

FEE RESOLUTION AMENDMENT 2020 -   4    
BIGLERVILLE BOROUGH, ADAMS COUNTY, PENNSYLVANIA

A RESOLUTION of THE BIGLERVILLE BOROUGH, ADAMS COUNTY, PENNSYLVANIA, THAT AMENDS THE ESTABLISHMENT OF FEES FOR SUBMISSION, ADMINISTRATIVE PROCESSING, ENGINEERING, LEGAL AND CONSULTANT REVIEW OF SUBDIVISION AND LAND DEVELOPMENT AND STORMWATER MANAGEMENT PLANS, MOBILE HOMES AND MOBILE HOME PARKS.

BE IT RESOLVED, that from on this date of the adoption of this Resolution the following fees shall be assessed and charged for the service specified herein:

1. The fees for copies of the Subdivision and Land Development Ordinance and the Stormwater Management Ordinance shall be \$25.00 per copy of each Ordinance. Single sheet copies are available at \$0.25 per sheet.
2. The fee for copies of the Complete Design Assistance Manual shall be \$25.00 per copy. The fee for Part 1 only shall be \$10.00 and the fee for Part 2 only shall be \$15.00 per copy. Single Sheet copies are available at \$.25 per sheet.
3. The filing fee for consideration of a Subdivision and Land Development Plan and/or Stormwater Management Plan shall be broken into categories based upon the type of Plan being presented. The accompanying fees under each category shall include the Sketch plan, Preliminary plan, Final plan and Stormwater Management plan.

**Preliminary Plans:**

<u>Plan Type</u>	<u>Administrative Fee (4)</u>	<u>Deposit for Consultant Fee (1-2)</u>
Subdivision (2 lots)	\$500.00	\$2,000.00
Subdivision (3-10 lots)	\$500.00	\$5,000.00
Subdivision (>10 lots)	\$500.00	\$10,000.00
Land Development Plan <10 acres)	\$500.00	\$3,000.00
Land Development Plan 10-100 acres)	\$500.00	\$5,000.00

**Final Plans:**

<u>Plan Type</u>	<u>Administrative Fee (4)</u>	<u>Deposit for Consultant Fee (1-2)</u>
Subdivision (2 lots)	\$500.00	\$2,000.00
Subdivision (3-10 lots)	\$500.00	\$5,000.00
Subdivision (>10 lots)	\$500.00	\$10,000.00
Land Development Plan <10 acres)	\$500.00	\$3,000.00
Land Development Plan 10-100 acres)	\$500.00	\$5,000.00

## Stormwater Management Plans:

<u>Simplified Approach</u>	<u>Administrative Fee (4)</u>	<u>Deposit for Consultant Fee (1-2)</u>
Worksheet A and Sketch Plan	\$50.00	\$N/A (3)
Worksheet A&B and Minor SW Site Plan	\$75.00	\$200.00
Worksheets A&B and Minor Stormwater Site Plan with BMP Facilities and O&M Agreement	\$100.00	\$350.00
<u>Formal Stormwater Plan</u>	<u>Administrative Fee (4)</u>	<u>Deposit for Consultant Fee (1-2)</u>
Single Residential Lot/Unit	\$150.00	\$1,000.00
Residential (2-5 lots/units)	\$300.00	\$2,500.00
Residential (>6 lots/units)	\$300.00	\$4,000.00
Non-residential (<10 acres)	\$350.00	\$2,500.00
Non-residential (10-100 acres)	\$500.00	\$5,000.00

