

**TOWNSHIP OF WASHINGTON  
FRANKLIN COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 757**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THIS TOWNSHIP ESTABLISHING A REVISED SCHEDULE OF FEES FOR THE ADMINISTRATION OF ZONING, SUBDIVISIONS, WELL CONSTRUCTION AND THE BUILDING CODE IN THIS TOWNSHIP, THE PENNSYLVANIA SEWAGE FACILITIES ACT, AND ESTABLISHING FEES FOR THE REPRODUCTION OF DOCUMENTS AND MAPS; ESTABLISHING FEES FOR OTHER SERVICES.**

**WHEREAS**, the Washington Township Supervisors would like to update its previously established fee schedule, Resolutions # 736; and

**WHEREAS**, Chapter 145-7 of the Code of the Township of Washington Code Act Ordinance #174 provides for the establishment of a schedule of fees in connection with the administration of the Ordinance; and

**WHEREAS**, Chapter 165-8 of the Code of the Township of Washington provides for the establishment of fees to administer the Geothermal Heating System Ordinance; and

**WHEREAS**, Chapter 271-31 of the Code of the Township of Washington provides for the establishment of a schedule of fees for the administration of the Pennsylvania Sewage Facilities Act; and

**WHEREAS**, Chapter 295-16 of the Code of the Township of Washington provides for the establishment of a schedule of fees in connection with the administration of the Stormwater Ordinance; and

**WHEREAS**, Chapter 295-46 of the Code of the Township of Washington provides for the establishment of a schedule of fees in connection with the administration of the Ordinance; and

**WHEREAS**, Chapter 310-44 A (6) (d) of the Code of the Township of Washington, provides for the establishment of a recreation fee in lieu of dedication of land for recreation purposes; and

**WHEREAS**, Chapter 310-54 of the Code of the Township of Washington provides for the establishment of a schedule of fees in connection with the administration of the Subdivision Ordinance; and

**WHEREAS**, Chapter 348-13 of the Code of the Township of Washington provides for the establishment of a schedule of fees in connection with the administration of the ordinance; and

**WHEREAS**, Chapter 360-139 of the Code of the Township of Washington provides for the establishment of a schedule of fees in connection with the administration of zoning in Washington Township; and

**WHEREAS**, Chapter 360-149 of the Code of the Township of Washington provides for the establishment of fees to administer the Wellhead Protection Overlay district ordinance; and

**WHEREAS**, Washington Township wishes to recover its costs for the reproduction of other documents, maps, storage of vehicles, recycling containers, and other services provided to the public.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Supervisors of this Township that the following schedule of fees is hereby adopted.

**SECTION 1. LAND USE PERMIT FEE.**

A. The following fees shall be paid at the time of issuance of a land use permit and shall be based upon the value of the improvement based on the Residential Cost Handbook, by Marshall & Swift or other values as outlined in Resolution #143, for residential construction and Marshall Valuation Service for non-residential construction.

<u>Value of Improvement</u>	<u>Fee</u>
up to \$2,000	\$30.00
\$2,001 and over	\$30.00 plus \$3.00 for each \$1,000 of improvement over \$2,000 to \$100,000 of value then \$2.00 for each \$1,000 of value MAXIMUM FEE - \$5,000.00
B. Permit Transfer Fee	\$50.00

**SECTION 2. LAND USE OCCUPANCY PERMIT FEE**

The fee shall be \$50.00. Recycling can and lid provided.

**SECTION 3. USE PERMIT FEE.**

The fee for all use permits shall be \$30.00 except as indicated in Section 4 below.

**SECTION 4. MOBILE HOME FEE.**

Mobile home use permit fees shall be as follows:

- A. Mobile home moved from one location in the Township to another within the Township.
  - 1. Same owner No use permit fee
  - 2. Change of Ownership No use permit fee
- B. Mobile homes moved into the Township from other areas or new units from a dealer will require a Land Use Permit based on value.

