

# CHADDS FORD TOWNSHIP/SEWER AUTHORITY

Delaware County, Pennsylvania

## REIMBURSEMENT AGREEMENT FORM

Per the Township's Fee Schedule Resolution and the Sewer Authority's Fee Schedule Resolution, all applicants wishing to engage in services that require the work of contracted professionals must read the below approved policy and agree to its terms. A signed form must be on file prior to any applicant engaging a professional.

- A. The Applicant, Owner or Agent will reimburse to the Township and/or Sewer Authority all fees paid by the Township and/or Sewer Authority to the Engineer(s), Planner, Solicitor, Sewage Enforcement Office, Traffic Engineer or other professional consultants for all reviews and field inspections, said reimbursement to be made prior to approvals.
- B. Any field inspection that requires more than 2 site visits by any Inspector due to incomplete work (including footings, foundation, framing, plumbing and final inspections) will incur an additional fee of \$75 per site visit.
- C. Once work is complete and all costs are paid in full, any escrows shall be refunded upon the written request to the Township Secretary by the applicant. In the event that the costs exceed the amount of the escrow, the applicant shall reimburse the municipality within thirty (30) days of the notification by the Township and/or Sewer Authority.
- D. No permits or final approval shall be granted until such time as all outstanding sums due the Municipality for fees or costs are paid in full, except as mandated in Section 503(1)(i) of the Pennsylvania Municipal Planning Code.
- E. All escrow funds are to be submitted by a separate check from the application fee and must include IRS Form W-9. All checks made payable to Chadds Ford Township and/or Chadds Ford Township Sewer Authority shall be used to offset costs of the project and site reviews and preparation of documents by the Engineer(s), Land Planning consultants, the Solicitor(s), or any other consultants, whether within or outside the Municipality. Rates charged by the Engineer, Solicitor(s) and outside consultants will be the same as the rate charged to the Municipality. Applicants will be required to reimburse all such costs to the Municipality and will be billed in a timely fashion. Applicant is expected to pay within 30 days. A late fee will be imposed at the rate of 12% per annum on any outstanding balances not paid within thirty (30) days of the date of the invoice.

I have read this notice, and I am aware of the costs to be paid by me.

\_\_\_\_\_  
Name of Applicant/Property Owner

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Project/Services Needed

---

**RETURN TO:**  
**Chadds Ford Township**  
**10 Ring Road, Chadds Ford, PA 19317**