

# **Exhibit “A” to Resolution No. 2026-2**

## **EAST MANCHESTER TOWNSHIP 2026 FEE SCHEDULE**

### **TABLE OF CONTENTS**

|   |            |
|---|------------|
| Permits Schedule of Fees and Miscellaneous Schedule of Fees ..... | Pages 1-2  |
| Professional Review/Inspection Fees .....                         | Page 2     |
| Highway Occupancy Permits .....                                   | Page 3-4   |
| Exemptions, Additional Inspection Fees .....                      | Page 4     |
| Planning Commission Schedule of Fees .....                        | Page 5     |
| Special Meeting Fees, Zoning Hearing Board Fees .....             | Page 6     |
| Attorney Fees for Collection of Accounts .....                    | Page 7     |
| Sewage Enforcement Fee Schedule .....                             | Page 8     |
| Records Pursuant to the Right-To-Know Law Schedule of Fees .....  | Pages 9-10 |
| Tax Collector Fee Schedule .....                                  | Page 11    |
| Index.....  | Page 12    |

# **PERMIT SCHEDULE OF FEES and MISCELLANEOUS SCHEDULE OF FEES**

**\*All Permit Fees are Non-Refundable. \***

| <b>Land Use Permit Fee</b>  | <b>Residential</b>                                      | <b>Commercial/Industrial</b> |
|---|---|------------------------------|
| Land Use Fee  | \$ 7.00 per every \$1,000 of the project value          |                              |
| <b>Determination of Project Value</b>   |   |                              |
| 1. Signed contract or Bill of Sale  | Actual project value listed in contract or bill of sale |                              |
| 2. Square Foot Method (if signed contract or Bill of Sale is not available/applicant does not know project value)           | \$ 60.00 per square foot                                | \$ 25.00 per square foot     |
| 3. Free standing accessory structures   |   |                              |
| a. Up to 12' x 16'  | \$ 10.00 per square foot                                |                              |
| b. Over 12' x 16'   | \$ 22.00 per square foot                                |                              |
| c. Patio / Deck   | \$ 5.00 per square foot                                 |                              |
| d. Attached Garage  | \$ 22.00 per square foot                                |                              |
| <b>Building Permit Administration Fees</b><br>(when the UCC mandates building code plan review and inspections)             |   |                              |
| Finalization of permit by email/mail (no fee for in person)   | \$ 20.00  |                              |
| Fire and Safety Fee   |   |                              |
| a. Per Permit Review  | \$ 0.00   | \$ 100.00                    |
| b. Per Inspection   | \$ N/A  | \$ 100.00                    |
| Township Administrative Fee   | \$ 40.00  | \$ 80.00                     |
| Plan Review Fee / Inspection Fee / Administrative Fee   | Refer to Third Party Fee Schedule                       |                              |
| UCC State Fee   | \$ 4.50   |                              |
| Certificate of Use and Occupancy  | \$ 25.00  | \$ 40.00                     |
| <b>Miscellaneous Permit Fees</b>  |   |                              |
| Accessory Dwelling Unit (ADU) – Initial Occupancy<br>(if construction is proposed, additional permit/applicable fees apply) | \$ 25.00  |                              |
| Accessory Dwelling Unit – Annual Renewal  | \$ 25.00  |                              |
| Act 46 of 2010 Fees (53 P.S. §§11703.1)   |   |                              |
| a. Written verification of approval   | \$ 100.00   | \$ 500.00                    |
| b. Approval extension   | Lesser of 25% of original application fee OR \$5,000.00 |                              |
| Demolition Permit – Zoning Only (additional fees apply if building permit is also required)                                 | \$ 20.00  | \$ 30.00                     |
| Dumpster / Portable Storage Unit / Job Trailer*<br>(*building permit required, and additional fees apply)                   | \$ 20.00 Per Item                                       |                              |
| Highway Occupancy Permit  | See Page 3 for Fee Schedule                             |                              |
| Junk Yard License – Annual Fee  | \$ 250.00   |                              |
| Peddling/Soliciting License   | \$ 25.00  |                              |
| a. Food trucks  | \$ 25.00 Per Truck                                      |                              |
| b. Non-Profit Events with Vendors   | \$ 5.00 Per Vendor                                      |                              |
| Short Term Rental – Annual Fee  | \$ 250.00   |                              |
| Sign – Erection of approved sign  | \$ 50.00  |                              |
| Sign – Home Occupation  | \$ 20.00  |                              |
| Sign – Street Sign Installed or Replaced by Twp Forces  | \$ 300.00   |                              |
| <b>Miscellaneous Fees</b>   |   |                              |
| LERTA Submission (with initial building permit)   |   | \$ 750.00                    |
| Return Check Fee  | \$ 50.00  |                              |
| <b>Book and Maps (Paper copies)</b>   |   |                              |
| Comprehensive Plan  | \$ 50.00  |                              |
| Construction Materials Specifications   | \$ 20.00  |                              |
| Stormwater Management   | \$ 20.00  |                              |