**SECTION 5. SEPTIC SYSTEM PERMITS.**

- A. Existing lots: (Lots of record prior to 1-1-86)
  - a. Application fee: \$150.00 (Paid at time of application)
  - b. All fees will be at the rate of \$56.00/hour.
- B. Subdivision of lot(s):
  - a. Application fee \$150.00 per lot (Paid at time of application).
  - b. All fees will be at the rate of \$56.00/hour.
- C. Repair application - Repairs to any individual or community sewage system shall require a \$100.00 fee paid at the time of application. If a perc test is required, perc test fee shall be additional at a rate of \$56.00/hour.
- D. Review of existing systems - Any review of existing sewage systems will require an application fee of \$100.00.
- E. Other Services - A fee of \$56.00/hour will be charged for any other SEO services.

**SECTION 6. DEP MODULES**

The fee for review of each DEP Module submittal shall be \$50.00.

**SECTION 7. ZONING ORDINANCE ADMINISTRATION.**

Zoning administration fees shall be as follows:

- A. Rezoning Application fee \$2000.00
- B. Zoning Hearing Board application \$ 700.00
- C. Conditional use application \$ 600.00
- D. Planned Residential Tentative Approval Application \$1500.00
- E. Rezoning, determination of use, conditional use, and planned residential, engineering fees or other engineering fees shall be paid by the applicant as per the Township's current schedule of engineering fees.
- F. Rezoning, determination of use, conditional use, and planned residential, legal fees or other legal fees shall be paid by the applicant as per the Township's

current schedule of legal fees.

G. Sign Permit fees shall be as follows:

- | 1) <u>Sign Type or Characteristic</u>  | <u>Fee</u>            |
|--|-----------------------|
| <b>Pole Signs:</b>   |                       |
| 0-20 sq. ft., less than 15' height   | \$ 50.00              |
| 21-32 sq. ft., no more than 25' height   | \$ 200.00             |
| <br><b>Ground Signs:</b>   |                       |
| 0-20 sq. ft., less than 8' height  | \$ 50.00              |
| 21-32 sq. ft., less than 10' height  | \$ 100.00             |
| Wall sign  | \$ 75.00              |
| Changeable sign face (additional fee) (message)  | \$ 50.00              |
| Agricultural sign (farm identification only)   | \$ 10.00              |
| Tract Real Estate Advertising (temporary for built out)  | \$ 100.00             |
| Model home sign  | \$ 25.00              |
| Real estate sign greater than eight (8) sq. ft. in area<br>(single house/townhouse)  | \$ 25.00              |
| Grand opening or coming soon signage or banners,   | \$ 25.00              |
| Banners, buntings, less than 31 days   | \$ 10.00              |
| Coming soon signage greater than 30 days<br>and less than year,  | \$ 50.00              |
| Special event sign   | \$ 10.00              |
| Awning or Canopy sign  | \$ 75.00              |
| Neon sign  | \$ 25.00              |
| Change of Business/Ownership (new signs)   | \$ 25.00              |
| Temporary Sign - Business under 9,999 sq. ft.  | \$ 50.00              |
| Temporary Sign - Business over 10,000 sq. ft.  | \$ 100.00             |
| Each Weekend Real Estate signs (yearly fee)  | \$ 100.00             |
| Balloons, inflatable   | \$ 25.00              |
| Development  | \$ 100.00             |
| Project Signs  | \$ 100.00             |
| Now Hiring Signs   | Free                  |
| Portable Signs   | \$ 100.00             |
| Billboards   | Based on land use fee |
| Home Occupation Signs  | \$ 20.00              |
| Existing Sign Replacement  | \$ 50.00              |
| <br>2) There shall be no permit fee for special event or public announcement signs for bona fide charitable and other non-profit organizations upon proof of tax-exempt status under federal or state law. |                       |
| <br>3) Renewal. A renewal permit fee of twenty-five dollars (\$25.00) shall be   |                       |

required for all on-premise project or development signs.

- 4) Sign repair permit. Any repair or alteration to a sign shall require an additional repair permit obtained by the Zoning Officer upon application and payment of a twenty-dollar (\$20.00) permit fee. One will be exempt from this fee if the sign was destroyed during a State of Emergency and is not electrically wired or being altered. No repair permit is required for routing maintenance.

