

**RESOLUTION 2019 - 8
2019 Fee Schedule**

**A RESOLUTION OF THE BOARD OF SUPERVISORS
ESTABLISHING A SCHEDULE OF FEES FOR CALENDAR YEAR 2019**

WHEREAS, the Supervisors of Chadds Ford Township are authorized by the Second Class Township Code and by the Pennsylvania Municipalities Planning Code to prescribe reasonable fees with respect to the administration of the Township's Building Code, Zoning Ordinance, and Subdivision and Land Development Ordinance; and

WHEREAS, the Supervisors of Chadds Ford Township wish to revise and incorporate into one Resolution all fees for permits, applications and miscellaneous fees under the above mentioned Ordinances, as well as to provide for the reimbursement to Chadds Ford Township for expenses incurred in the administration of said Ordinances;

NOW THEREFORE, BE IT RESOLVED that the Supervisors of Chadds Ford Township hereby establish the following Schedule of Fees payable to Chadds Ford Township subject to the policies and guidelines established herein.

GENERAL RULES, REGULATIONS and PROCEDURES

1. Applications forms are available on the Township website, *www.ChaddsFordPA.gov* or at the Township Office. Checks in payment of Township fees and escrows shall be made payable to "Chadds Ford Township." Separate checks are required for application fees and escrow deposits.
2. The Property Owner must complete a Township Reimbursement Agreement for all applications that require review by Township consultants. Invoices for reviews will be issued by the Township Treasurer and are payable upon receipt.
3. If Escrow funds are required, same will be held until the project/application is finalized and will not be used to pay invoices.
4. Property Owner/Applicant seeking a waiver of Preliminary Plan approval, also known as a Preliminary/Final Plan application, is required to pay two (2) times the Application fee and two (2) times the Escrow amount at the time of application.
5. If there is a difference in the number of lots or units for any multi-unit/multi-lot development, the fees and escrow will be based on the greater number.
6. When a SALDO application proposes a public sewer connection, review by the Sewer Authority Engineer and a Sewer Authority Reimbursement Agreement will be required. The Property Owner/Applicant will be billed directly by the Sewer Authority for these services.
7. ACT 247 REVIEW: After authorization by the Township, Property Owner/Applicant is required to submit plans and pay all review fees necessary directly to Delaware County Planning Commission (check made payable to "Delaware County Treasurer").
8. RECORD PLAN: No record plan will be released by the Township for recording until all accounts have been settled. Property Owner/Applicant is responsible to have the plan recorded at the Delaware County Recorder of Deeds Office and to pay any fees applicable (check made payable to "Delaware County Recorder of Deeds").
9. In accordance with provisions of 53 Pa. C.S.A. §6131, if any Property Owner/Applicant fails to pay any Township/Sewer Authority real estate tax bills, invoices or fees within the appropriate time period, and/or satisfy any outstanding judgements, the Township shall refuse to accept any additional applications for zoning, sign, land disturbance, building, plumbing, electrical and/or mechanical permit, subdivision/land development applications, conditional use applications, or any other applications submitted to the Township requiring the issuance of a permit or approval, including certificates of occupancy, until such time as all delinquent bills, invoices, fees and/or judgments are paid in full or marked satisfied. The Township shall not deny a permit to a Property Owner/Applicant if the permit is necessary to correct a code violation or to insure the health, safety and welfare of the general public. Nor shall the Township's permit denial apply to Property Owner/Applicant's delinquencies at issue if same are under appeal or otherwise contested through a court or administrative process per MPC Section 503(1)(i).

SECTION I - BUILDING & ZONING PERMITS

- Building and Zoning Permit fees **ARE DUE UPON ISSUANCE OF PERMITS**, not with the permit application.
- Certificate of Occupancy fees **ARE DUE UPON PERMIT APPLICATION**.
- The **PENNSYLVANIA UCC FEE of \$4.50** shall be added to all building permits.
- Please refer to "Application Submission Requirements" on page 8.

PLAN REVIEW (other than Electrical)

<i>Residential</i>	\$0.25 per sq. ft.
<i>Commercial</i>	\$0.50 per sq. ft.

BUILDING PERMITS

All building permits that propose a change to either the existing footprint or use of any structure on the site in question shall be subject to a zoning permit review.

