOPTED by the West Hanover Township Board of Supervisors this 16th day of the month of January, 2018.

ATTEST:

WEST HANOVER TOWNSHIP
BOARD OF SUPERVISORS
DAUPHIN COUNTY, PENNSYLVANIA

By: 
Donald L. Steinmeier
Secretary/Treasurer

By: 
Kyle Miller
Chairman

(SEAL)

