

**READING TOWNSHIP
ADAMS COUNTY, PENNSYLVANIA**

RESOLUTION 2020-03

**A RESOLUTION ESTABLISHING A FEE SCHEDULE FOR ORDINANCES,
PERMITS, INSPECTIONS AND PLAN REVIEWS FOR THE YEAR 2020**

WHEREAS, the Board of Supervisors is authorized and empowered to set reasonable and necessary fees to reimburse the Township for the costs and the expenses of processing, issuing, tracking, and reviewing applications for permits and approvals, performing inspections, and producing records and ordinance copies.

WHEREAS, the Board has considered and reviewed the actual costs associated with the foregoing;

NOW THEREFORE BE IT RESOLVED, this 6th day of January 2020, that the Reading Township Supervisors hereby adopt the following fees, which fees shall become effective immediately.

COPIES:

- 25 cents/page (standard size documents)
- Actual costs for reproduction of oversized documents, tapes, and other non-standard records

POLICE ACCIDENT/INCIDENT REPORTS

Printed Photographs

\$15.00

\$15.00 per page

ORDINANCES:

- Floodplain Ordinance \$20.00
- Grading Ordinance \$20.00
- Zoning Ordinance \$80.00
- Subdivision & Land Development Ordinance \$80.00
- Construction Specifications Manual: \$125.00

YARD SALE PERMITS: No charge for first permit and \$5.00 charge for second permit held within the calendar year. Only two Yard Sale Permits allowed per calendar year.

SOLICITATION/PEDDLE PERMITS: \$35.00 per person engaged in solicitation or peddling.

DRIVEWAY PERMIT:

\$60.00

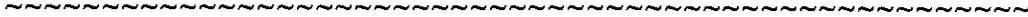
BOARD OF SUPERVISORS HEARING APPLICATION FEES:

- Conditional Use Application \$600.00
- Curative Amendment \$600.00
- Amendments to Zoning Ordinance and Zoning Map \$450.00
- Liquor License Hearing Review \$250.00
- In addition to foregoing fees, the Township will charge any actual review costs incurred by the Township that exceed these fees.

RETURN CHECK FEE: \$50 plus Township cost

ON-LOT SEPTIC ORDINANCE FEES:

- Septic Hauler Initial Application Fee \$35.00
- Septic Hauler Annual Renewal Fee \$30.00
- Septic Hauler Pumping/Inspection Reporting Fee \$25.00



APPLICATIONS & PERMITS FOR ZONING & BUILDING PROJECTS
(Land & Sea Services, LLC)

Zoning Permit: \$50.00

A Zoning Permit is required prior to the erection, addition, or alteration of any building or portion thereof; or prior to a change of use of a building or land; or prior to the change or extension of a non-conforming use.

Zoning Hearing Board Application Fee:

- Variance Request \$600.00
- Special Exceptions \$600.00
- Appeals from Determination of Zoning Officer \$600.00
- Other Appeals \$600.00
- Substantive Validity Challenge \$650.00

*In addition to the foregoing fees, the Township will charge any actual review Costs incurred by the Township that exceed these fees.

Building Permit Application Fees:

- Residential Units \$96.00
- Other Structures \$56.00
- Temporary Permits \$46.00
- Commercial Permits \$56.00
- Ag Buildings not Commercially Operated \$85.00
- State Code Official Training Fee per UCC Building Permit \$ 4.50
- UCC Code Appeals Applications/Administrative Fee \$1,040.00

Building Inspector Fees (Land & Sea Services/Wilbur Slothour)

- No refunds issued for permits that have been revoked or suspended for cause.

Land & Sea Services Fee Schedule ~ Attachment A.

Commercial Building Permit: (Land & Sea Services/Wilbur Slothour):

- No refunds issued for permits that have been revoked or suspended for cause.

Land & Sea Services Commercial Fee Schedule ~ Attachment B.

Domestic Well Permit:

- New Construction (Stake out & final inspections) \$60.00
- Repair (Existing wells) \$25.00
- Abandonment (Pre-grouting, final) \$40.00
- Reconstruction of existing springs \$25.00
- Geothermal \$60.00

Grading Permit

Resolution 2018-19: Fee Schedule for Grading, Stormwater Mgmt. and E&S Control Plans

- Standard Grading Permit/As Built Plans \$400.00
- Stormwater Management/Erosion & Sediment Control Plan(s) Attachment C

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**SEWAGE ENFORCEMENT**

(KPI Technology)

Resolution 2006-15: Fee Schedule for Administration of the Sewage Facilities Act ~ Attachment D.