|   |  |   |
|---|--|---|
| Subdivision & Land Development  | \$   | 20.00   |
| Township Code Book  | \$   | 100.00  |
| Zoning Maps (11 x 17)   | \$   | 10.00   |
| Zoning Ordinance Books  | \$   | 20.00   |
| <b>Agreements to Permits</b>  |  |   |
| Agreements (includes attorney fees and recording costs)<br>(no engineer costs)  | \$ 105.00 (up to 10 pages)<br>+ \$2.00 each additional<br>page in excess of 10 pages |   |
| Agreements (includes engineer plan review/inspection fees<br>when engineer review is required, attorney fees, and<br>recording costs) | \$ 355.00 (up to 10 pages)<br>+ \$2.00 each additional<br>page in excess of 10 pages |   |
| Agreements (includes engineer plan review/inspection fees)  |  | actual cost of engineer,<br>attorney and recording fees |
| <b>Two Printing Paper Copies for Permits (Commercial<br/>Charge Only)</b>   | <b>Black and White</b>   | <b>Color</b>  |
| Size 8" x 11.5" – per page – Not to Exceed 20 pages   | \$ 0.25  | \$ 0.50   |
| Size 11" x 17" – per page – Not to Exceed 20 pages  | \$ 0.50  | \$ 0.75   |

### **PROFESSIONAL REVIEW/INSPECTION FEES**

|   |   |
|---|---|
| <b>Township Solicitor (see Attorney Fee Schedule)</b>   | \$220.00/hour (Attorney)/\$270/hour (Court) |
|   | \$170.00/hour (Paralegal)                   |
| <b>Township Engineer</b>  | not to exceed \$140.00 per hour             |
| Major Stormwater Review/Inspection  | \$ 350.00                                   |
| Minor Stormwater Review/inspection  | \$ 150.00                                   |
| Sidewalk Inspection   | \$ 200.00                                   |
| Repeat Inspection due to failure or incomplete<br>work  | \$ 150.00                                   |
| *Municipal Stormwater Maintenance Fund  | \$ 5,000.00                                 |
| (Each additional stormwater facility)   | + 25%                                       |
| Major Floodplain Compliance, plus any additional<br>fees for engineering costs, inspection fees, and<br>legal review fees (if necessary) at hourly rates.<br>Includes Elevation Cert check. | \$ 500.00                                   |
| Minor Floodplain Compliance, plus any additional<br>fees for engineering costs, inspection fees, and<br>legal review fees (if necessary) at hourly rates                                    | \$ 150.00                                   |
| LOMA (Letter of Map Amendment)  | \$ 150.00/hour                              |
| LOM-R (Letter of Map Revision)  | \$ 150.00/hour                              |

\*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.

