

RESOLUTION # 2018-04

A RESOLUTION OF THE TOWNSHIP OF CUMBERLAND, ADAMS COUNTY, PENNSYLVANIA, ESTABLISHING FEES FOR SUBMISSION, ADMINISTRATIVE PROCESSING, AND ENGINEERING AND LEGAL REVIEW OF SUBDIVISION AND LAND DEVELOPMENT PLANS, MOBILE HOMES, AND MOBILE HOME PARKS.

BE IT RESOLVED, that from on and after the date of the adoption of this resolution the following fees shall be charged for the services shall be charged for the services specified below:

1. The fee for copies of the subdivision and land development ordinance shall be the prevailing copy rate.
2. The filing fee for consideration of a subdivision or a land development plan shall be broken into categories based upon the type of subdivision or land development presented. The accompanying fees under each category shall include the sketch plan, preliminary plan and final plan. The categories, together with the accompanying fees, are as follows:

\*\*\*Please Note: Once the Deposit for Consultant/Escrow monies has been reduced to \$1000.00 an additional deposit shall be made of half of the original deposit paid.\*\*\*

**SUBDIVISION & LAND DEVELOPMENT FEE SCHEDULE**

**Subdivision Plans:**

**Sketch Plans:**

	<u>Administrative Fee</u>	<u>***Deposit for Consultant and legal review fees/ Escrow Monies*</u>
2 lot subdivision	\$359.00	\$ 828.00
Two – Ten lot subdivision	\$359.00	\$1048.00
More than ten lot subdivision	\$359.00	\$1158.00
Land Development less than 10 acres	\$359.00	\$1158.00
Land Development 10 – 100 acres	\$359.00	\$1381.00
Land Development more than 100 acres or TND	\$359.00	\$1601.00

**Preliminary Plans:**

	<u>Administrative Fee</u>	<u>***Deposit for Consultant and legal review fees/ Escrow Monies*</u>
2 lot subdivision	\$606.00	\$ 3311.00
Two – Ten lot subdivision	\$606.00	\$ 6622.00
More than ten lot subdivision	\$606.00	\$13,244.00

**Final Plans:**

	<u>Administrative Fee</u>	<u>***Deposit for Consultant and legal review fees/ Escrow Monies*</u>
2 lot subdivision	\$606.00	\$ 3311.00
Two – Ten lot subdivision	\$606.00	\$ 6622.00
More than ten lot subdivision	\$606.00	\$13,244.00

## Land Development Plans:

### Preliminary Plans:

	<u>Administrative Fee</u>	<u>***Deposit for Consultant and legal review fees/ Escrow Monies*</u>
Land Development Plan less than 10 acres	\$ 606.00	\$4,415.00
Land Development Plan 10 – 100 acres	\$ 606.00	\$5,519.00
Land Development Plan more than 100 acres	\$ 606.00	\$6,622.00
TND Initial Application	\$3,862.00	\$6,622.00
TND Each Phase	\$2,759.00	\$5,519.00

### Final Plans:

	<u>Administrative Fee</u>	<u>***Deposit for Consultant and legal review fees/ Escrow Monies*</u>
Land Development Plan less than 10 acres	\$ 883.00	\$4,415.00
Land Development Plan 10 – 100 acres	\$ 883.00	\$5,519.00
Land Development Plan more than 100 acres	\$ 883.00	\$6,622.00
TND Initial Application	\$4,415.00	\$6,622.00
TND Each Phase	\$3,311.00	\$5,519.00

## Recording Fees:

Plans and Documents shall be recorded by the Township upon plan/document approval by the Board of Supervisors and after all signatures//legal and engineering comments and fees have been satisfied. Fees are in accordance with the Adams County Recorder of Deeds Fee Schedule (attached) along with a \$62.00 Township Administrative Fee.

### Example:

#### Recording of Subdivision Plan:

Mylar (18x24) Page 1	\$25.00
Mylar (18x24) Each additional page	\$10.00
Administrative Fee	\$62.00

All subdivision plans must be recorded within 90 days of Board of Supervisor Approval.