Residential

- New Construction \$130 + \$0.50 per square foot of construction
- Alteration/Demolition \$ 65 + \$0.25 per square foot of construction, minimum fee \$130
- Re-Roof only \$130
- Stucco Remediation \$130

Commercial

- New Construction \$195 + \$0.50 per square foot of construction
- Alteration/Demolition \$130 + \$0.25 per square foot of construction, minimum fee \$195
- Re-Roof only \$195
- Stucco Remediation \$195

MECHANICAL PERMIT

Residential or Commercial \$65 for the first \$1,000 of cost plus \$32.50 for each \$1,000 of cost or fraction thereof; minimum fee \$130

PLUMBING PERMIT and PROPANE CONNECTION TO INTERIOR of STRUCTURE

Residential or Commercial \$65 for the first \$1,000 of cost plus \$32.50 for each \$1,000 of cost or fraction thereof; minimum fee \$130

FUEL GAS (CONVERSION) MECHANICAL or PLUMBING, depending on scope

Residential or Commercial \$65 for the first \$1,000 of cost plus \$32.50 for each \$1,000 of cost or fraction thereof; minimum fee \$130

FIRE SUPPRESSION SYSTEMS (wet or dry), ALARMS, SPRINKLERS

Residential or Commercial \$65 for the first \$1,000 of cost plus \$32.50 for each \$1,000 of cost or fraction thereof; minimum fee \$130

KNOX BOX PERMIT must be obtained from Concordville Fire Company

ELECTRICAL PERMIT performed by United Inspections 610-399-5094

Administrative Fee	\$65
Plan Review	\$65 per hour (minimum 1 hour)

All inspection fees for residential or commercial work will be determined by the Township's third party inspection agency, United Inspections, at an hourly rate set annually in the Township's Professional Fee Resolution.

OTHER PERMITS

- Special Event \$150
- Massage Establishments
 - Application Fee \$260
 - Annual License Renewal \$130

- Well Permits
 - Installation of New Well \$325
 - Abandonment of Existing Well \$195
 - Geothermal Well \$325
- Roadway Occupancy Permit \$260
 - Roadway Occupancy Permit Escrow \$1,200
- Blasting Permit \$260
 - Blasting Permit Escrow \$1,200
- Trash Hauler Registration with Township N/A

ZONING PERMITS

Please refer to "Application Submission Requirements" on page 8.

ZONING COMPLIANCE REVIEW

Residential or Commercial

\$65 per hour (minimum 1 hour)

- Residential Resale Certificate of Occupancy N/A
- Temporary Residential Certificate of Occupancy \$195
- Residential Certificate of Occupancy \$65
- Temporary Commercial Certificate of Occupancy \$195
- Commercial Certificate of Occupancy
 - \$195 for < 2,000 sq. ft.
 - \$325 for 2,001 to 6,000 sq. ft.
 - \$455 for > 6,001 sq. ft.
- Life Safety Inspections per Ordinance 155
 - \$195 for < 2,000 sq. ft.
 - \$325 for 2,001 to 6,000 sq. ft.
 - \$455 for > 6,001 sq. ft.
- Commercial Certificate of Occupancy and/or Life Safety Re-Inspection Fee (more than 2 site visits) \$130
- UCC Board of Appeals Application Fee \$500
- Single Family Dwelling/ House/ Additions \$130
- Multi-Family Residence \$130 + \$20 per unit
- Accessory Structures/Sheds/Fences/ Driveways/ PODS/ Temporary Tents \$65
- Swimming Pools \$65
- Commercial Construction, Alteration or Addition \$130
- Single Construction Trailer, Permit good for one year \$130
- Sign Permit
 - Permanent \$130
 - Temporary \$65
- Solicitation and/or Peddler's Permit \$195
 - per person for a thirty (30) day period
- Unclassified Zoning Permit \$195

CAUTIONARY NOTE

FAILURE TO OBTAIN A PERMIT BEFORE COMMENCING WORK WILL RESULT IN THE DOUBLING OF THE APPROPRIATE FEES.

ANY FIELD INSPECTION THAT REQUIRES MORE THAN 2 SITE VISITS BY THE TOWNSHIP BUILDING INSPECTOR DUE TO CONTRACTOR ABSENCE and/or INCOMPLETE WORK (INCLUDING FOOTINGS, FOUNDATION, FRAMING, PLUMBING AND/OR FINAL INSPECTIONS) WILL INCUR A FEE OF \$130 FOR EACH ADDITIONAL SITE VISIT.