## **SECTION 8. SUBDIVISION ORDINANCE ADMINISTRATION.**

Subdivision administrative fees shall be as follows:

- A. Subdivision of lots
  - a. \$ 50.00 per lot
- B. Residential land developments and planned residential developments
  - a. \$ 50.00 each unit or lot
- C. Commercial and Industrial land developments
  - a. \$250.00 each unit or lot
- D. Subdivision Waiver Request \$50.00
- E. The application fee is paid for both the preliminary and final plan submittals.
- F. Engineering review, engineering field review, and engineering inspection shall be paid by the developer upon being invoiced by the Township. The final plan shall not be approved if any invoiced engineering fees have not been paid. The rate per hour shall be as established by the Township's engineers. The fee schedule is posted on the Township web page "Online Documents".
- G. Subdivision improvement inspection fee by Township employees.
  - a. Inspection man-hours \$46.00 per hour
- H. Legal fees - as per the Township's current schedule of fees.
- I. Plan re-stamps \$50.00

## **SECTION 9. STORMWATER MANAGEMENT ADMINISTRATION**

Stormwater management administration fees shall be as follows:

- A. Application fee of \$100.00 per plan
- B. Engineering fees as per Section 8E
- C. Legal fees - as per the Township's current schedule of fees.

## **SECTION 10. DOCUMENTATION, MAP REPRODUCTION FEES, & FAX TRANSMISSIONS.**

The following fees are established for the reproduction of documents and maps:

- A. Maps and Copying
- |                         |          |
|-------------------------|----------|
| a. Zoning Code and map  | \$ 20.00 |
| b. Subdivision Code     | \$ 20.00 |
| c. Comprehensive Plan   | \$ 20.00 |
| d. Zoning map 16" x 32" | \$ 3.00  |
| e. Zoning map 5' x 3'   | \$ 10.00 |
| f. Road map 5' x 3'     | \$ 10.00 |
- g. Copy cost is \$.20 per sheet
- h. Other documents provided at the copying, handling, and postage costs.
- i. Materials to be copied, for professionals for their professional use, which require township employees' time to locate items desired and make copies, will be charged at the rate of \$.50 per sheet. In addition, a fee of \$20.00 shall be paid for each 30-minute increment, or part thereof, required to produce the requested documents after the first 30-minute increment. The Township may require a refundable deposit for large requests.
- j. Any information requested which is not normally provided as part of the regular conduct of Township business; which is not readily available; and which requires a Township employee to research or compile, will be charged at a rate of \$1.00 per sheet for the first five (5) sheets and \$.50 for each additional sheet. In addition, a fee of \$20.00 shall be paid for each 30-minute increment, or part thereof, required to produce the requested documents after the first 30-minute increment. The Township may require a refundable deposit for large requests.
- k. Copy of Deed - \$1.00 per page for each individual deed.
- l. Antietam Watershed Ordinance and small map - \$ 7.00
- m. Antietam Watershed Maps - small \$ 2.00  
large \$ 3.00
- n. Shipping and Handling Costs - the shipping and handling costs for any of the above information requested to be mailed or faxed will be invoiced to the requesting party. The cost shall be determined by the actual cost of handling, shipping or faxing the requested item.
- o. Franklin County Map - \$2.00
- p. Xerox wide document copies - \$0.50 per square foot, \$2.00 flat fee for media conversion.
- B. Fax Transmission charges.
- a. Outgoing transmissions - \$1.00 per page
- b. Incoming transmissions - \$ 0.50 per page
- C. Police Department Reports/Photos
- a. Accident Reports - \$15.00 each
- b. Subpoena Prep & Research- \$20.00 each (unless victim, then free)
- c. \$5.00 each Photo Disk
- d. \$2.00 each Printed Photos
- e. \$0.15 per page for Incident Report

- D. Aerial Photography
  - a. \$300.00 for first panel
  - b. \$100.00 for each additional panel
- E. Color Copies
  - a. 8 ½ x 11 - \$ 0.35
  - b. 11x14 - \$ 1.00
  - c. 11x17 - \$ 2.00
- F. Right to Know request as per Resolution 471
- G. Tax Collector's fee schedule
  - a. Duplicate bill fee - \$4.00
  - b. Tax certifications fee - \$15.00
- H. Transient Retail Business License
  - a. License fee - \$25.00