Restamping Fee \$57.00

Plan Extension Requests \$110.00/request

## PLANNING MODULES

	<u>Administrative Fee</u>	<u>***Deposit for Consultant and legal review fees/ Escrow Monies*</u>
Mailer Card for Sewage Planning Exemption	\$67.00	\$1607.00
Component No. 1	\$133.00	\$1607.00
Component No. 2	\$277.00	\$1607.00
Component No. 3	\$441.00	\$1607.00
Component 4A Planning Agency Review	\$331.00	\$1607.00

\* Any unused portions of the deposit for consultants review fees shall be returned to the applicant following signature or disapproval of the Final Plan. In the event that the actual amount for engineering and legal review fees exceed the amount of the deposit, the applicant shall reimburse the Township an amount equal to the increased fee.

RESOLVED and APPROVED this 2nd day of January 2018.

CUMBERLAND TOWNSHIP BOARD OF SUPERVISORS

BY: Barbara H. Lendewald  
Chair

ATTEST

BY: Carol A. Meryman  
Secretary

ADAMS COUNTY  
RECORDER OF DEEDS

RECORDING FEES

EFFECTIVE: AUGUST 8, 2014

KAREN HEFLIN,  
REGISTER OF WILLS & RECORDER OF DEEDS

BRENDA L CHENAULT  
CHIEF DEPUTY

117 BALTIMORE STREET, ROOM 102  
ADAMS COUNTY COURTHOUSE  
GETTYSBURG PA 17325-2398

ADAMS COUNTY COURTHOUSE HOURS  
8:00 TO 4:30 DAILY  
MONDAY THROUGH FRIDAY

PHONE: (717) 337-9826  
FAX: (717) 334-1758

# FEE BILL

## Recorder of Deeds Office

Adams County, PA

Act 49 of 2009

All fees include state and county taxes.

Act 87, 1982-Fees set by Legislature

Act 137, 1992-Adams County Ordinance #7 of 1996 Affordable Housing

Act 8, 1998 now Act 32, 2002-Records Management

Act 122 of 2002

Acts 113 and 126 of 2014

Deeds.....	\$65.50
Mortgages.....	\$65.50
Each page over 4.....	\$ 4.00
Each name over 4.....	\$ 1.00
Action to Quiet Title.....	\$54.00
Adjudications and Excerpts .....	\$54.00
Adverse Possession.....	\$65.50
Agreements.....	\$18.50
Installment Sales Agreement.....	\$54.00
Articles of Incorporation.....	\$18.50
Assignment of Mortgage (This fee includes the first notation of the mortgage.).....	\$56.00
Not more than 5 assignments on blanket assignment	
Assignment of Rents.....	\$18.50
Charter.....	\$18.50
Clean and Green.....	\$18.50
Clean and Green Termination (This fee includes the first notation of the Clean & Green.).....	\$20.50
Condominium	
Code of Regulations.....	\$18.50
Declaration of Plans.....	\$18.50
Declaration of Taking or Trust.....	\$54.00
Easement .....	\$54.00
Election Against the Will.....	\$18.50
Extension of Mortgage Lien (This fee includes the first notation of the mortgage.).....	\$20.50
Farm Land Preservation Right of Way.....	\$54.00
Farm Land Preservation Easement.....	\$54.00
Highway Plans.....	\$15.00
Each Additional Page.....	\$ 3.00
Leases.....	\$18.50
Over 30 years...(Taxable).....	\$54.00
Lost Assignment Affidavit.....	\$20.50
Modification of Mortgage (This fee includes the first notation of the mortgage.).....	\$20.50
Notary Public Commission & Bond.....	\$35.50
Notations.....	\$ 2.00
Postponement of Mortgage (This fee includes the first notation of the mortgage.).....	\$20.50
Power of Attorney.....	\$18.50
Policeman's Commission.....	\$21.50
Release of Executor.....	\$18.50
Release of Mortgage (This fee includes the first notation of the mortgage.).....	\$56.00
Restrictions.....	\$18.50
Right of Way.....	\$54.00
Search Fee – Each Name for Genealogy.....	\$ 3.00
Satisfaction Piece (This fee includes the first notation of the mortgage.).....	\$56.00
Seal of Office (Acknowledgment).....	\$ 2.00
Sewage Permit.....	\$18.50