SECTION II - SUBDIVISION/LAND DEVELOPMENT

SUBDIVISION/LAND DEVELOPMENT (SALDO) APPLICATION

**PLEASE NOTE:
LAND DEVELOPMENT SUBMISSIONS MUST ADHERE TO
CHADDS FORD TOWNSHIP CODE REQUIREMENTS.**

	Non-Refundable Application Fee	Escrow
SKETCH PLAN	\$750	N/A
SKETCH PLAN WITH PROFESSIONAL REVIEW To include written, professional reviews by Township consultants	\$750	\$1,500
MINOR RESIDENTIAL SUBDIVISION LOT LINE CHANGE/REVERSAL		
Lot Line Change/Reversal	\$375	\$850
Two (2) Lot Subdivision Preliminary or Final	\$1,075	\$1,200
MAJOR RESIDENTIAL SUBDIVISION/LAND DEVELOPMENT		
Three (3) to seven (7) Lots or Dwelling Units	\$1,500 plus \$105 per lot or dwelling unit	\$3,500 plus \$275 per lot or dwelling unit
Eight (8) or more Lots or Dwelling Units	\$1,900 plus \$125 per lot or dwelling unit	\$3,500 plus \$275 per lot or dwelling unit
MIXED USE SUBDIVISION/LAND DEVELOPMENT	\$3,500 plus \$275 per lot or dwelling unit	\$3,500 plus \$750 per lot or dwelling unit
NON-RESIDENTIAL SUBDIVISION/LAND DEVELOPMENT Preliminary or Final	\$2,125 plus \$325 per building, lot or addition	\$4,000 plus \$750 per lot or dwelling unit
PLANNED RESIDENTIAL DEVELOPMENT/ MULTI-FAMILY DWELLINGS	\$4,775 plus \$105 per lot or dwelling unit	\$4,000 plus \$275 per lot or dwelling unit
MOBILE HOME/MODULAR PARKS		
Minor Subdivision/One (1) or Two (2) Lots	\$1,075	\$1,200
Major Subdivision, Multi-Family Dwellings or SALDO Three (3) to Seven (7) lots or dwelling units	\$1,500 per plan plus \$105 per lot or dwelling unit	\$3,500 plus \$275 per lot or dwelling unit
Major Subdivision, Multi-Family Dwellings or SALDO Eight (8) or more lots or dwelling units	\$1,900 per plan plus \$125 per lot or dwelling unit	\$3,500 plus \$275 per lot or dwelling unit

PLANNING MODULE (PA DEP)	\$350	N/A
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SECTION III – APPLICATION TO THE ZONING HEARING BOARD

	Non-Refundable Application Fee	Escrow
ZONING HEARING BOARD APPLICATION		
• Single Family Residential Dwellings and Accessory Buildings	\$1,000	N/A
• Multi-Family Residential Dwellings	\$1,000	N/A
• Non-Residential	\$1,000	N/A
• All Other Appeals or Applications to the Zoning Hearing Board	\$1,000	N/A
• Continued Hearing Fee	\$500	

If the actual costs exceed the charged fees, the Township reserves the right to assess the Property Owner/Applicant for the actual additional expenses, as permitted by the MPC.

**SECTION IV - CONDITIONAL USE APPLICATION;
ZONING MAP and/or TEXT AMENDMENT, CURATIVE AMENDMENT and
ALL OTHER HEARINGS BEFORE THE BOARD OF SUPERVISORS**

CONDITIONAL USE APPLICATION

• Minor Existing Residential	\$750	\$750
• All Other Applications	\$1,000	\$2,000

**ZONING MAP and/or TEXT AMENDMENT,
CURATIVE AMENDMENT**

	\$2,000	\$5,000
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If the actual costs exceed the charged fees, the Township reserves the right to assess the Property Owner/Applicant for the actual additional expenses, as permitted by the MPC.

LIQUOR LICENSE TRANSFER

• Inter-municipal Liquor License Transfer Hearing Before the Board of Supervisors	\$1,000	\$2,000
• Each Additional Hearing	\$750	N/A

ALL OTHER HEARINGS BEFORE THE BOARD OF SUPERVISORS	\$750	To be determined at the time of Application
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SECTION V - GRADING/EROSION & SEDIMENT CONTROL, STORMWATER & ON-SITE SEPTIC PERMITS

**GRADING/EROSION & SEDIMENT CONTROL, LAND DISTURBANCE AND STORMWATER MANAGEMENT
APPLICATION FEES** Please refer to "Application Submission Requirements" on page 8.

• For projects increasing impervious coverage from 500 square feet to 999 square feet	\$250	\$1,250
• For projects increasing impervious coverage more than 1,000 square feet	\$250	\$3,000
• For any and all projects causing earth disturbance in excess of 4,000 square feet, with or without any increase in impervious coverage	\$250	\$1,500

A twenty-five (25) year Stormwater Operations and Maintenance (O & M) Fund contribution of no less than \$1,666.00 (separate check made payable to "Chadds Ford Township") is required for all projects that create impervious coverage greater than 1,000 square feet, unless a fee is otherwise determined by the Township because of the size of the project.

