

**BOARD OF SUPERVISORS  
SADSBURY TOWNSHIP  
CHESTER COUNTY**

**RESOLUTION 2022-03**

**A RESOLUTION PROVIDING FOR THE UPDATE TO THE FEES REQUIRED BY SADSBURY TOWNSHIP FOR THE CONDUCT OF BUSINESS INCLUDING SUBDIVISION/LAND DEVELOPMENT FEES AND REVIEW ESCROWS AND RELATED PROCEEDINGS; BUILDING PERMITS, ZONING FEES AND REVIEWS, 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 increased cost of doing business, and

**WHEREAS**, the Second Class Township Code, P.L350, No, 60, as amended, pursuant to General Powers, Section 1506, and

**WHEREAS**, the Pennsylvania Municipalities Planning Code, Act of 1968, P.L.,805, No 247 as 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 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 purposed the Act and,

**WHEREAS**, the Pennsylvania Municipalities Planning Code, Act of 1968,P.L. 805, No 247 as 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

**WHEAREAS**, Sadsbury Township provides for the charge of building plan review and inspection fees, including reasonable permit fees deemed necessary by the municipality's Building Officer professional and for reviews or reports for attendant inspections; and,

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF SADSBURY TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA, AS FOLLOWS:**

**Section 1. SUBDIVISION/LAND DEVELOPMENT**

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 following schedule:

1. Subdivision/land development sketch plan (informal – no engineering review) \$100.00
2. Subdivision/land development preliminary plan \$1,000.00
3. Subdivision/land development final plan \$1,000.00

B. Plan Review Escrow Deposit. Every applicant shall pay to the Township an escrow deposit for reasonable and necessary charges by the professional consultants including but not limited to the Township Solicitor and Township Engineer in accordance with the following schedule provided below. The escrow deposit shall be used to pay for engineering reviews, consultant guarantees, special administrative costs attendant t the subdivision/land development, and other miscellaneous costs of application review, 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 applicant shall 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 Treasurer 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 within ten (10) days of notification of the balance due, the Township shall cease any work and/or withhold building permits until the applicant submits a deposit to bring the account back to a minimum balance. Upon completion of the subdivision/land development review activity and notification of the balance due, the applicant shall pay all outstanding fees. Any unused funds remaining in the escrow deposit shall be returned to the applicant upon request.

1. Subdivision/land development sketch plan-Plan Review (if engineering review requested) - \$2,500.00
2. Subdivision/land development Preliminary Plan – Escrow Deposit - Plan Review – minor application (per SLDO 300.B.1.) \$2,500.00
3. Subdivision/land development Preliminary Plan – Escrow Deposit – Plan Review – major application (per SLDO 300.B.2.) \$5,000.00
4. Subdivision/land development Final Plan – Escrow Deposit – Plan Review – minor application (per SLDO 300.B.1) \$2,500.00
5. Subdivision/land development Final Plan -Escrow Deposit – Plan Review – major application (per SLDO 300.B.2.) \$5,000.00

- C. Resubmission Fees. 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 professional standards, as follows:

Plan Resubmission Fee - \$100.00

## **Section 2. ENGINEERING REVIEW**

- A. This section shall apply to permits and plans requiring engineer review including Grading Permits, Stormwater Management Permits, and Zoning and building permits with the Floodplain, Steep Slope, and Resource Conservation Overlay 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 as set forth below. The application fee includes one plan review and five site inspections. The applicant shall 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, at the discretion of the Township engineer. Escrow deposits shall be administered in accordance with the procedures set forth in Section 1.B.

1. Stormwater Management Permit (additional impervious coverage of 1,000 SF or more) \$2,000.00

2. Both Stormwater Management Permit and Grading Permit on same application - \$2,100.00

3. Small projects (less than 2,000 square feet of proposed impervious surfaces and less than 10,000 square feet of proposed earth disturbance) - \$100.00 plus the actual review and inspection time extended on the project. The application must be accompanied with an executed Development Agreement.