- (1) The definition of "consultant" shall include the services of the Borough Solicitor, Engineer or other professional or specialist whose services the Borough deems necessary to the review of a Subdivision, Land development or Stormwater Management Plan in order to ascertain compliance with the prescribed Ordinance(s).
  - (2) Any unused portions of the deposit for consultant fees shall be returned to the applicant following signature or disapproval of the plan. In the event that the actual amount of consultant fees exceeds the amount of the deposit, the applicant shall reimburse the borough an amount equal to the additional fee. In instances, where determined by the borough that the project is of a nature that additional monies will be required, the borough reserves the right to require such additional fees in an amount determined by the borough following review with the borough engineer and or solicitor.
  - (3) It is not anticipated that Applicants will need to incur engineering/legal review; however, if an Applicant chooses to consult with borough engineer and/or borough solicitor, the cost for such consultation shall be paid by the Applicant in accordance with normal consultant hourly rate charge.
  - (4) Non-reimbursable. The amount charged to the Applicant for professional review fees shall be equivalent to the total charge to the borough from the respective consultant.
4. The developer or subdivider shall pay the ordinary and customary hourly rate charged to the borough for review and comments on the plan(s) by any consultant the borough deems necessary to review said plan(s). Said charge shall be time devoted by said consultant on the requested review. The rate charged shall not exceed the rate charged by the consultant to the borough for other work performed at the borough's request for which there is no outside reimbursement. Such cost shall include, but not be limited to:
- a. Reviewing the plan for conformance to the provisions of the codes and ordinances of the borough.
  - b. Site inspection for conformance to topographic survey.
  - c. Reviewing cost estimates of required improvements.
  - d. Review/preparation of legal agreements, review of deeds, and other legal instruments.
  - e. Such other fees which shall be sufficient to cover the costs of all necessary reviews by the borough's consultants.

5. In all instances any outstanding fees shall be paid prior to the release of the signed plan by the borough to the owner/applicant or their representative.
6. The owner/applicant shall be obligated to pay any engineering fees incurred for inspecting and approval of final construction pursuant to Biglerville Borough Subdivision and Land Development, Stormwater Management Ordinance or any duly adopted Standards, Rules, Regulations or Specifications of Biglerville Borough. An escrow/deposit in the amount estimated by Biglerville Borough shall be submitted at such time that the plan is approved or the development agreement is executed. Any remaining deposit monies for Consultant fees may be used towards the inspection fee deposit. Any unused portion of the deposit for inspection fees shall be returned to the applicant at such time that construction of improvements is completed and/or accepted by dedication by the borough. In the event that the actual amount of inspection fees exceeds the amount of the deposit, the applicant shall reimburse the borough an amount equal to the increased fee or shall be required to submit additional deposit monies in advance of inspection. In the event that the cost of inspection is anticipated to be significantly greater than the amount of deposit required, the borough may require the estimated total inspection fee be submitted or included in the performance bond to be submitted by the applicant.
7. The filing fee for a Mobile Home Permit will be broken into two categories, a single Mobile Home, or a Mobile Home Park. The fees for consideration of a Mobile Home Park will be as follows:
  - a. Single Mobile Home fees shall be as required for a typical single residential unit building permit.
  - b. Mobile Home Park fees shall be as follows:
    - 1) Fees for plan submission, processing and review shall be commensurate and as required for subdivision and land development plan approval.
    - 2) Fees for inspection of improvements shall be commensurate and as required for subdivision and land development plan inspection.
    - 3) Fees for Mobile Home Park Permit/Licenses:
      1. \$2,500.00 (first time license and renewals)

Miscellaneous Permits:

**SIGN PERMITS = \$30 FLAT FEE CHANGE** An Ordinance regulating the construction, location and maintenance of signs in the Biglerville Borough requiring that permits be obtained before erecting or locating a sign in the borough of Biglerville and prescribing penalties for violation.

**OCCUPANCY PERMIT - \$50 FLAT FEE (only this amendment for the purpose of being added to the fee resolution)** This permit is an ORDINANCE establishing the requirement to acquire a certificate of occupancy prior to residing in or occupying any structure, building or any part thereof, or any dwelling, unit and prescribing penalties for violations for failing to obtain the permit for subsequent violations after the permit has been obtained.

**RIGHT TO KNOW FEES**

OPEN RECORDS CHARGE TO BE ADDED AS FOLLOWS:

PHOTOCOPIES \$ .25 per page per side  
Certification of Public Record \$5.00

Note: Borough reserves the right to collect an advanced fee for lengthy documents in accordance with the Pennsylvania Right to Know Law. If the total estimated cost to duplicate records exceeds \$100 the borough may require prepayment prior to providing access to the public record, and may charge for preparation costs.

1. Any ordinances or resolutions previously adopted are superseded by this ordinance.

BE IT HEREBY ENACTED AND ORDAINED THIS 7 DAY OF July 2020 by the Borough Council of Biglerville, Adams County.

BOROUGH OF BIGLERVILLE

BY: [Signature]

Council President

ATTEST: [Signature]

Secretary

BY: [Signature]

Mayor