ON-SITE SEPTIC/WASTEWATER DISPOSAL-SEWAGE ENFORCEMENT OFFICER

In addition to a Permit Application Fee, Applicant will reimburse the Township all fees paid by the Township to the Township Engineer or other professional consultants for all reviews and field inspections, said reimbursement to be made from Escrowed funds. All fees are billed at actual rates based on Engineering/SEO Fee Schedule as adopted by Chadds Ford Township.

	Non-Refundable Application Fee	Escrow
• Residential Systems, Single Family		
New Installation	\$1,000	N/A
Replacement Tank	\$500	N/A
• Multi-Family and Non-Residential		
New Installation or Replacement		N/A
1 EDU = 217 gallons/day	\$1,000 for the first	
Includes application review, 4 soil probes and 2	EDU plus \$200 for	
Percolation tests during 1 site visit and system	Each additional EDU	
Installation observation		
• Redesign Application Review without	\$500	\$1,000 Single
Additional field testing		Family/ \$2,000 all others

SECTION VI - OTHER FEES AND CHARGES

CHARGES AND FEES FOR SERVICES PROVIDED BY THE ELECTED TAX COLLECTOR:

- A fee of twenty-five (\$25) dollars for each tax year certification requested;
- A fee of twenty-five (\$25) dollars for each duplicate bill issued;
- A fee of forty (\$40) dollars for each tax year certification per folio requested within seventy-two (72) hours of the settlement for Township taxes;
- A fee equal to the actual bank charge incurred by the Township plus twenty-five (\$25) dollars for each check used in payment of tax certification fees that is returned unpaid due to insufficient funds, closed account, etc.

COPIES OF TOWNSHIP CODE, COMPREHENSIVE PLAN, OPEN SPACE PLAN

All are available at no cost as downloadable PDFs on the Township website, www.ChaddsFordPA.gov
Chadds Ford Township CODE, Comprehensive Plan, Open Space Plan

PHOTOCOPIES AT TOWNSHIP OFFICE

8½" x 11" (B/W).....	\$0.25/page
All other sizes up to 11" x 17" (B/W)	\$1.00/page
Plan size (24" x 36").....	\$6.00/page

ANIMAL RECOVERY/BOARDING FEES

Animal boarding/response charges assessed by Allen Strickler, Township Animal Control Officer, and/or Brandywine Veterinary Hospital will be passed on to the owner of the animal when the owner can be identified. Said charges shall be payable to Chadds Ford Township prior to release of the animal back to the owner.

SECTION VII - ADDITIONAL TERMS AND POLICIES

OMISSIONS: All previously established fees, permits and policies from prior Fee Resolutions not specifically changed or repealed herein and not restated in this resolution, remain in effect.

WAIVER: In cases of hardship, the Board of Supervisors shall have the right, but not the duty, to waive or reduce any applicable fee.

EFFECTIVE DATE: These fees shall apply to all applications submitted subsequent to the date of adoption.

PASSED AND APPROVED this 7th day of January, 2019.

BOARD OF SUPERVISORS



FRANK G. MURPHY, Chairman



SAMANTHA REINER, Vice Chair



NOELLE M. BARBONE, Supervisor

ATTEST:



Maryann D. Furlong,
Township Secretary

**CHADDS FORD TOWNSHIP
610-388-8800**

BUILDING & ZONING PERMIT APPLICATION SUBMISSION REQUIREMENTS

(Including but not limited to: Building Permit, Demolition Permit, Electrical Permit, Fire Alarm Permit, Mechanical Permit, Plumbing Permit, Sprinkler Permit and/or Zoning Permit)

- _____ A completed Permit Application Form relevant to work being performed
- _____ A copy of the written contract between property owner authorizing contractor to perform work (e.g., written contract, written agreement, invoice, summary, purchase order, etc.)
- _____ A copy of Contractor Registration with the State of Pennsylvania (717-787-3391) (RESIDENTIAL ONLY)
- _____ A Certificate of Liability and Workers' Compensation Insurance with CHADDS FORD TOWNSHIP designated as the Certificate Holder
- _____ Two (2) sets of plans/plats relevant to work being performed (no smaller than 22" x 34"; in some cases, 11" x 17" may be sufficient)
- _____ Two (2) copies of necessary specifications relevant to work being performed (e.g. HVAC unit specifications, generator specifications, etc.)