## **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.

| <b>Schedule Item</b>  | <b>Unit Fee</b> |
|---|-----------------|
| 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        |
| (v) construction-use (includes change of use of an existing driveway and establishing new driveways for such use) | \$100.00        |
| 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)   |                 |
| 5) Wireless Communication Facilities  |                 |
| a) Application  |                 |
| (i) Collocated WCF  | \$1,000.00      |
| (ii) Small WCF (Collocated)   |                 |
| a. For up to five (5) Collocated Small WCFs in a single application;  | \$500.00        |
| b. For each additional Collocated Small WCF thereafter in same application.                                       | \$100.00        |
| (iii) Small WCF (requiring new/replacement Wireless Support Structure)  | \$1,000.00      |
| (iv) Tower-Based WCF  | \$2,500.00      |
| b) Annual Fee   |                 |
| (i) Right-of-way Use Fee (per WCF) – per site per year  | \$270.00        |

## **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.

| <b>Schedule Item</b>  | <b>Unit Fee</b> |
|---|-----------------|
| 6) 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        |
| e) Each construction use driveway   | \$100.00        |
| 7) 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 (100-foot increment or fraction thereof.)  |                 |
| (i) Opening in pavement   | \$100.00        |
| (ii) Opening in shoulder  | \$50.00         |
| (iii) Opening outside pavement and shoulder   | \$50.00         |
| (iv) Opening in sidewalk  | \$50.00         |
| 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. |                 |
| 8) 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   | \$50.00         |
| (ii) Opening in shoulder  | \$40.00         |
| (iii) Opening outside Pavement and shoulder   | \$30.00         |
| (iv) Opening in sidewalk  | \$20.00         |

|  |          |
|--|----------|
| If an opening simultaneously occupies two or more highway areas identified in subparagraph (a), only the higher fee will be charged. |          |
| 9) 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)   | \$30.00  |
| b) Additional above-ground physically connected facilities (each pole with appurtenances)  | \$30.00  |
| 10) Crossings (e.g., 'overhead' tipples, conveyors or pedestrian walkways and 'undergrade' subways or mines)                         | \$100.00 |
| 11) Seismograph – Vibroseis Method (e.g., prospecting for oil, gas)  |          |
| a) First mile  | \$60.00  |
| b) Each additional mile or fraction thereof  | \$20.00  |
| 12) Non-Emergency Test Holes in Pavement or Shoulder (each hole)   | \$40.00  |
| 13) Other (e.g., bank removal, sidewalk and curb)  | \$40.00  |
| 14) Public Works Inspector (hourly)  | \$30.00  |

## **EXEMPTIONS**

With the exception of third-party fees (i.e. building code), 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, which includes the Northeastern York County Sewer Authority incorporated May 2, 1945 under the Municipality Authorities Act registration number 8728 159.
- 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.

Additional fees. If the Township anticipates that the cost of reviewing the required application information or inspecting the permitted work will exceed the application or inspection fees listed in this section by a significant amount, the following additional fees will be assessed:

- (1) Additional application fee. The Township will estimate the additional amount of salary, overhead and expenses and prepare a reimbursement agreement for execution by the applicant. Township review of the permit application will commence on the effective date of the agreement.
- (2) Additional inspection fees. If the Township determines that the per-mitted 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 the Township for inspection.
- (3) Charge calculation. The charges will be calculated either on an actual cost basis or a standard unit cost basis.
- (4) Invoices. The Township will provide an itemized invoice for additional fees owed to the Township.

Miscellaneous fees. The applicant shall pay for notary and recording costs if it is determined by the Township that the permit shall be recorded in the county office of the recorder of deeds

## **PLANNING COMMISSION SCHEDULE OF FEES**

### **SKETCH PLAN REVIEW**

|                      |          |
|----------------------|----------|
| RESIDENTIAL MINOR SD | \$200.00 |
| RESIDENTIAL MAJOR SD | \$500.00 |
| COMMERCIAL           | \$500.00 |
| INDUSTRIAL           | \$700.00 |

### **FILING FEES**

|                  |                                     |
|------------------|-------------------------------------|
| RESIDENTIAL      | \$350.00 + \$100.00 per lot or unit |
| COMMERCIAL       | \$800.00                            |
| INDUSTRIAL       | \$1,000.00                          |
| REZONING REQUEST | \$1,000.00                          |

### **PLAN REVIEW DEPOSIT/ESCROW**

|                          |   |
|--------------------------|---|
| RESIDENTIAL              |   |
| 1 to 3 lots              | \$1,500.00                                |
| 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 non-residential 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, but not limited to, 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 or if applicable, upon the approved release of the full surety per the discretion of the Township Board of Supervisors. The request must be submitted to the township Manager no later than the week before the Board of Supervisor's meeting to be considered for release.