- 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, as set forth below. Additional administrative fees may be assessed if multiple plan reviews are required to address deficient submissions.

Plan Resubmission Fee - \$500.00

- D. For the purpose contained herein, the term “fee” is defined as a one-time, non-refundable payment and the term “escrow”, is defined as a deposit

against anticipated expenses and if upon completion of the procedure any portion of it remains unexpended, it is refundable to the owner (applicant) by the fiduciary (Township).

### **Section 3. ZONING/BUILDING FEES**

#### **A. Zoning Administration Fees.**

1. Subdivision/Land Development Zoning Review
  - a. Preliminary Plan Review: Calculated hourly rate of Zoning Officer and associated administrative costs.
  - b. Final Plan Review: Calculated hourly rate of Zoning Officer and associated administrative costs.
2. Building Permit Zoning Review
  - a. Calculated hourly rate of Zoning Officer and associated administrative costs.

#### **B. Zoning Permit Fees**

1. A zoning permit is required prior to the issuance of a building permit. The fee for the zoning permit shall be one hundred dollars (\$100.00)
2. The zoning permit fee is requested for all structures unregulated by PA Act 45. The zoning permit fee for the zoning permit shall be one hundred dollars (\$100.00) as follows:

Agriculture building – one hundred dollars (\$100.00)

Single Family Dwelling detached accessory structure less than 1,000 square feet – one hundred dollars (\$100.00)

Decks with a finished floor height of less than 30 inches from finished grade – one hundred dollars (\$100.00)

### C. Building Permit Fees.

PA Act 45 requires the Municipality to charge four dollars (\$4.00) for each permit issued. The four dollar (\$4.00) fee is in addition to the following fees:

#### Residential

- a. New construction permit fee to be determined as forty-five cents (\$0.45) per square foot.
- b. Agricultural building that includes a living area as defined in PA Act 45- twenty cents (\$0.20) per square foot for the first one thousand square feet, fifteen cents (\$0.15) for any square footage over one thousand square feet.
- c. Additions twenty-five cents (\$0.25) per square foot with a minimum fee of three hundred dollars (\$300.00)
- d. Alterations which do not increase living area – twenty dollars (\$20.00) per one thousand dollars (\$1,000.00) of estimated costs with a minimum fee of two hundred dollars (\$200.00)
- e. Garages and or accessory structures larger than 1,000 square feet – thirty cents (\$0.30) per square foot with a minimum fee of three hundred dollars (\$300.00)
- f. Residential decks over thirty inches from the grade, porches not enclosed – twenty cents (\$0.20) per square foot with a minimum fee of one hundred and fifty dollars (150.00)
- g. Residential Swimming pools:  
Above ground – one hundred and fifty dollars (\$150.00)  
In ground – three hundred dollars (\$300.00)
- h. Miscellaneous not specifically listed in fee schedule calculated at 1% of estimated cost with two hundred dollars (\$200.00) minimum.
- i. Demolition calculated at 1% of estimated cost with a minimum fee of two hundred dollars (\$200.00)
- j. Driveways – seventy five dollars (\$75.00)

- k. Placement of construction trailer – five hundred dollars \$500.00)

Commercial, Industrial, Institutional

- a. New construction includes additions – six hundred dollars (\$600.00) for the first five hundred square feet (500). Two hundred dollars (\$200.00) for each additional fifteen hundred (1,500) square feet or fraction thereof with a minimum charge of six hundred dollars (\$600.00)
- b. Alterations – twenty five dollars (\$25.00) per one thousand (1,000) dollars of estimated costs with a minimum fee of seven hundred dollars (\$700.00)
- c. Miscellaneous not specifically listed in fee schedule calculated at 1% of estimated costs with a minimum fee of two hundred dollars (\$200.00)
- d. Placement of construction trailer – five hundred dollars \$500.00)

Occupancy Fee

One hundred dollars (\$100.00) per single dwelling, commercial, institutional and industrial permits.

