

**RESOLUTION 2018 - 50**

RESOLUTION by the Board of Supervisors of West Hanover Township, Dauphin County, Pennsylvania establishing the schedule of fees, charges and expenses for Planning and Zoning related administration, Building and Zoning Permitting; Highway Occupancy and Road Opening; Parks and Recreation Reservation; Sewage Enforcement Fees, and all other fees and charges.

NOW, THEREFORE, BE IT RESOLVED that the Supervisors of the Township of West Hanover, Dauphin County, Pennsylvania, hereby adopt the schedule of fees, charges and expenses as outlined on the attached schedules and to be effective on January 1, 2019.

BE IT FURTHER RESOLVED that any bonds or other security or agreements required to be posted pursuant to the West Hanover Township S&LD Ordinance, Zoning Ordinance or similar agreements shall be submitted to the Township Solicitor for approval prior to the implementation of any activity or improvement for which the bond or security is required to be posted.

ADOPTED by the West Hanover Township Board of Supervisors this 5 day of the month of **November**.

ATTEST:

WEST HANOVER TOWNSHIP  
BOARD OF SUPERVISORS  
DAUPHIN COUNTY,  
PENNSYLVANIA

By: \_\_\_\_\_  
Donald L. Steinmeier  
Secretary/Treasurer

By: \_\_\_\_\_  
Kyle Miller  
Chairman

(SEAL)

**SIGNATURES ON FILE AT TOWNSHIP OFFICE  
7171 ALLENTOWN BLVD. HARRISBURG, PA 17112**

## 2019– Permits and Related Township Fees – Resolution 2018- 50

### ZONING

(\*) Note: NEW RESIDENTIAL OR NONRESIDENTIAL CONSTRUCTION ONLY – The Zoning and Planning Administrator will use the builders cost of construction estimate to determine construction costs. Construction cost is defined as foundation work, structural and nonstructural building components, electrical, plumbing, mechanical and interior finish work. A zoning permit application will be considered incomplete if the construction cost estimate is not provided.

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 Management (SW) Permit	Flat fee per project for small projects between 1,000 and 5,000 square feet of new impervious area	\$300
	Flat fee per project for regular projects over 5,000 square feet of new impervious area	\$600
Erosion & Sedimentation (E&S) Permit	Flat fee per project	\$300
Sign Permits	Fees, charges and expenses for the administration of sign permits.	\$6/\$1,000 of construction costs, Minimum fee \$60.00
Temporary Sign Permits	Fees, charges and expenses for the administration of sign permits.	\$20 each (3 times per year)
Timber Harvesting Permit	Flat fee per project	\$300
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.	\$1,400 township fee AND \$1,000 deposit for Township Engineer review fees. (replenish @ \$250 Balance)
Subdivision Major Plan (Preliminary or Final)	Any subdivision involving more than six lots, parcels of land or other divisions of land, whether or not they involve new streets, additional utilities or other facilities immediate or future.	\$1,600 township fee AND \$5,000 deposit for Township Engineer review fees. (replenish @ \$2,500 Balance)
Land Development	The improvement of one lot or two or more contiguous lots, tracts or parcels.	\$1,600 + \$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 PLUS cost of PA State Police background check
Zoning Verification Letter	Specific request for refinancing of property etc.	\$60.00
Zoning Permit Renewal	Administrative costs to renew permit	\$60.00

Conditional Use	Subject to review by *(see below) with final approval by the Board of Supervisors.	\$1,000
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.	\$1,000
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.	\$1,000
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.	\$1,000
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	\$1,000

\*(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	\$250.00
Posting property	\$50.00
Advertising	\$200.00
Stenographer	\$200.00
Postage/Mailing Costs	\$100.00
<u>Third party Review</u>	<u>\$200.00</u>
	\$1,000.00

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.

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### BUILDING CODE PERMITS & RELATED FEES

Estimated Construction Cost shall mean the following: Building Permit Valuation – Building permit valuation shall include total value of the work for which a permit is being issued, such as general construction, electrical, gas, mechanical, plumbing equipment and other permanent systems, including materials and labor.

#### BUILDING CODE

<b>Building Permit Fees Residential</b>	Residential (Includes plan review & inspections)	\$9 / \$1,000 value of construction Minimum fee \$75
<b>Building Permit Fees Commercial/ Non-Residential</b>	Non-Residential (Includes plan review & inspections)	\$11 / \$1,000 value of construction Minimum fee \$275
<b>Plumbing/Mechanical Fees Residential</b>	Residential Rough Residential Final	\$60 per inspection Minimum fee \$60
<b>Plumbing/Mechanical Fees Commercial/ Non-Residential</b>	Non-Residential	\$11 / \$1,000 value of construction Minimum fee \$150
<b>Electrical Permit Fees Residential</b>	Residential Service Residential Rough Wire Residential Final	\$60 per inspection Minimum fee \$60
<b>Electrical Permit Fees Commercial / Non-Residential</b>	Non Residential	\$11 / \$1,000 value of construction Minimum fee \$150
<b>Re-Inspection Fee</b>		\$65 due prior to CO release or final for Residential \$100 due prior to CO release or final for Commercial
<b>Permit Renewal Fee</b>	Renewal of any expired permits	\$250 or 1/2 the original permit fee - whichever is less
<b>Demolition</b>	Accessory Structure	\$60
<b>Demolition</b>	Residential	\$90
<b>Demolition</b>	Non - Residential	\$200
<b>Certificate of Occupancy</b>	Residential Commercial / Non-Residential	\$75 \$125
<b>UCC – PA State Fee</b>	Required on all permits but zoning	\$4.50
<b>Starting work without Permit</b>	Failure to acquire necessary permits prior to construction	Double the applicable permit fee
<b>Building Permit Concept Plan / Pre-submittal Review</b>	Meeting with BCO prior to submitting permit	\$75

