23700

FEE SCHEDULE FOR CONEWAGO TOWNSHIP

RESOLUTION 2026-A

A RESOLUTION OF THE TOWNSHIP OF CONEWAGO, ADAMS COUNTY, PENNSYLVANIA, ESTABLISHING FEES FOR SERVICES AND PERMITS.

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 specified below:

APPLICATION TO THE BOARD OF SUPERVISORS

Conditional Use Hearing	$ 500.00
Amendment or Change of Zoning	$ 1,000.00
Curative Amendment	$ 2,000.00
Miscellaneous Hearing	$ 250.00
Ordinance Amendments	$ 500.00 *

* plus actual costs of special legal services, stenographer or other special services when required.

BUILDING PERMITS AND ZONING PERMITS

Residential Building Permits

Minimum Fee	$ 10.00
Improvements under 250 SF	$ 25.00
Improvements 250 SF and above	$ 50.00
Maximum Fee	$ 50.00

Residential Zoning Permits (non-UCC)

Accessory structures less than 250 square feet	$ 25.00
Accessory structures 250 square feet or more	$ 50.00
Fences	$ 25.00

*includes patios, sheds, driveways and other "ground cover" type of projects.

Non-Residential Building Permits, Non-Residential Zoning Permits, Grading Permits*

Remodeling and Other by Value of Improvement

$ 0 to $1,000	$ 100.00
$1,001 to $5,000	$ 150.00
$5,001 to $25,000	$ 200.00
$25,001 to $50,000	$ 250.00
$50,001 to $100,000	$ 300.00
Over $100,000	$ 400.00

New Construction and Additions (including non-footed accessory structures, "slab" additions (i.e. patios)

Structures up to 2,500 SF	-same as Non-Residential, plus 10¢ per SF
Structures over 2,500 SF	-same as Non-Residential, plus 25¢ per SF (not to exceed $15,000)

Pennsylvania State Fee/UCC Training & Education $ 4.50 (all building permits)

Commercial Parking Lots and Parking Spaces 20¢ per SF ($10 minimum, not to exceed $2,000.00)

See separate schedule for various plan review fees, permit fees, residential, and inspection fees.

Demolition Permit:

Residential	$ 25.00
Non-Residential	$ 50.00

Adams County UCC Board of Appeals Fees:

Application/Administrative Fee	$ 100.00
Board Compensation	$ 250.00
Solicitor Fee	actual cost
Stenographer Fee	actual cost
BCO Fee	actual cost
Legal Advertisement	actual cost

Additional charges will be billed to applicant, actual costs, if applicable

Use and Occupancy Permits:

Residential New Construction	$ 50.00 each unit
Residential Addition & Alteration	$ 35.00 each unit
Non-Residential New Construction	$ 75.00 each unit
Non-Residential Addition & Alteration	$ 60.00 each unit
Non-Residential Use Change	$ 60.00 each unit
Temporary Occupancy Permit	$ 1,500.00 Deposit

($ 150.00 administrative fee for Temp. Occupancy Permit deducted from the deposit)

Curb and Sidewalk Permit:

New Construction – Curb	$ 80.00 first 10 feet, $1.00 per foot thereafter
New Construction – Sidewalk	$ 1.00/ft, minimum $ 10.00
Repairs – Sidewalk or Curb	$ 10.00
New driveway, addition or replacement	$ 25.00
Curb/Sidewalk Specifications	$ 5.00
Sidewalk Inspections	$ 35.00

Befouling Fee:

Construction Cost:

$10,000 and over	$ 1,000.00
Less than $10,000	$ 250.00

Sign Permit:

Permanent Sign	$75.00+ $1.00/ sq. ft. over 10 sq. ft.
Public Service Organizations (Temporary Signs)	EXEMPT
Temporary Signs	No Fee

*Unless the temp sign is not removed within the allowable time allowed by ordinance. If this occurs, the fee shall be set by the Board of Supervisors.

Road Occupancy Permit (Streetcut):

Plan review and inspections by Zoning Officer & Maintenance Manager $ 100.00

ENGINEERING FEES FOR REVIEW AND SITE INSPECTIONS

Grading Plan Review	$ 150.00 plus costs
Residential Sewer Lateral Inspection	$ 35.00 per inspection
Residential Seepage Pit Inspection	$ 35.00 per inspection
Street Occupancy Permit	Twp Engineer time & material if required
Chapter 56 As-Built Plan Review*	$ 150.00 plus costs

*As-Built Plans, as required in §56-11, must confirm that all construction and grading are in accordance with the (approved) grading plan as noted in §56.

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INTER-MUNICIPAL LIQUOR LICENSE TRANSFER

Application Fee	$ 500.00

JUNKYARD PERMIT

New Permit	$ 1500.00
Annual Renewal	$ 750.00

OPEN RECORDS POLICY SERVICES

Photocopies (black & white)	$ 0.25 per page per side
Photocopies (color)	$ 0.50 per page per side
Certification of Public Record	$ 5.00
Computer Media	$ 1.00 per cd
Fax Copies & Email Copies	$ 0.00 no charge

Note: If the total cost to duplicate record exceeds $100.00, the Township may require prepayment prior to providing access to the public record, and may charge for preparation costs.

TOWNSHIP ATTORNEYS FEES

Municipal Claim including filing fees and satisfaction fees. $450.00

For all actions taken to obtain judgement on Municipal Claims to execute on real property subject to the Municipal Claim; and to pursue and complete a sheriff or judicial sale of the real property subject to the Municipal Claim and all action taken to enforce Township Ordinances, etc. $155.00/hr.