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SUBDIVISION AND LAND DEVELOPMENT PLANS:

Administration Fee for all Category Submissions: \$500.00

Plus, the following Lot and Engineering Fees:

Category I - Residential Subdivision/Land Development Fee

1-5 lots: \$25.00 Per Lot plus Engineering Review Fee	\$1,000.00
6 + lots: \$30.00 Per Lot plus Engineering Review Fee	\$1,200.00

Category II - Non-Residential Subdivision (Commercial - Excluding Agriculture)

1-5 lots: \$25.00 Per Lot plus Engineering Review Fee	\$1,500.00
6 + lots: \$30.00 Per Lot plus Engineering Review Fee	\$1,800.00

Category III – Agricultural/Non-Residential Land Development

1-5 lots: \$25.00 Per Acre plus Engineering Review Fee	\$1,500.00
6 + lots: \$30.00 Per Acre plus Engineering Review Fee	\$1,700.00

Category IV - Agricultural Subdivisions

Each lot \$25.00 plus Engineering Review Fee	\$900.00
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A Recreation Fee In lieu of Land Dedication will be charged in accordance with Ordinance #2019-01.

Legal Review for Preliminary or Final Subdivision & Land Development Plans:

Review Fees/Escrow Deposit:	\$400.00
Legal Review Fee:	\$153.00/hr.

Engineering Fees ~ Gannett Fleming, Inc. ~ Attachment E

Any unused portions of the deposit shall be returned to the applicant 60 – 90 days following recording of the final plan at the Adams County Courthouse. If fees exceed the amount of the deposit, the applicant shall reimburse the Township an amount equal to the increased costs. ***All fees shall be paid prior to the release of signed plans for recording.***

Developer shall pay the hourly rate charged to the Township for review by any consultant the Township deems necessary to review said plan(s). Such costs shall include, but not be limited to:

Fee Schedule

- Reviewing the plan for conformance to the provisions of the codes and ordinances of the Township.
- Site inspection for conformance to Subdivision/Land Development Plans.
- Review cost estimates of required improvements. Construction observation of public improvements.
- Administrative Fees and any other fees to cover the cost of necessary reviews by Township Consultants.

The definition of "consultant" shall include the services of the Engineer, Solicitor, Building Code Official, Zoning Officer, Sewage Enforcement Officer, or other professional or specialist whose services the Township deems necessary to review plans.

If the fees are expected to exceed the deposit amount for a large subdivision & land development plan, the developer shall establish an escrow account in an amount estimated by the Township Engineer. A minimum of \$1,000.00 must be maintained in the escrow account until project completion is approved by the Township Engineer. Preliminary and final plans for fees to be paid within 30 days of approval/presentation of fees invoice.

Highway Capital Improvement Fund:

(In lieu of the requirement that landowners construct onsite frontage improvements)

Uniform Per-Lot Fee: \$4,000.00

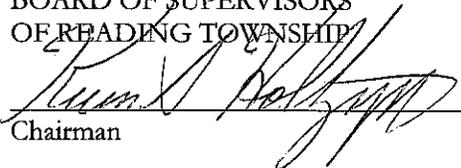
RESOLVED, this 6th day of January 2020, to become effective immediately.

ATTEST:



Secretary

BOARD OF SUPERVISORS
OF READING TOWNSHIP


Chairman



LAND AND SEA SERVICES LLC

2020 INSPECTION FEE SCHEDULE

RESIDENTIAL

1) RESIDENTIAL UNITS (1- 2 family dwellings and additions)

Services: required ucc building/occupancy permits, plan review, footings, foundation, R/I framing, R/I electrical, R/I plumbing, R/I mechanical, R/I energy, F framing, F electrical, F plumbing, F mechanical, F/energy, and other inspections as required by code/project

1 to 999 sq.ft.	\$584.00
1,000 to 1,800 sq. ft.	\$655.00
1,801 to 2,000 sq. ft.	\$755.00
2,001 to 2,400 sq. ft.	\$881.00
2,401 up	\$881.00 plus an additional \$0.50 per sq. ft.