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## 2019 - OTHER TOWNSHIP CODE RELATED & ADMINISTRATION FEES

<b>Compost Center Sticker</b>	Residents utilizing the services of the Compost Center are required to purchase a sticker for access. Proof of residency is required. Stickers can be purchased at the Municipal Building and Compost Center drop off.	\$30 annual fee \$5 for additional permit for the same street address Permits are good for each calendar year \$10.00 one day pass
<b>Weed Control</b>	Ordinance Chapter 75 authorizes the Township to cause the removal, mowing or destruction of weeds constituting a nuisance after the expiration of ten (10) days from the date of notice of violation.	Prevailing cost from local landscaping contractor AND Admin Fee \$75.00
<b>Vacating a Township Road</b>	The fee shall be utilized for the payment of advertising costs and property owner notices.	\$850.00
<b>Right-To-Know (RTK) Fees</b>	Access to public records of Township Paper copies of records in Municipal building	First 10 copies free \$0.25 per page per side
	Computer diskette	Actual cost passed on.
	Fax Copies	\$0.25 per page
	"True and Correct" certification	\$5.00
<b>Returned Check Fee</b>	Fee charged for any check returned by the bank as not paid for any reason	\$25 per check

### TOWNSHIP PUBLICATIONS

Crossroads 2025 - Township Comprehensive Plan - \$10.00  
 Hardbound Code Book - \$100.00  
 Subdivision & Land Development Ordinance - \$20.00  
 Zoning Ordinance - \$30  
 Zoning Map, 11" x 17"- \$1

# 2019 – Permits and Related Township Fees – Resolution 2018- 50

## PARKS & RECREATION FEES

**Outdoor Facilities:** A variety of facilities are available at 5 parks throughout the Township. These are available for use at any time during park hours (dawn to dusk) unless reserved in advance. All reservations require a \$25 Security Deposit, refundable after inspection by staff, and an hourly rental fee detailed below.

**Exemption:** Any organization that has entered into a "Park Use Agreement" for special use of Township facilities and has provided performance security under this agreement is exempt from additional deposit(s) or fee(s) for use of the Township Municipal Building lower level all purpose room. Security provided under the "Park Use Agreement" may be drawn upon for any damages caused by use of this facility.

FACILITY	RESIDENTS	NON-RESIDENTS
Fairville Park, 1000 N. Fairville Avenue Pavilion	First four (4) hours \$30 Each hour thereafter \$10	first four (4) hours \$50 Each hour thereafter \$15
Lenker Park, 7555 Manor Drive Pavilion	First four (4) hours \$25 Each hour thereafter \$10	First four (4) hours \$40 Each hour thereafter \$15
Skyline Commons Park, 305 Short Street Upper Pavilion	First four (4) hours \$40 Each hour thereafter \$10	First four (4) hours \$60 Each hour thereafter \$15
Skyline Commons Park, 305 Short Street Lower Hexagon Picnic Pavilion	First four (4) hours \$30 Each hour thereafter \$10	First four (4) hours \$50 Each hour thereafter \$15
INDOOR Municipal Building, 7171 Allentown Blvd. All Purpose Room (Lower Level)	First four (4) hours \$25	First four (4) hours \$50

**Recreation Center, 628 Walnut Ave.:** Five rooms of various sizes are available for an hourly fee with a 2-hour minimum and security deposit. Events sponsored by the West Hanover Fire Company are scheduled at no charge. Individual events for current West Hanover Fire Company members will be charged 20% off, Residents 10 % off, & non-residents no discount fee schedule below applies.

Facility	Capacity	Chairs Provided	Tables Provided	Security Deposit	Rental Fee per hour
Library	24	24	4	\$50	\$30
Yellow Room	48	48	7	\$50	\$30
Blue Room	50	50	7	\$50	\$50
(*) Engine Room	150	150	20	\$100+ (*)	\$60
(*) Hoffman Hall	180	160	21	\$100+ (*)	\$70

(\*) – Flat fee for all day event – 6 or more hours – 8am until 11pm \$350 fee

**Kitchen Facilities.** The kitchen is located on the upper level and accessible to the Hoffman Hall only. The use of the kitchen facility including countertops, sinks, refrigerator, and microwave is permissible with rental of any facility located on 628 Walnut Avenue ONLY for an additional \$50 per day. Personal small appliances (crockpots, warmers, etc.) may be used.