Signs

Five dollars (\$5.00) per square foot of sign area with a minimum fee of one hundred dollars (\$100.00). Area to be determined by outside dimensions of framework.

Plumbing Fees, Inspection Fees (Includes one initial inspection)

- a. first five fixtures \$100.00
- b. each additional fixture \$ 10.00
- c. public sewer connection \$ 80.00
- d. public water inspection \$ 80.00

- e. Alterations to plumbing other than repairs \$ 50.00

HVAC, Mechanical Permits

- a. First \$1,000.00 (\$75.00)
- b. Each additional \$1,000.00 (\$15.00)

Electrical Permits: (The Applicant is responsible for any consulting fee such as meetings, plan review, Etc. per signed Developers Agreement and fees as indicated in attached schedule.) Minimum fee (\$100.00).

Miscellaneous Notes

- a. All zoning permits require a plot plan drawn to scale indicating the location of the proposed structure with all setbacks from the property line.
- b. Any agricultural building with a living area as defined in PA Act 45 is required to apply for a building permit.
- c. All proposed decks must demonstrate, in addition to the requirements of item #1, a section view that indicates the proposed finished floor of the structure is less than 30 inches from the finished grade.
- d. Re-inspection fee of one hundred dollars (\$100.00) to be assessed upon failure to complete the construction for which the scheduled inspection is to be made and or failure to make reasonable and diligent effort to comply with documented deficiencies at the initial re-inspection. Fee is to be posted with the building official prior to the re-inspection. The Township will not provide further services until such fees are paid.
- e. Special inspection based on building officials hourly rate; minimum 1 hour.
- f. Street openings and installations schedule set by the Commonwealth of Pennsylvania Department of Transportation.
- g. Measurements; all measurements referred to above shall be determined by the building official or designated agent.

- h. Where permit fee is based on estimated cost, submit a copy of contract or estimated with application
- i. Square footage costs are based. On outside dimensions including basement and attached garages. Unfinished attic, crawl spaces are not included in calculation.
- j. All new construction must be accompanied by an executed development agreement.
- k. Permit fees are doubled for any construction or other activity commenced before obtaining a building or zoning permit.
- l. Preliminary Building Permit reviews. An escrow deposit may be required for preliminary building permit reviews. Escrow deposits shall be administered in accordance with the procedures set forth in Section 1.B.

**Section 4. ZONING HEARING BOARD, BOARD OF SUPERVISORS AND RELATED PROCEEDINGS**

Every Applicant at the time of filing an application for approval described in this section shall pay to the Township a non-refundable filing fee as set forth below. The applicant shall ensure each plan submission is complete and conforms to Township Ordinances. Additional fees may be assessed and/or escrow deposits may be required if special circumstances exist where permitted or agreed to by the applicant. Escrow deposits shall be administered in accordance with the procedures set forth in Section 1.B. The below fee schedule supersedes any prior schedule.

A. Zoning Hearing Board

- 1. Residential fee \$1,000.00
- 2. Non Residential fee \$1,500.00

B. Board of Supervisors

- 1. Conditional Use \$2,500.00
- 2. Curative Amendmant \$5,000.00
- 3. Zoning Change request \$5,000.00