Add for: Required under slab inspection visit	\$60.00 /visit
Fire Sprinkler: plan review and inspections	\$160.00

2) STAND ALONE STRUCTURES

A) <u>Decks, Porches, Etc.</u>	\$225.00
B) <u>Detached Buildings, Etc.</u>	\$374.00
ucc building/occupancy permit, footer, framing, final	
C) <u>Manufactured Homes at grade.</u>	\$445.00
ucc building/occupancy permit, footer, piers, tie downs, r/i inspections, skirting, framing, final	
D) <u>In Ground Pools.</u>	\$390.00
pre pour, post pour, barrier, and final	
E) <u>On Ground pools.</u>	\$100.00
ucc building/occupancy permit final	
F) <u>PV systems, windmills</u>	\$325.00
ucc building/occupancy permit, footer, framing, and electrical, final	

ADDED service visits -

mechanical, plumbing, electrical add to A, C above	\$60.00 per inspection
return inspection add to "2" and/or "4"	\$60.00 per. visit

3) INDIVIDUAL INSPECTIONS

\$60.00 per visit

4) ELECTRIAL SERVICE INSPECTIONS

\$70.00 per visit

5) CONDITIONAL USE, INSPECTION/ PERMIT

\$200.00 per permit

1837 Heidlersburg Road
Aspers, PA 17304

#6) Notes:

Note: Fee schedule will be reviewed annually.
Permits revoked or suspended for cause - no refunds will be granted.
All invoices need to be paid before occupancy permit will be issued.
Written requests for permit extensions will be billed at 5% of the original permit fee

Phone: 717 - 677 - 7356
Cell Phone: 717 - 253 - 5426
Email: wmslohour@pa.net

8/29/19

**READING TOWNSHIP
ADAMS COUNTY, PENNSYLVANIA**

RESOLUTION 2018-19

A RESOLUTION OF THE BOARD OF SUPERVISORS OF READING TOWNSHIP, ADAMS COUNTY, TO AMEND RESOLUTION 2015-24 REGARDING AN EROSION & SEDIMENT POLLUTION CONTROL PLAN REVIEW FEE SCHEDULE AND INCLUSION OF A STORMWATER MANAGEMENT PLAN REVIEW FEE SCHEDULE; GRADING AND AS-BUILT PLAN REVIEW FEE SCHEDULE AND A FEE SCHEDULE FOR PERMITTING SERVICES RELATED TO RESIDENTIAL HOMES

WHEREAS, the Board of Supervisors of the Township of Reading, by Memorandum of Understanding, jointly with the Adams County Conservation District, agreed to promote the conservation of natural resources on lands both public and private within the municipality in order to control accelerated erosion and prevent sedimentation to the waters of this Commonwealth from earth disturbance activities, thus assuring the health, safety and general welfare of the resident of both the municipality and Adams County.

WHEREAS, the Board of Supervisors of the Township of Reading desires to establish both a Stormwater Management Plan and an Erosion and Sediment Pollution Control Plan Review Fee Schedule.

WHEREAS, the purpose of the Stormwater Management Plan Fee Schedule is to establish the following "tiers" to regulate the fees that will be collected by the Township to offset engineering review fees for the various degrees of submitted Stormwater Management Plans.

The following "tiers" have been established to regulate the fees that will be collected by the Township to offset engineering review of the various degrees of submitted Stormwater Management Plans (or exemptions thereof). Where the term "cumulative new impervious coverage" is used, it shall mean the area of impervious coverage created (cumulatively) after January 27, 2012, which is the date DEP approved the adopted Adams County Act 167 Stormwater Management Plan. Each project will be required to provide an accounting of both the total impervious coverage since that date and the project specific amount being proposed individually at the time of permit application. The following tiers and fees are hereby established:

Tier 1

Tier 1 shall include all projects that are appropriately deemed "exempt" due to the project being less than 1,000 sq. ft. of cumulative new impervious area. The review will be completed by the Township Zoning Officer.

A non-refundable fee of \$50 is required. (\$25 code, \$25 admin)

Tier 2

This fee shall include all projects that cannot show a cumulative new impervious coverage less than 1,000 square feet, however are able to adequately demonstrate that the area is properly "disconnected". The review will be completed by the Township Zoning Officer.

A non-refundable fee of \$75 is required. (\$50 code, \$25 admin)

ATTACHMENT C

Tier 3

This fee shall include all projects that cannot show a cumulative new impervious coverage less than 1,000 square feet and are unable to adequately demonstrate that the area is "disconnected". The initial review will be processed by the Township Zoning Officer, with a subsequent review (and report) conducted by the Township Engineer.

A non-refundable fee of \$250 is required. (\$200 engineering, \$25 code, \$25 admin)

Tier 4

Projects that propose impervious coverage and require a Land Development Plan and/ or a Stormwater Management Plan to be prepared, reviewed and approved, will be addressed per the current Township Engineer Fee Schedule established for such plans.

WHEREAS, the purpose of the Erosion & Sediment Pollution Control Plan Fee Schedule is to establish the following "tiers" to regulate the fees that will be collected by the Township to offset engineering review fees for the various degrees of submitted Erosion and Sediment Pollution Control Plans.

