

## EAST MANCHESTER TOWNSHIP 2020 FEE SCHEDULE

<b>Land Use Permit Fee</b>	<b>Residential</b>	<b>Commercial/Industrial</b>
Cost per \$1,000.00	\$ 6.00	\$ 6.00
The above fees apply to conventional construction, manufactured housing, additions, and remodeling.		
<b>Determination of Value</b>		
1. Signed contract or Bill of Sale		
2. Square Foot Method:		
Residential	\$ 60.00	Per Square Foot
Commercial or Industrial	\$ 25.00	Per Square Foot
Free standing accessory building Up to 12' X 16'	\$ 10.00	Per Square Foot
Over 12' X 16'	\$ 22.00	Per Square Foot
Patio / Deck	\$ 5.00	Per Square Foot
Attached Garage	\$ 22.00	Per Square Foot
<b>Building Permit Administration Fee</b>	\$ 40.00	\$ 40.00
UCC State Fee	\$ 4.50	\$ 4.50
<b>Miscellaneous Fee Schedule</b>		
Demolition Permit Fee	\$ 20.00	\$ 30.00
SEO Fees	(See Attached Fee Schedule)	
Storm Water Management Engineering/Inspection Fees	(See Attached Fee Schedule)	
Junk Yard License:	Annual Fee of \$250.00	
Short Term Rental	Annual Fee of \$250.00	
Erection of Approved Sign	\$ 50.00	\$ 50.00
Home Occupation Sign	\$ 20.00	
Yard Sales	\$ 5.00	
Peddling and Solicitation	\$ 25.00	
Swimming Pools / Spas / Hot Tubs		
In Ground	\$ 50.00	\$ 200.00
Above Ground	\$ 25.00	
Certificate of Occupancy	\$ 25.00	\$ 40.00
Highway Occupancy Permit	\$ 25.00	
Fees for cuts within Right of Way	(See attached Fee Schedule)	
Zoning Hearing (Plus additional cost)*	\$ 750.00	
Site Development plan	(See attached Fee Schedule)	
Subdivision/Land Development	(See attached Fee Schedule)	
Rezoning Request	\$ 1,000.00	
Recreation Fees Per / Lot or Per / Unit or Per Acre	\$ 1,600.00	
Recycle Bins	\$ 0.00	
Additional Trash Bags	\$ 4.50	
Roll off dumpster fee	\$ 20.00	
Pods	\$ 20.00	
Return Check Fee	\$ 50.00	
Fire and Safety Fee Per Inspection	\$ N/A	\$ 100.00
Fire and Safety Fee Per Plan Review - Permits	\$ 100.00	\$ 100.00
Street Sign Installed or Replaced by Township Forces	\$ 300.00	

\* The zoning hearing fee is a base fee. A zoning hearing applicant is responsible for one-half of the stenographer appearance fee, all administrative costs and all advertising costs of the zoning hearing board and will be billed for those costs that are in excess of the \$750.00 deposit.

## Subdivision/Land Development Plan Submission Schedule of Fees

**SKETCH PLAN REVIEW**

RESIDENTIAL MINOR SD	\$200.00
RESIDENTIAL MAJOR SD	\$500.00
COMMERCIAL or INDUSTRIAL	\$500.00

**FILING FEES**

RESIDENTIAL	\$350.00 + \$100.00 per lot or unit
COMMERCIAL or INDUSTRIAL	\$700.00

**PLAN REVIEW DEPOSIT**

RESIDENTIAL	
1 to 3 lots	\$1,000.00
4 or more lots	\$2,500.00 + \$200.00 per lot or dwelling
COMMERCIAL or INDUSTRIAL	
Subdivision	\$7,500.00
Land Development	\$7,500.00

**FIRE SAFETY**

RESIDENTIAL	
1 to 3 lots	Exempt
4 or more lots	\$200.00 + \$5.00 per lot or unit
COMMERCIAL or INDUSTRIAL	\$200.00 + \$100.00 per 100,000 square feet