For time spent on matters which are otherwise reimbursable to the Township pursuant to Township Ordinances (e.g., plan reviews, drafting of agreements, etc.) $155.00/hr.

OTHER FEES

Plan Copies	$ 5.00 per page or cost
Returned Check Fee	$ 10.00 plus actual charges from Township Financial Inst.
Comprehensive Plan	$ 75.00 paper/$50.00 digital
Subdivision and Land Development Ordinance	$ 75.00 paper/$50.00 digital
Zoning Ordinance	$ 75.00 paper/$50.00 digital
Zoning Map +/- 11"x17" (color)	$ 7.50 each
Yard Sale Permits	$ 5.00 each
Special Event and/or Sales Permit	$ 10.00 each

*no charge for non-profit organization special event sale permit

Mileage Compensation Rate	$ IRS published rate

Secretarial Fees at the Current Secretary/Treasurer's Rate

Solid Waste Trash Tags	$ 5.25 per tag*

*includes administration cost for Township issuance

POLICE

Accident Reports	$ 15.00 each
Solicitation Permit	$ 25.00 each
Background check	$ 22.00 each

SEWAGE ENFORCEMENT OFFICER/ON-LOT SEWAGE

Sewage Enforcement Officer	$ 110.00 hour
Probe (Does not include excavation)	$ 250.00 each
Percolation Testing (Does not include excavation)	$ 355.00 each
Residential Sewage Permit (Includes inspections)	$ 355.00 each
Residential Septic System Design	$ at appointed firm's rates

Direct job costs will be charged when they apply (prints, copies, mileage, etc). Subcontracted work will be charged at 1.3 times actual cost. Work involving expert testimony, legal disputes and contested conditions will be priced on a case by case basis.

Included in the above hourly rates are all overhead costs such as, accounting, clerical salaries, social security contributions, unemployment, taxes (payroll, etc.), insurance, employee benefits, (sick leave, vacation, holidays, health insurance), telephone and computer charges.

SEWER

Tapping Fee	$ 7,760.00 per EDU
Residential Inspection Fee	$ 35.00 each
Commercial Inspection Fee	Actual Costs – By Twp. Engineer
Sewer Inspections	All costs incurred by applicant per Municipal Authority Engineer
Developer's Specifications	$ 100.00

Municipal Authority Attorney Fees at current rate.

SUBDIVISION AND LAND DEVELOPMENT

A filing fee, including the actual cost of engineering, professional consultant services, and legal services is required for applications, as specified in the Conewago Township Subdivision and Land Development Ordinance. Applications shall not be considered complete until the filing fee is paid.

The initial deposit for the filing fee shall be in the sum total of the following:

Sketch Plan	$ 250.00
Preliminary Plan	$ 2,500.00
Preliminary/Final	$ 3,500.00
Final Plan	$ 1,500.00
Annexation Plan	$ 1,000.00
Stormwater Management Plan.....	$ 500.00

For Subdivision and Land Development plans submitted in other municipalities that are reviewed by the Conewago Township Planning Commission, Township Engineer, Township Solicitor and/or the Board of Supervisors, a fee will be charged for the plan submitted using the fee schedule stated above.

In the event that the initial deposit is reduced, to a balance insufficient in the opinion of the Township to cover the necessary remaining review costs, the applicant, on demand, shall deposit with the Township sufficient additional funds to correct the said deficiency.

In the event that the deposit is less than the actual engineering, professional consultant services, and legal costs, the applicant shall, upon demand of the Township, pay such additional costs.

After completion of the plan review process and inspection of improvements, if the actual engineering, professional consultant services, and legal costs are less than the deposit paid by the applicant, the difference shall be refunded to the applicant.

The resubmission of a previously rejected plan shall be deemed a new submission subject to a new filing fee, as provided hereunder.

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SUBDIVISION AND LAND DEVELOPMENT

MANDATORY DEDICATION

Mandatory dedication (or fee-in-lieu thereof) of Recreation Land, (pursuant to Chapter 135, Section 48.C, 0.125 acre per proposed residential unit or fee in lieu of $1,500.00 per unit.

Pursuant to Chapter 135, Section 48.C.(2), as an alternative to a fee in lieu of land dedication to satisfy the requirements of Subsection C, an applicant may, with Township approval, construct recreational facility improvements to the Township's Community Park, such park being designated to serve the entire Township, provided that the value of the improvements, if constructed by the Township as estimated by the Township Engineer, equals the current fee in lieu of land dedication for the applicant's entire development. Construction of said recreational facility improvements under this subsection shall be completed by a completion date agreed to by the applicant and the Township.

SIGNAGE INSTALLATION

During the Construction Phase of Development Project, Township will install all signage on roadways to be dedicated. Actual costs of materials, plus $40.00 per hour for labor will be charged.

TAXES

Per Capita Tax	$ 5.00 per year
Local Service Tax	$ 52.00 per year
Mechanical Device Tax	$ 50.00 per device

APPLICATION TO THE ZONING HEARING BOARD

Residential Use (Variance or Special Exception)	$ 500.00
Non-Residential Use (Variance or Special Exception)	$ 1,000.00
Multiple Hearing	50% original fees
Court Ordered Remand Hearing	50% original fees
Legal Non-Profit Corporation	25% Non-Residential Fees
Appeal of Zoning Officer Action	$ 500.00
Validity of Zoning Ordinance or Map	$ 1,000.00

Adopted this 5th day of January, 2026, at the regular meeting of the Conewago Township Board of Supervisors, Adams County, Pennsylvania.

The Board of Supervisors of Conewago Township

By: _____
Chairperson of the Board

Attest: _____
Secretary