Continuance of any Public Hearing at request of applicant \$500.00



**Section 5. MISCELLANEOUS ADMINISTRATIVE FEES, RATES, & SERVICES**

A. The rates for review by the Township Officials and Professional consultants are as follows:

1.	Township Secretary/Treasurer Administrative Fees	\$56.97 per hour
2.	Township Zoning Officer, Code Enforcement Officer	\$87.50 per hour
3.	Township Engineer Draftsman	\$72.50 per hour
4.	Township Engineer Design	\$92.50 per hour
5.	Township Engineer: Sr. Technician (Class 1)	\$95.00 per hour
6.	Township Engineer: Technician (Class 2)	\$87.50 per hour
7.	Township Engineer: Professional Engineer	\$117.50 per hour
8.	Township Engineer: Senior Professional (Principal)	\$160.00 per hour
9.	Township Engineer: Senior Professional Engineer	\$125.00 per hour
10.	Township Engineer: Survey Crew (2 man)	\$145.00 per hour
11.	Township Engineer: Survey Crew (3 man)	\$200.00 per hour
12.	Township Engineer: Survey Crew (4 man)	\$265.00 per hour
13.	Administrative Assistant	\$ 67.50 per hour
14.	Township Solicitor	\$205.00 per hour
15.	Paralegal	\$125.00 per hour
16.	Zoning Hearing Board Solicitor	\$210.00 per hour
17.	Zoning Hearing Board Paralegal	\$ 90.00 per hour

B. Trash and Sewer Certifications:

Trash Certification:	\$25.00
Sewer Certification	\$25.00

C. Copies: \$.25 per page plus PA state sales tax

D. Use of Municipal Building (Non-Civic Uses) shall be charged \$50.00 per hour.

E. Right to Know Law – Review of Public Records

1. Request for certification shall be charged \$5.00 per document regardless of the amount of pages. Each document requires separate certification and fee.
2. Any redaction of the document shall be charged \$1.00 per page requiring a redaction.

3. All third party charges incurred by the Township necessary to fulfill the request, with the exception of legal fees incurred to determine if records are public knowledge.
4. Township employee hourly rate for the time spent fulfilling the request, with the exception of time spent reviewing a record to determine if it is a public record and making duplications.
5. If the total charges exceed one hundred dollars (\$100.00) the requester will be required to pay costs before the documents are prepared.

F. Alarm registration and schedule of costs (per Chapter 42, Alarm Systems, of the Code:

1. Residential Alarms

New alarm register:	\$25.00
First false alarm per calendar year:	(warning)
Second and third false alarm activation per calendar:	\$25.00 per alarm
Fourth, fifth false alarm activation per calendar year	\$50.00 per alarm
Sixth, seventh false alarm activation per calendar year	\$75.00 per alarm
Eighth and subsequent false alarm activation	\$125.00 per alarm

2. Business Alarms

New alarm register	\$50.00
First false alarm per calendar year	(warning)
Second, and Third false alarm per calendar year	\$50.00 per alarm
Fourth & Fifth false alarm per calendar year	\$100.00 per alarm
Sixth & Seventh false alarm per calendar year	\$150.00 per alarm
Eighth and subsequent false alarm per calendar year	\$200.00 per alarm

3. Accident Reports	\$15.00
4. Incident Reports	\$25.00
5. Parking Tickets	\$25.00

G. Building Code Appeals Board: \$500.00

H. Highway Occupancy Permits and Road Opening Permits: PennDOT schedule of Fees, latest revision.

**Section 6.** For the purpose contained herein, the term “fee” is defined as a one-time, non-refundable payment and the term “escrow” is defined as a deposit against anticipated expenses and if upon completion of the procedure any portion of it remains unexpended, it is refundable to the owner (applicant) by the fiduciary (Township).

**Section 7.** The officials of Sadsbury Township, elected or appointed, are prohibited from issuing any permits (building, road, or occupancy), review any plans or documents, or render any decisions, for any individual, partnership, or corporation with any outstanding (\$) balance from previous services rendered.

**Section 8.** All resolutions inconsistent herewith are repealed and of no force or effect from this date.

**Section 9.** If any sentence, subsection, sentence, clause, phrase, or figure of the Resolution is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of the Resolution.

Duly presented and adopted by the Board of Supervisors of Sadsbury Township, Chester County in public meeting held on this 3rd day of January 2022.

**BOARD OF SUPERVISORS  
SADSBURY TOWNSHIP**

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**David Reynolds**

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**John Moore**

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**Earl Taylor, Member**

**ATTEST:**

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**Linda Shank, Secretary**