**RECREATION FEES: Ordinance 208-49**

RESIDENTIAL	\$1,600.00 for each proposed dwelling unit or residential lot (whichever is greater)
COMMERCIAL or INDUSTRIAL	For any proposed commercial or industrial use, the fee shall be fixed at the lesser of (i) \$1,600 per acre of the proposed subdivision or land development, or (ii) \$1,600 per 2,000 square feet of any structure constructed on the applicable lot
	For any other proposed nonresidential use, the fee shall be fixed at \$1,600 per acre of the proposed subdivision or land development

Once the deposit funds required in this Schedule of Fees have been depleted, upon notice by the Township, the developer shall deposit an amount equal to the initial deposit with East Manchester Township unless the Township agrees to a lesser amount.

No plan will be signed or recorded nor building/land use permits issued until all required fees and incurred costs are paid in full, including all review costs in excess of the amount deposited by the developer.

Any difference between the submitted deposits in excess of the costs incurred will be refunded to the applicant upon recording of the plan.

**York County Planning Commission**

It is the policy of East Manchester Township to require the developer to file the plan with York County Planning Commission; therefore, it will be the responsibility of the developer to pay any and all fees required by York County Planning Commission directly. The fees set forth in this fee schedule are separate and apart from, and in addition to, any fees required to be paid the York County Planning Commission, which fees shall be the sole responsibility of the developer.

## Highway Occupancy Permits Schedule of Fees

These fees are applied to the administrative costs incurred in reviewing the application and plan(s) and issuing and processing the permit, including the preliminary review of the site location identified in the application, whether or not a permit is issued and processed.

Schedule Item	Unit Fee
1) Application Fee	
a) Utility	\$60.00
b) Driveways	
(i) minimum-use (e.g., single-family dwellings, apartments with five or fewer units)	\$15.00
(ii) low-volume (e.g., office buildings, car washes)	\$40.00
(iii) medium-volume (e.g., motels, fast food restaurants, service stations, small shopping plazas)	\$80.00
(iv) high-volume (e.g. large shopping centers, multi-building apartment or office complexes)	\$120.00
c) Other (e.g., bank removal, sidewalk and curb)	\$30.00
2) Supplement Fee (each six-month time extension) (each submitted change)	\$20.00
3) Emergency Permit Card (each card)	\$10.00
4) Exemption (see below for list of exemptions)	

### GENERAL PERMIT INSPECTION FEES

These fees are applied to the costs incurred in the preliminary review of the location covered by the permit, and/or spot inspection of the permitted work, and/or subsequent inspection after the permitted work has been completed to ensure compliance with PENNDOT specifications and permit provisions.

Schedule Item	Unit Fee
5) Driveways	
a) Each minimum-use driveway	\$20.00
b) Each low-volume driveway	\$30.00
c) Each medium-volume driveway	\$40.00
d) Each high-volume driveway	\$120.00
6) Surface Openings (These fees are calculated on the total linear feet of the opening being permitted within different areas of the right-of-way.)	
a) Total linear feet of opening each (50 foot increment or fraction thereof.)	
(i) Opening in pavement	\$60.00
(ii) Opening in shoulder	\$40.00
(iii) Opening outside pavement and shoulder	\$40.00
b) If a longitudinal opening simultaneously occupies two or more highway areas identified in subparagraph (a), only the higher fee will be charged. Linear distances shall be measured to the nearest foot.	

7) Surface Openings of Less Than 36 Square Feet (e.g., service connections performed independently of underground facility installation, pipe line repairs)(each opening)	
(i) Opening in pavement	\$40.00
(ii) Opening in shoulder	\$30.00
(iii) Opening outside Pavement and shoulder	\$20.00
If an opening simultaneously occupies two or more highway areas identified in subparagraph (a), only the higher fee will be charged.	
8) Above-Ground Facilities (e.g., poles, guys and/or anchors if installed independently of poles)	
a) Up to 10 physically connected above-ground facilities (each continuous group)	\$20.00
b) Additional above-ground physically connected facilities (each pole with appurtenances)	\$20.00
9) Crossings (e.g., ‘overhead’ tipples, conveyors or pedestrian walkways and ‘undergrade’ subways or mines)`	\$80.00
10) Seismograph – Vibroseis Method (e.g., prospecting for oil, gas)	
a) First mile	\$60.00
b) Each additional mile or fraction thereof	\$20.00
11) Non-Emergency Test Holes in Pavement or Shoulder (each hole)	\$40.00
12) Other (e.g., bank removal, sidewalk and curb)	\$40.00