### **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.

## **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 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.*

## **ZONING HEARING BOARD FEES**

|  |                |
|--|----------------|
| Base Fee (non-refundable)*                                   | \$ 750.00      |
| Extension of Zoning Request                                  | \$ 100.00      |
| Re-advertise Zoning Request (each)                           | \$ 100.00      |
| Transcript available upon request (advance payment required) | \$ Actual Cost |

*\*In certain cases (e.g. if there are multiple hearings, etc.), the actual costs associated with the hearing(s) may exceed the base fee and in that case, the applicant/property owner(s) shall be responsible for costs in excess of the base fee, as allowed by the PA Municipalities Planning Code, as amended from time to time, and excess costs will be billed to applicant (and property owner(s) if applicant is not the owner). If applicant or property owner(s) fails to remit payment, the Township may file a lien against the property for non-payment. (Note: Any dispute over payment of excess fees between applicant and property owner(s) is a civil dispute between the parties and does not absolve property owner(s) of timely payment of excess fees to the Township.)*

## **ATTORNEY FEES FOR COLLECTION OF ACCOUNTS**

| <b><u>LEGAL SERVICES (per Solicitor Engagement Letter)</u></b>  | <b><u>FEE FOR SERVICES</u></b> |
|---|--------------------------------|
| All Non-Litigation Matters.....   | \$ 230.00/hour                 |
| All Litigation Matters.....   | \$ 280.00/hour                 |
| 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<br>regarding Federal tax liens, judgments and mortgages..... | \$ 250.00/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.....  | \$280.00/hour                  |
| Negotiate and draft installment payment Agreement at taxpayer's<br>request.....   | \$280.00/hour                  |
| Actions to abate public nuisances.....  | \$280.00/hour                  |
| Services not covered above (Attorney) .....   | \$280.00/hour                  |
| (paralegals/law clerks).....  | \$170.00/hour                  |

The minimum time unit recorded is 1/10th of an hour, and minimum intervals of 2/10ths of an hour are charged for phone calls and 3/10ths of an hour for all correspondence.

In addition to the above amounts, the reasonable out-of-pocket expenses of counsel, Sheriff's, Recorder of Deeds, and Prothonotary's costs will be added with each of these services.

The amount of fees, to be 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 FEE SCHEDULE**

SEO: Gordon L. Brown & Associates, Inc.  
ALTERNATE SEO: South Penn Code Consultants, LLC

| <u><b>ON-LOT SEWAGE ENFORCEMENT</b></u>   | <u><b>FEE FOR SERVICES</b></u> |
|---|--------------------------------|
| Sewage Permit Applications New on-lot system, .....   | \$ 275.00                      |
| additional inspection over 1 is.....  | \$ 80.00 each inspection       |
| Repair, Modification.....   | \$ 250.00                      |
| Repair in this category shall be limited to septic tank replacement or dose tank, pump, baffles, riser and lids.  |                                |
| Soil Profile Description (Probe).....   | \$ 140.00                      |
| Subdivision Soil Testing per lot double tests 4 probes 2  |                                |
| Perc tests.....   | \$1,340.00                     |
| Each additional probe is .....  | \$ 100.00                      |
| Percolation Test of 6 holes.....  | \$ 390.00                      |
| Digging of 6 Holes .....  | \$ 250.00                      |
| Supply Water for 6 Holes.....   | \$ 250.00                      |
| Planning Activities and related work, not covered by the above schedule of fees, will be billed at the rate of <b>\$80.00</b> per hour. These fees will first be collected from the applicant and reported on the monthly report, labeled planning..... | \$ 80.00                       |
| Form B Non-Building waiver per system.....  | \$ 100.00                      |
| Field Work, Inspections, Plot Plans, Letter for Real Estate Transactions  | \$ 80.00                       |
| Request for Septic Tank Pumping Interval Extension.....   | \$ 90.00                       |
| Holding Tank – Annual Inspection, <u>Report and Tracking</u> .....  | \$ 160.00                      |
| On Lot Management Inspections .....   | \$100.00                       |
| Verification of prior testing.....  | \$120.00                       |
| Investigation of malfunctions, enforcement activities and related work not covered by the above schedule of fees will be billed to Township at the rate of.....   | \$ 80.00/hour                  |