Tier 1 - Projects disturbing less than 5,000 square feet shall not be required to submit a fee for review by either the Township or the Adams County Conservation District, unless said review is an integral part of some other permitting process.

A non-refundable fee of \$50 is required. (\$25 code, \$25 admin)

Tier 2 - Projects disturbing between 5,000 square feet, but less than 1.0 acre (43,560 square feet), which are also submitting a fee per the Tier 2 Stormwater Program.

A non-refundable fee of \$50 is required. (\$25 code, \$25 admin)

Tier 3 - Projects disturbing between 5,000 square feet, but less than 1.0 acre (43,560 square feet), which are also submitting a fee per the Tier 3 Stormwater Program. This tier shall also include all projects within this range that are disturbing the existing ground, but not constructing new impervious coverage such general grading activities. Agricultural operations and/or gardening will be reviewed on a case-by-case basis.

A non-refundable fee of \$250 is required. (\$200 engineering, \$25 code, \$25 admin)

Tier 4 - Projects that disturb 1.0 acre or more shall not be required to submit a fee to the Township due to the regulations requiring such a review to be conducted by the Adams County Conservation District using their current fee schedule as approved annually by the Conservation District Board of Directors and/or PA DEP (per Chapter 102 of the Pennsylvania Code).

WHEREAS, the Township recognizes that in certain circumstances, where one or more of the above outlined fees may be combined into a single submission, there is some efficiency that would provide a reduction in the outlined fees as follows:

The combined fee for the Grading Plan Permit & As-Built Plan would be a non-refundable fee of \$400.00 (\$300 engineering, \$50 code, \$50 admin).

The combined fee for residential construction, in a previously approved development, would be a non-refundable fee of \$350.00 (\$300 engineering, \$25 code, \$25 admin)

The combined fee for residential construction to be built "disconnected" as defined by the Ordinance, would be a non-refundable fee of \$400.00 (\$300 engineering, \$50 code, \$50 admin)

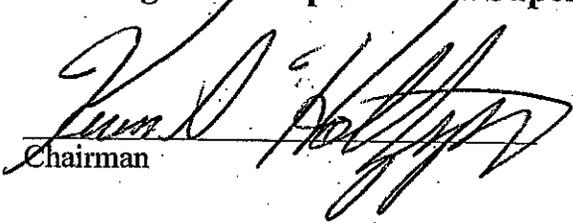
The combined fee for residential construction, to be built "connected" as defined by the Ordinance, would be a non-refundable fee of \$650.00 (\$550 engineering, \$50 code, \$50 admin)

Additional Fee

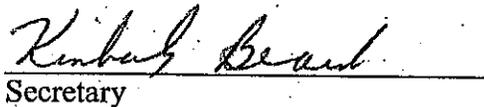
If in the course of normal review, under any of the above listed tiers, there are unusual circumstances that will require a further level of review effort by the Township, more so than envisioned in the scope of this fee schedule, the Applicant shall be immediately notified of the situation and provided with the option to either withdraw the application (pending further effort to resolve such circumstances) or accept the continued processing of the application, agreeing to directly compensate the Township for any effort invoiced by the Township Engineer. An estimate from the Township Engineer of fees will be provided to the Applicant to assist in this situation.

NOW, BE IT RESOLVED AND ENACTED, BY THE BOARD OF SUPERVISORS OF READING TOWNSHIP, ADAMS COUNTY, PENNSYLVANIA, THIS 18th DAY OF JUNE, 2018.

Reading Township Board of Supervisors


Chairman

ATTEST:


Secretary

A RESOLUTION ADOPTING THE FEE SCHEDULE OF FOR ADMINISTRATION OF THE SEWAGE FACILITIES ACT AND THE APPOINTMENT OF SEWAGE OFFICERS TO ISSUE SEWAGE PERMITS IN Reading Township

Be it resolved by the Board of Supervisors of Reading Township that in a stated meeting on the 20th day of January 20²⁰, do hereby appoint Gilbert J. Picarelli (#02291), as Sewage Enforcement Officer and Dominic Picarelli (#03305), and Leah Heine (#03069), as Alternate Sewage Enforcement Officers.