**EXEMPTIONS**

Permit issuance fees and general permit inspection fees are not payable by any of the following:

- 1) The Commonwealth.
- 2) Political subdivisions of the Commonwealth, except when placing a facility longitudinally within more than 100 total linear feet of pavement. In that case, the application and Inspection fees for pavement opening will be charged.
- 3) Governmental authorities organized under the laws of the Commonwealth.
- 4) The federal government.
- 5) Charitable organizations that are in compliance with Act 337 of 1963, as amended (churches, hospitals, schools, charitable institutions, veterans’ organizations, non-profit organizations).
- 6) Utility facility owners for:
  - a) The installation of street lights at the request of PENNDOT or the political subdivision.
  - b) The replacement or renewal of their facilities prior to a township resurfacing project after notice from the township.
  - c) The removal of poles and attached appurtenances.
  - d) Facilities moved at the request of PENNDOT or the political subdivision.
  - e) The reconstruction or maintenance of their facilities that occupy the right-of-way under private status.

**ADDITIONAL INSPECTION FEES**

If the township determines that the permitted work is of sufficient magnitude or importance to warrant assignment of one or more persons to inspect the permitted work on a more than spot inspection basis, the permit will so indicate and the permittee shall be charged for additional salary, overhead, and expenses incurred by each assigned inspector and the township. Township engineer and solicitor time will be charged at the then current rates.

**BOOKS AND MAP FEES**

Zoning Ordinance Books	\$ 20.00
Subdivision & Land Development	\$ 20.00
Construction Materials Specifications	\$ 20.00
Zoning Maps 11 x 17	\$ 10.00
Stormwater Management	\$ 20.00
Comprehensive Plan	\$ 50.00
Township Code Book	\$100.00

**ACT 46 FEES**

<b><i>WRITTEN VERIFICATION OF AN APPROVAL</i></b>	
RESIDENTIAL	\$100.00
COMMERCIAL or INDUSTRIAL	\$500.00
<b><i>FEE FOR EXTENSION OF APPROVAL</i></b>	Lesser of 25% of Original Application fee or \$5,000.00

**FEMA FEES**

<b><i>FLOODPLAIN COMPLIANCE FEE</i></b> , plus any additional fees for engineering costs, inspection fees, and legal review fees (if necessary) at hourly rates	\$500.00
<b><i>LOMA</i></b> (Letter of Map Amendment)	\$150.00/hour
<b><i>LOM-R</i></b> (Letter of Map Revision)	\$150.00/hour

## **SPECIAL MEETING FEES**

The following fees are payable by any party requesting a special meeting of the Board of Supervisors:

Required Deposit:                   **\$750.00**

The costs of the Special Meeting to be charged and paid by the Requester shall be the actual cost to the Township of the Special Meeting, as itemized by the Township Manager, which shall be paid within fifteen (15) days of notification to the Requester. The costs that may be charged to the Requester shall include, but are not limited to, the following:

- a.     Advertising costs;
- b.     Township Engineer (at the then applicable hourly rate);
- c.     Township Solicitor (at the then applicable hourly rate);
- d.     Stenographer for the taking and recording of testimony, if necessary.
- e.     Any other relevant costs, if applicable.

In the event, the amount of the costs of the Special Meeting are less than the deposit fee, any balance shall be refunded within fifteen (15) days of notification to the Requester by the Township Manager.