#### **SECTION 11. PAVILION AND PARK RENTAL FEES**

- A. Red Run Park Pavilion Rental rate per day.
  - a. Pavilion # 1 rate \$ 55.00
  - b. Pavilion # 2 rate \$ 65.00
  - c. Pavilion # 3 rate \$ 60.00
  - d. Pavilion # 4 rate \$ 55.00
  - e. Pavilion # 5 rate \$ 45.00
- B. Pine Hill Pavilion rental rate per day
  - a. Pavilion A rate \$ 70.00
  - b. Pavilion B rate \$ 60.00
  - c. Pavilion C rate \$ 60.00
- C. Rouzerville Community Center Building
  - a. Room Rental 16 Hours - 8:00am - Midnight \$195.00
  - b. Room Rental 5 to 8 hours \$145.00
  - c. Room Rental less than 4 hours \$95.00
  - Refundable Deposit \$50.00
- D. Monterey Park Pavilion Rental rate per day.
  - a. Pavilion rate \$ 55.00
- E. Other Park Activities To be set by the Board of Supervisors

**SECTION 12. BAD CHECK FEE AND POLICY.**

A service charge of \$50.00 shall be imposed on any individual whose check is returned for insufficient funds or fails to clear the bank for any reason. This fee shall be in addition to the amount of the original check. The Township reserves the right to seek criminal penalties against all offenders.

**SECTION 13. FINGERPRINTING FEE SCHEDULE.**

A fee of \$15.00 shall be charged to each individual, except as listed below, for the Washington Township Police Department to provide their fingerprinting services.

This fee shall be paid at the time of the fingerprinting to the Police Department Secretary.

The following individuals shall be exempt from paying this fingerprinting fee:

1. Township residents.
2. Employees of Township businesses that need the fingerprinting for that business.
3. Fingerprinting at the request of another government agency.

**SECTION 14. WELL AND GEOTHERMAL WELL ORDINANCE PERMITS**

- A. The Application for new, relocated, reconstructed, abandonment of wells or geothermal wells shall be \$40.00 per well.
- B. The fee for the WTMA and/or its representative to review and approve an application for a geothermal well in Zones 2 or 3 of the Wellhead Protection Overlay district shall be set by the WTMA.
- C. The fee to enforce and inspect Geothermal Well Heating Systems by Commonwealth Code Inspection Services shall be as follows:
  - a. Application fee - \$50.00
  - b. Inspection fee/Inspection - \$50.00
  - c. Weekend Emergency Calls - \$50.00/hr. (3-hour minimum)

**SECTION 15. STORAGE OF VEHICLE FEE**

A fee of up to \$10.00 per day shall be assessed to all vehicles placed in storage at the Township facility starting 48 hours after the owner/insurance company has been notified to remove the vehicle.

**SECTION 16. RECYCLING CANS & LIDS**

Recycling can and lid fees shall be as follows:

Can - \$10.00  
Lid - \$4.00



**SECTION 17. BUILDING CODE FEES**

See Exhibit A.

**SECTION 18. RECREATION FEE IN LIEU OF DEDICATION OF RECREATION LAND**

The recreation fee in lieu of dedication shall be \$1,150.00/dwelling unit.

**SECTION 19. RESCINDING OF PREVIOUS RESOLUTION**

The previous fee schedule as established by Resolution #707 are hereby rescinded by this resolution.

**SECTION 20. NOTARY FEES**

The schedule of notary fees is as follows:

- Acknowledgements \$5 for the first signature  
\$2 for each additional signature
- Affidavits \$5 for all signatures
- Certificates \$5 per certified copy
- Oaths \$5 per individual taking oath
- Depositions \$3 per page
- Verifications \$5
- Protests \$3 per page

**SECTION 21. EFFECTIVE DATE.**


This revised fee schedule shall take effect immediately.

**DULY ADOPTED**, this 3rd day of January 2022, by the Board of Supervisors of Washington Township, Franklin County, Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF WASHINGTON  
COUNTY OF FRANKLIN  
PENNSYLVANIA**

**Attest:**

  
 \_\_\_\_\_  
**Karen S. Hargrave**  
 Secretary

  
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**Charles L. Strausbaugh**  
 Chairman, Board of Supervisors