And further be it resolved that the fee schedule for the administration of the Pennsylvania Sewage Facilities Act be adopted as follows:

I. Application Fee for all new systems: \$250.00

A. This fee entitles the applicant to a site visit investigation, test pit analysis (maximum 4 per lot) and the preparation of the forms associated with the examination of the test pit(s)

B. Any evaluation requiring additional field investigation beyond the initial visits to the site stipulated above will require the following fees:

- | | |
|---|----------|
| 1. For each additional visit to the site: | \$125.00 |
| 2. For each test pit over four: | \$25.00 |

C. If the test pit is not dug or the backhoe with operator is not at the site when the Sewage Enforcement Officer visits the site, will require fees commensurate with time spent as determined by the municipality.

NOTE: All cost and liability associated with the excavation and backfill of the test pit(s) shall be the responsibility of the Applicant.

ATTACHMENT-D

II. Percolation Test: \$350.00

A. The fee associated with this portion of the application covers the cost of performing the percolation test which shall be limited to one complete test on six (6) holes and completing the appropriate test report forms stipulated by PA DEP. If additional percolation tests shall be required, this fee shall be repeated for each additional test.

1. The applicant will be responsible for digging the percolation test holes to the depth and size required by the Sewage Enforcement Officer and presoaking of the percolation holes to conduct the test.
2. The applicant will be responsible for supplying sufficient water at the site for the conduction of the tests.
3. If the percolation test holes are not properly prepared by the applicant and tests can not be conducted, the applicant will be charged a fee commensurate for time spent as determined by the municipality.

III. Permit Fee for all single family residents. This includes one (1) design review and final inspection of the system (two trips): \$325.00

NOTE: If additional design reviews and trips to the site are required for inspection the fee will be commensurate with work performed as determined by the municipality.

IV. Permit Fee for all multy-family, commercial, institutional or other applications will be based on the size of the disposal system.

a. 150 sq. ft. to 1000 sq. ft.	\$325.00
b. 1001 sq. ft. to 2500 sq. ft.	\$375.00
c. 2501 sq. ft. to 5000 sq. ft.	\$500.00
d. 5001 sq. ft. to 10,000 sq. ft.	\$600.00

V. Inspection Fees – The cost of final inspection is included in the permit fee. If the system is not ready for inspection when notified, or corrections must be made, will require fees commensurate with the work performed as determined by the municipality.

VI. Transfer of application and/or permit \$150.00

VII. Fee for investigating any on-site sewerage system malfunction (repairs) will require fees commensurate with the work performed as determined by the municipality. If, upon the investigation of the malfunction, the SEO determines that a new on-site sewerage system be installed, soils testing and percolation testing will be performed. Fees for the soils and percolation testing will follow the appropriate fee schedule.

VIII. Fee for review of Act 537 planning modules, for all residential, industrial, commercial, institutional and other facilities will required fees commensurate with work performed as determined by the municipality.

IX. Permit Fee for Holding Tanks: \$250.00

X. Permit Fee for repair of on-site sewerage system so long as such application does not involve any of the investigation and design review expenses associated with and implied by Steps I through IV: \$200.00

A. For any repair permit that includes a site visitation prior to issuance of a repair permit, an additional \$125.00 will be added to the above Permit Fee.

XI. Yearly Inspection Fee to inspect any On-site Sewerage System, which requires an inspection: \$150.00

NOTE: All Ordinances or parts of Ordinances, Resolutions or parts of Resolutions Inconsistent herewith are expressly repealed.

APPROVED THIS 20th DAY OF January, 2020

Reading Township TOWNSHIP

Kathleen Beaud
Secretary-Treasurer

BILLING RATE SCHEDULE

CLIENT: Reading Township

PROJECT NAME: Engineering Services

2020 BILLING RATE SCHEDULE ⁽¹⁾	
Job Title/Staff Category	Hourly Billing Rate (\$/Hr.) ⁽²⁾
Clerk/Typist/Secretary/Drafting Apprentice	\$47.00 ⁽³⁾
Technician/CADD Operator	\$62.00 ⁽³⁾
Administrative Assistant	\$78.00 ⁽³⁾
Surveyor	\$85.00 ⁽⁴⁾
Senior Technician/Senior CADD Operator	\$95.00
Project Specialist	\$100.00
Engineer	\$105.00
Environmental Scientist	\$117.00
Project Engineer	\$115.00
Project Specialist (PE)	\$125.00
Senior Project Manager	\$160.00

- (1) Billing Rates subject to annual adjustment in January of each year.
- (2) Fully loaded rate, including salary; payroll burdens, such as insurances, health benefits, and other employee benefits; overhead; and profit.
- (3) Authorized overtime to be invoiced at a rate of 1.3 times the listed rate.
- (4) Gannett Fleming will utilize the services of local surveyors upon the request of the Township. Costs for surveying by others will be billed "at cost", without mark-up by Gannett Fleming.