*The decision to grant a request for special meeting will be at the sole discretion of the Township and may only be acted upon and the special meeting called by the Chairman of the Board of Supervisors or by agreement of a majority of the members of the Board of Supervisors.*

**ATTORNEY FEES FOR  
COLLECTION OF ACCOUNTS**

<b><u>LEGAL SERVICES</u></b>	<b><u>FEE FOR SERVICES</u></b>
Notice and Filing of Municipal claim or lien.....	\$ 350.00
Title Search.....	\$ 250.00
Preparation and Service of Writ of Scire Facias.....	\$ 800.00
Required additional notice and Presentation of related Motions regarding Federal tax liens, judgments and mortgages.....	\$ 125.00/hour
Alternative service of legal Pleadings.....	\$ 200.00
Entry of Judgment.....	\$ 250.00
Preparation of Writ of Execution and attend initial Sheriff sale.....	\$ 850.00
Preparation of documents and Attendance at second Sheriff sale.....	\$ 850.00
Review schedule of distribution and resolve distribution issues.....	\$125.00/hour
Negotiate and draft installment payment Agreement at taxpayer's request.....	\$125.00/hour
Actions to abate public nuisances.....	\$125.00/hour
Services not covered above (Attorney) .....	\$125.00/hour
(paralegals/law clerks).....	\$ 85.00/hour

There shall be added to the above amounts the reasonable out-of-pocket expenses of counsel in connection with each of these services, including Sheriff's and Prothonotary's costs.

The amount of fees determined as set forth above shall be added to the Township's municipal claim in each account. Municipal claims and liens shall accrue interest at a rate of 10% per annum.

## SEWAGE ENFORCEMENT FEES

Site Evaluation Stage:

- Applicant is responsible for contacting a contractor to schedule the deep probe. A time will be scheduled when the Applicant, the SEO and applicant’s contractor with a backhoe can meet on the site. One or more seven foot deep test pits will then be dug. The holes will be evaluated and closed on that same date.
- Applicant is responsible for digging and soaking the perc holes. The depth of the holes will be determined upon completion of the probe analysis.
- Upon completion of the soils testing, the SEO will notify applicant in writing regarding the results of the soils testing. This notification should not be construed as a guarantee of permit issuance.

<b>For the evaluation of percolation tests.....</b>	\$220.00
<b>For probe hole analysis on each lot</b>	
1st probe.....	\$110.00
Each additional probe.....	\$ 75.00
Non-subdivision perc and probe fee .....	\$330.00
Each lot on subdivision.....	Minimum \$405.00
<b>Permit and final inspection</b>	
New System.....	\$220.00
Holding Tank, Tank Repair, or Replacement.....	\$200.00
<b>For each trip to the site in excess of one.....</b>	\$ 75.00
<b>Planning Module review.....</b>	\$ 40.00
<b>For verification of prior testing.....</b>	\$ 80.00
<b>For inspection of existing sewage disposal system for purposes of planning module or module waiver pursuant to Form B.....</b>	\$ 90.00 per system

The applicant is responsible for ensuring that all underground utilities are marked. This service is free by calling PA One Call System at 1-800-242-1776.

Note: Township fees, if any, are additional.

Hours: 5:00 a.m. to 3:00 p.m. Monday – Thursday (call for appointment)

David R. Brown, SEO  
Phone (717) 741-4621, Ext. 21



**FEEES FOR RECORDS PURSUANT TO THE RIGHT-TO-KNOW LAW**

The following fees shall be charged by East Manchester Township for records provided or made available pursuant to the Right-To-Know Law, Act 3 of 2008. These approved fees are the same as have been approved by the Pennsylvania Office of Open Records, as set out in their website, openrecords.state.pa.us. **Unless otherwise stated, all fees are due at the time the records are made available by the Township to the requester. At the time the Township notifies the requester that the records are available, the Township will notify the requester of the amount of the fees that are due, and the requester shall pay all such fees when receiving the records, or, if the records are to be mailed, before they are mailed by the Township.**