Subdivision Plan (18x24).....	\$25.00
Must be Mylar (plastic). No paper copies accepted.	
Each additional page.....	\$10.00
Must be recorded within 90 days of Approval	
Subordination of Mortgage (This fee includes the first notation of the mortgage.).....	\$20.50
Filing Fee for Act No. 287 of 1974 or now Act No. 172 of 1986.....	\$10.00
Copy-each Township or Borough.....	\$ 1.00
Not to exceed \$25.00	
Preferential assessments under Act No. 319 of 1974.....	\$18.50
Draft.....	\$ 2.00
Branding.....	\$18.00
Bank Report – 1 Year.....As of 01/01/15.....	\$200.00
 Instruments other than Deeds & Mortgages	
Each Page over 4.....	\$2.00
Each Name over 4.....	\$ .50
 Copies	
Per Page.....	\$ .25
Subdivision Copy Per Page.....	\$ .50
Certification.....	\$ 2.00
Off Computer.....	\$ .25
Fax Per Page.....	\$ 1.00
Fee for BAD CHECK returned.....	\$20.00

Cash or Checks are accepted for payments of recordings.  
Credit Cards are not accepted.  
The Recorder of Deeds can **not** give change when paying by check.  
Overpayments of \$4.00 or less will be accepted and cashiered as overpayment and will show that way on your receipt. – Effective: September 16, 2013

**PLEASE ENCLOSE A SELF-ADDRESSED STAMPED ENVELOPE TO RETURN THE INSTRUMENTS AFTER RECORDING.**

All fees include the State Writ Tax and all fees shall be payable in advance.

**REALTY TRANSFER TAX**

A State Tax of 1% of the consideration and a local tax of the same amount is due when recording. Three checks are needed. One for the State Tax, one for the Township Tax and one for the recording fee, all made payable to Karen Heflin, Adams County Recorder of Deeds.

All deeds shall set forth the true consideration or be accompanied by a “Statement of Value”. If an exception from taxation is claimed, either full or partial, the deed must be accompanied by a “Statement of Value” unless noted in the deed. The “Statement of Value” shall be fully completed. Where the property is located in two or more taxing authorities, the person recording the deed shall indicate thereon the value of the property in each taxing authority for local realty transfer tax purposes.

All deeds and mortgages must have a Certificate of Residence completed and signed in order to record.

Where no fee is specified the fee shall be set by the Recorder of Deeds.

Effective 1980 – Excludes transfers between Grandparents and Grandchildren or the spouse of

such grandchild.

Effective December 11, 1984 – Brothers and Sisters exempt from Local Transfer Tax.

Effective July 2, 1986 – Exempts Brothers and Sisters from State Realty Transfer Tax.

No tax due on deeds prior to February 15, 1951.

Beginning January 1, 1997 - \$11.50 from each deed and mortgage recorded plus \$2.00 for each Page over 4 and \$.50 on each name over 4 will go to affordable housing. Act 137 of 1992. Adams County Ordinance #7 of 1996.

Records Management – Effective April 1, 1998 – Act 8, 1998 now Act 32, 2002 – Effective June 17, 2002.

## FINANCING STATEMENTS

Act 167-1992

EFFECTIVE JUNE 17, 2002

Changes yearly – call Recorder of Deeds office for fee.

Financing Statements and Ancillary Transactions (Continuations, Assignments, Terminations, Amendments & Releases)	\$100.00
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Searches – We Do Not Search.

Assignment attached to UCC – No Extra Charge

### COPIES

Copies will be \$2.00 per page

Certification will be \$28.00

The Act also provides for an annual increase in the UCC filing fees based on the previous year's Consumer Price Index for urban workers.