**IN ORDER TO AVOID DELAYS, PLEASE MAKE SURE THE APPLICATION IS COMPLETE.
PAYMENT OF PERMIT FEE(S) IS DUE UPON ISSUANCE OF PERMIT, NOT AT THE TIME OF APPLICATION,
EXCEPT IF OTHERWISE NOTED.**

**GRADING/EROSION, SEDIMENTATION CONTROL AND STORMWATER MANAGEMENT
APPLICATION SUBMISISON REQUIREMENTS**

- _____ Two (2) copies of the Grading Permit Application (please complete "Application Checklist" section)
- _____ Three (3) sets of plans/plats relevant to Grading/Erosion, Sedimentation Control and/or Stormwater Management (no smaller than 22" x 34")
- _____ Two (2) copies of Stormwater Management Reports
- _____ One (1) electronic copy of entire submission
- _____ Application Fee and Escrow per current Township Fee Schedule
- _____ Zoning Permit Application (Complete Building & Zoning Permit Submission Requirement Checklist above)
- _____ Any other necessary permits relevant to work being performed (e.g., Building, Demolition, etc.) (Complete Building & Zoning Permit Submission Requirement Checklist above)

**PLEASE NOTE THAT IN ORDER TO AVOID DELAY, THE PERMIT APPLICATION REVIEW PROCESS CANNOT
BEGIN UNTIL SUBMISSIONS ARE CONSIDERED ADMINISTRATIVELY COMPLETE
IN ACCORDANCE WITH THE CHECKLISTS ABOVE.**

PLEASE ADHERE TO THE FOLLOWING TIMES GOVERNING CONSTRUCTION HOURS:

Construction work, activity or the use of domestic power tools are not exempt from the Township's Noise Ordinance, Chapter 89 except as follows:

Section 89-6 F. and 89-6 G. Exemptions, "Sounds emanating from construction work and/or the repair of any structure, but only between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, and on Saturday between the hours of 9:00 a.m. and 5:00 p.m.," and "Sounds emanating from the use of domestic power tools: any mechanically powered saw, drill, sander, grinder, lawn or garden tool, lawn mower, blower, powered trimmer or similar device used outdoors in residential areas between the hours of: 8:00 a.m. and 5:00 p.m. on Saturdays, Sundays and legal holidays; and 7:00 a.m. and 7:00 p.m. Monday through Friday."

CHADDS FORD TOWNSHIP
Delaware County, PA

REIMBURSEMENT AGREEMENT

APPLICATION BEING SUBMITTED: _____

ADDRESS: _____

TAX ID/FOLIO NUMBER(s): _____

The Township Engineer, Township Solicitor, and/or Planning Commission Solicitor, and/or Traffic Engineer or Consultant, and/or Land Planning Consultant, Township Sewer Authority and/or Sewage Enforcement Officer, and/or Fire Marshal, and/or specialized Consultants (e.g., Tree Expert or Historian and/or Historic Resources Consultant) review various land development and subdivision plans (sketch, and/or draft, and/or preliminary, and/or final plans), grading/soil erosion and sedimentation control plans, landscape plans, lighting plans, and other documents or submissions. In addition, property owners may request meetings with our professional consultants to review proposed activities in the Township.

The Township must be reimbursed by the Property Owner/Escrow Provider for any costs incurred by any of its consultants relating to the aforementioned activities. Furthermore, the costs of any meetings held with any of the Township's consultants, at the request of a Property Owner/Escrow Provider and/or the Property Owner/Escrow Provider's Architect, Engineer, Solicitor or other professional working on their behalf must be borne by the Property Owner/Escrow Provider.

Before making first contact with any Township consultant, the Property Owner and/or Escrow Provider must sign this Reimbursement Agreement acknowledging that they are aware of their responsibility to pay these costs. The Township may require the Property Owner/Applicant to deposit funds to be held in escrow. If any Township invoices go unpaid for an extended period of time, the Township has the right to make reimbursement from escrow funds.

Any and all bills and/or invoices will be mailed to the Property Owner/Escrow Provider and are payable upon receipt.

Additionally, if invoices are not paid in a timely manner, the Township may issue a stop work order until payment is received pursuant to Chadds Ford Township Code, §110-55 Article VIII, Administration and Enforcement.

TO BE COMPLETED BY PROPERTY OWNER:

I, _____ the Property Owner, have read this notice, and am aware that I am responsible for the payment of Township costs as outlined above.

Property Owner's Signature

Date

Printed Name of Property Owner

Property Owner Telephone Number

Property Owner Mailing Address

Property Owner Email Address

IF ESCROW IS FUNDED BY ANYONE OTHER THAN PROPERTY OWNER, PLEASE COMPLETE SECTION BELOW:

Escrow Provider's Signature

Date

Printed Name/Escrow Provider

Escrow Provider Telephone Number

Escrow Provider Mailing Address

Escrow Provider Email Address