1. Photocopying records (one page is either a single-sided copy or one side of a double-sided black and white copy of a standard 8.5" x11" page) printing from electronic media, copying onto electronic media, – **\$0.25 per page**
2. Photocopying records (one page is either a single-sided copy or one side of a double-sided color copy of a standard 8.5" x11" page) printing from electronic media, copying onto electronic media, – **\$0.35 per page**
3. Official certification of a record if at the request of the requester – **\$1.00 for each record**
4. Specialized documents, including blueprints, non-standard sized documents – **Actual cost**
5. Transmission by CD/DVD – **Actual cost, not to exceed \$3.00 per disc**
6. Transmission by fax, flash drive, microfiche, or other media – **Actual cost other electronic means or other means of duplication**
7. Official certification of a record if at the request of the requester – **\$5.00 for each record (This fee does not include notary fees, if requested or required, which notary fees shall be in the amounts permitted by law.)**
8. Records only maintained electronically or in other non-print media – **The lesser of the fee for duplication on paper as set out in ¶1, above, or the fee for duplication in the original media (unless the requester specifically requests that it be duplicated in the more expensive medium)**
9. Postage fees – **the actual cost of mailing the records**
10. Complex and expensive data sets, including GIS or property assessment lists – **To be established for each data set as requested, based on the reasonable market value of the same or related data sets.**
11. The Township shall charge all costs actually incurred by it for complying with the request, except that no fee shall be imposed for the Township's review of a record to determine whether it is a public record subject to access.
12. If the Township's Right-To-Know Officer expects the fees for requested records to exceed \$100, then, prior to granting a request for access, the Township may require prepayment of the estimated amount of the fees.
13. If a separate statute authorizes the Township to charge a set amount for a certain type of record, the Township shall charge that statutory amount.
14. If a requester wishes to inspect rather than receive a copy of a record and the record contains both public and non-public information, the Township shall charge for the copies it must make of the redacted material in order for the requester to view the public record. The fee structure set out above will apply. If, after inspecting the records, the requester chooses to obtain the copies, no additional fee shall be charged.
15. The Township, in its sole discretion, may waive fees when the requester duplicates the record, or the Township deems it is in the public interest to do so.

## Professional Review/Inspection Fees

Township Solicitor	\$140.00 per hour (Attorney) \$110.00 per hour (Paralegal)
Township Engineer	not to exceed \$140.00 per hour
Stormwater Management Review/Inspection	\$ 350.00
Minor Stormwater Review/inspection	\$ 150.00
Sidewalk Inspection	\$ 200.00
Repeat Inspection due to failure or incomplete work	\$ 150.00
Municipal Stormwater Maintenance Fund	\$ 5000.00
(Each additional stormwater facility)	+ 25%

The municipal stormwater maintenance fund is required in accordance with Section 707 of the East Manchester Township Stormwater Management Ordinance No. 2006-1. Persons installing Stormwater Management Facilities shall be required to pay the specified amount to a Township Stormwater maintenance fund to help defray the Township’s costs of periodic inspections. The amount of the deposit is calculated to cover the cost of periodic inspections performed by the Township for a period of ten (10) years, as estimated by the Township Engineer. After that period of time, inspections will be performed at the expense of the Township.

### **ADDITIONAL INSPECTION FEES**

If the township determines that the permitted work is of sufficient magnitude or importance to warrant assignment of one or more persons to inspect the permitted work on a more than spot inspection basis, the permit will so indicate and the permittee shall be charged for additional salary, overhead, and expenses incurred by each assigned inspector and the township. Township engineer and solicitor time will be charged at the then current rates.

## Fee Schedule

EAST MANCHESTER TAX COLLECTOR  
KATHY S. EMSWILER  
20 BONITA DRIVE  
MOUNT WOLF, PA 17347  
717-266-6108

TAX CERTIFICATION	\$25.00
RUSH TAX CERTIFICATION	\$30.00
DUPLICATE BILLING FEE	\$10.00
ITEM RESEARCH FEE	\$10.00
RETURN CHECK FEE	\$50.00