**Funeral receptions.** The Hoffman Hall is available for funeral receptions for a flat fee of \$125.00 for the first four (4) hours. Additional time is available at the above hourly rates.

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### SEWAGE TESTING, PERMITTING AND INSPECTION (PRIVATE ON-LOT SEPTIC SYSTEMS)

**Purpose:** These fees are applied to the administrative costs incurred in the testing, permitting and inspection of on-lot sewage systems in the Township. Some of these services are charged whether or not a permit is issued and processed. Contact Township Sewer Enforcement Office r- Mr. Brian S. McFeaters at 717-813-6492 (cell) or Office 717-867-2482 to schedule appointments or ask questions or email at [brian.mcfeaters@verizon.net](mailto:brian.mcfeaters@verizon.net).

Probe Test (2 probes per lot)  (Additional Probes over 2)	\$100  \$50/per additional
Percolation Test (6-hole test, including excavation, water for test, and presoak)  (Additional Percs over 6 holes)	\$250  \$50/per additional
Application and Permit for In-Ground Systems	\$125
Application & Permit for Holding Tanks, Septic Tank Replacement, Delivery Line, Building Sewer Repair, Inspection Port, Replace Baffle, Treatment Tank Access, Add Effluent Filter, Replace Pump, Adding Additional Tank, Distribution Boxes, Dosing and Lift Tanks, & Replacing Sand in a Free Access Sand Filter. Includes Inspection.	\$125
Application and Permit for Conventional and Alternate Systems other than an In-ground System as per the Department of Environmental Protection Regulations	\$190
Design Septic System (Alternate SEO)	\$400
Final Inspection/Re-Inspection	\$120
Site Evaluation and Malfunction Investigations. Request for malfunction investigation must be in written form submitted to Township office	\$120
Planning Module review. Requires Site Inspections (Module, Exemption, Non-Building Waivers, etc.)	\$120
Meeting attendance/Hearing attendance	\$120
Hourly Rate for Projects and for Requested Enforcement Activities above initial Site Visit & Hearing Attendance The number of hours after which rate is imposed > 10 hours	\$60
Reimbursement Submissions	\$120
Holding Tank Security Amount; all holding tanks are required by Ordinance §158-24, to provide security to the Township in a form approved by the Township to be held in escrow during the term of the holding tank.	\$1,500
Planning module review, requires site inspection. (Modules, exemptions, form-B, etc.)	\$120
Township Administration fee (fee for each project, to cover Township Staff Assistance and mailings etc.)	\$50.00
Septic Pumper / Hauler license fee Ordinance §158-12 & 14	\$50.00

Other services provided at no charge to client: Telephone calls, correspondence, mileage and postage

**Note:** from your Sewer Enforcement Officer "work hours are flexible AM or PM, M-F, special appointment for weekend"

Brian S. McFeaters; SEO # 01971  
664 Bricker Lane  
Anville PA 17003

Carrie M. McFeaters; SEO # 03972  
664 Bricker Lane  
Anville PA 17003

## 2019 – Permits and Related Township Fees – Resolution 2018- 50

### HIGHWAY OCCUPANCY & ROAD OPENING RELATED PERMITS

**Purpose:** These fees are applied to the administrative costs incurred in reviewing the application and plan(s) and issuing (Section A) and processing the permit (Section B), including the preliminary review of the site location identified in the application, whether or not a permit is issued and processed.

Application Fee		\$50.00
Emergency Permit Card		\$10
Surface Opening (These fees are calculated on the linear feet (100 foot increment) of opening being permitted within the different areas of the right-of-way)	Opening in pavement	\$75 per 100'-0" increment
	Opening in shoulder	\$25 per 100'-0" increment
	Opening outside pavement & shoulder	\$10 per 100'-0" increment
Surface Opening less than 36 sq. ft. Ex: service connections, underground Facility installation, pipe line repairs etc.	Opening in pavement	\$50 per 100'-0" increment
	Opening in shoulder	\$25
	Opening outside pavement & shoulder	\$10 per 100'-0" increment
Above Ground Facilities Ex: overhead, conveyors or pedestrian walkways, and underground subways or mines	Up to 10 physically connected facilities	\$75
	Additional	\$10 per 100'0" increment
Crossings	Includes above ground crossing & subsurface crossing (boring)	\$80
Core Boring – Corings	Cost is per core	
Seismograph	First mile	\$75
	Each additional mile	\$10
Non-Emergency Test Holes		\$10
Other	Bank removal, sidewalk & curb	\$75
Sign Installation Charges – Street Signs	Street Name signs - Public/Private – payment prior to work (Ex: Stop signs, yield, one-way, do not enter, etc.)	\$250
Sign Installation Charges – Other Traffic Control Signs		\$135