The Applicant is responsible to ensure that all underground utilities are marked. This service is free by calling PA One Call at 1-800-242-1776.

## **RECORDS PURSUANT TO THE RIGHT-TO-KNOW LAW SCHEDULE OF FEES**

The following fees, approved by the Pennsylvania Office of Open Records ([www.openrecords.pa.gov/RTKL/FeeStructure.cfm](http://www.openrecords.pa.gov/RTKL/FeeStructure.cfm) - updated December 30, 2022), shall be charged by East Manchester Township for records provided or made available pursuant to the Right-To-Know Law, Act 3 of 2008. **Unless otherwise stated, all fees are due at the time the records are made available to the requester. The requester shall pay all fees when either receiving the records in person or if mail service is requested, requestor must remit payment to the Township in advance of records being released.**

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" or 8.5"x14" page) printing from electronic media, copying onto electronic media – **\$0.25 per page (first 1,000 pages); \$0.20 per page (over 1,000 pages)**
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" or 8.5"x14" page) printing from electronic media, copying onto electronic media (requestor may ask for black and white copies even if the original is in color and color copies are available) – **\$0.50 per page**
3. Specialized documents, including, but not necessarily limited to, blueprints and non-standard sized documents – **Actual cost**
4. Records delivered via email or other electronic method – **No fee**, however, if a requester asks to receive records which require redactions in electronic format and the agency is unable to securely redact the records by electronic means, an agency may print the records to provide for secure redaction, then scan them in for delivery by email. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.
5. Transmission by CD/DVD – **Actual cost, not to exceed \$1.00 per disc**
6. Transmission by flash drive – **Actual cost**
7. Transmission by facsimile (if agency must print records to send them by facsimile, agency may charge the fees noted above for black and white copies) – **Actual cost**
8. Transmission by other media – **Actual cost**
9. Redaction – **No fee**, however, if a requester seeks records requiring redaction and the agency is unable to securely redact the records by electronic means, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either black and white or color copies, as appropriate.

10. Conversion to Paper – **Up to \$0.25 per page** (If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media, unless the requester specifically requests for the record to be duplicated in the more expensive medium. *See §1307(d).*)
11. Photographing a Record – **No fee** (This assumes the requester is using his or her own camera, such as a cellphone camera, to photograph the records. *See Muenz v. Township of Reserve, OOR Dkt. AP 2015-1021, 2015 PA O.O.R.D. LEXIS 1176.* If redaction is required prior to the requester being granted access to photograph records and the agency is unable to securely redact the records by electronic means, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.)
12. 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.)**
13. Postage fees – **the actual cost of USPS first-class postage**
14. 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.**
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.

## **TAX COLLECTOR 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 or if the<br>return check fee<br>changes with the<br>bank. The<br>ordinance does<br>cover this. |

## **INDEX**

Additional Inspection Fees, 4  
Attorney Fees for Collection of Accounts, 7  
Highway Exemptions, 4  
Highway Occupancy Permits, 3-4  
Miscellaneous Fees, 1-2  
Permit Fees, 1-2  
Planning Commission Schedule of Fees, 5  
Professional Review/Inspection Fees, 2  
Records Pursuant to the Right-to-Know Law Schedule of Fees, 9-10  
Sewage Enforcement Fee Schedule, 8  
Special Meeting Fees, 6  
Tax Collector Fee Schedule, 11  
Zoning Hearing Board Fees, 6