



# UPPER FREDERICK TOWNSHIP

P.O. Box 597, Frederick, PA 19435

## RESOLUTION No. 2019-06

### A RESOLUTION ADOPTING THE UPPER FREDERICK TOWNSHIP'S FEE SCHEDULE

**BE IT RESOLVED**, that the Upper Frederick Township's board of Supervisors hereby establish the following Fee Schedule;

*Note: Additions over existing structures will require the submission of building plans by a registered engineer; all other residential construction shall require engineered signed and sealed plans upon determination of the Code Enforcement Officer.*

*Note: Permit fees for work requiring permits per the Uniform Construction Code, that commences prior to the issuance of a permit will be double the permit fee or \$250.00, whichever is greater.*

*Note: \$4.50 will be added to each building permit for remittance to the Department of Labor and Industry, as mandated by Pennsylvania State Law for training fees.*

**1. Application Fees for Building Permits: Must Be Paid In Advance (non-refundable)**

- a. Residential \$50.00
- b. Non-Residential \$150.00

**2. Building Permits:**

- a. Residential (New Buildings and additions):\* \$0.35 per square foot (includes all floors)\*\*  
**\*Residential detached accessory sheds and detached garages less than 500 square feet require zoning permit only. See Zoning Permits under Section 7.**  
**\*\*New dwelling unit minimum permit fee of \$800.00/unit**
- b. Non-Residential (New Buildings and additions): \$0.60 per square foot
- c. Alterations and Renovations(Not increasing square footage):
  - i. Residential
    - 1. First \$1,000 of Contract price \$50.00
    - 2. Each additional \$1,000 \$10.00
  - ii. Non-Residential
    - 1. First \$1,000 of contract price \$150.00
    - 2. Each additional \$1,000 \$20.00
- d. Re-roofing Permit:\*
  - i. Residential Permit not needed
  - ii. Non-Residential \$100.00

**\*Re-roofing that involves the repair or replacement of any part of the building structure, will require building permits. The Code Enforcement Officer may require structural analysis of the building structure by a registered engineer.**

e. Residential Swimming Pool:*	
i. In ground	\$400.00
ii. Above ground	\$200.00
<b>*Electrical permit is also required.</b>	
f. Non Residential Public Swimming Pool:*	
i. First \$1,000 of cost	\$500.00
ii. Each Additional \$1,000	\$20.00
<b>*Electrical permit is also required.</b>	
g. Demolition:	
i. Residential	\$75.00
ii. Non-Residential	\$100.00 + .03/sq. ft.
<b>3. <u>Plumbing Permit:</u></b>	
a. Residential	\$50.00 plus \$10.00 per fixture
b. Non-Residential	\$100.00 plus \$10.00 per fixture
<b>4. <u>Electrical and Mechanical Permits:</u></b>	
a. Residential	
i. First \$1000 of estimate construction value	\$50.00
ii. Each additional \$1000 up to \$25000	\$20.00
iii. Each additional \$1000 over \$25000	\$15.00
b. Non-Residential:	
i. First \$1000 of contract cost	\$100.00
ii. Each additional \$1000 up to \$25000	\$30.00
iii. Each additional \$1000 over \$25000	\$25.00
<b>5. <u>Sprinkler System Permits:</u></b>	
a. Residential	\$50.00 + \$10.00 per head
b. Non-Residential	\$150.00 + \$10.00 per head
<b>6. <u>Use and Occupancy Permit:</u></b>	
a. New Construction, Additions and Alterations:	
i. Residential	\$100.00
ii. Non-Residential	\$100.00
b. Existing Buildings(Re-sale, Change of Use, Change in Tennant)	
i. Residential	\$100.00
ii. Non-Residential	\$125.00
c. Residential Rental Occupancy Permit (per unit)	
i. Inspection	\$75.00
ii. Permit	\$50.00
d. All Use and Occupancy Re-inspections	\$75.00
<b>7. <u>Zoning Permits:*</u></b>	
a. Sign* (6 square feet up to 20 square feet)	\$30.00

b. Sign* (over 20 square feet)	\$50.00 + 1.25/SF
c. Temporary Signs*	\$25.00
d. Off Premise Signs and Billboards*	
i. First 20 Square Feet	\$150.00
ii. Each additional Square foot over 20 SF	\$1.50/SF
e. Agricultural Buildings	\$50.00
f. Sheds (detached residential, less than 500 SF)	\$50.00
g. Residential	\$50.00
h. Non-residential	\$100.00

**\*Signs over 20 square feet also require a building permit.**

8. **Re-inspection:** \$75.00

9. **Contractor Registration:\*** \$50.00 for each trade

**\*Only applies to new residential construction and all commercial construction.**

10. **Minor Stormwater Management Permit:\***

a. New Residential and Commercial Land Developments and Non-Residential

    i. Application review \$1,000.00

    ii. Escrow \*\* \$1,500.00

b. Residential new one and two family dwellings

    i. Application review \$100.00

    ii. Escrow \*\* \$750.00

c. Residential additions, detached residential buildings, and other

    i. Application review \$75.00

    ii. Escrow \*\* \$500.00

**\*As required by Chapter 228**

**\*\*Escrow includes the coverage of engineering review of the application as well as construction inspections as required. If costs exceed amount escrowed, applicant will be billed the remaining balance. Any unused funds will be returned to the applicant. Please note, escrow does not include project construction costs. Applicant will be expected to complete project improvements prior to being granted use and occupancy or permit closeout. Applicants not able to complete project improvements due to unforeseen circumstances or inclement weather will be expected to provide the Township with a construction escrow for uncompleted items in an amount satisfactory to the Township prior to Township issuance of use and occupancy or permit closeout.**

11. **Grading Permit:\***

a. New Residential and Commercial Land Developments and Non-Residential

    i. Review of application \$1,000.00

    ii. Escrow\*\* \$1,500.00

b. New Residential one and two family dwellings

    i. Application review \$100.00

    ii. Escrow\*\* \$500.00

c. Existing Residential additions, detached residential buildings

    i. Application review \$75.00

    ii. Escrow\*\* \$250.00

**\*As required by Chapter 219**

**\*\* Escrow includes the coverage of engineering review of the application as well as construction inspections as required. If costs exceed amount escrowed, applicant will be billed the remaining balance. Any unused funds will be returned to the applicant. Please note, escrow does not include project construction costs. Applicant will be expected to complete project improvements prior to being granted use and occupancy or permit closeout. Applicants not able to complete project improvements due to unforeseen circumstances or inclement weather will be expected to provide the Township with a construction escrow for uncompleted items in an amount satisfactory to the Township prior to Township issuance of use and occupancy or permit closeout.**

**12. Blasting Fees:**

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|---------------------------------|----------|
| a. Application Fee              | \$150.00 |
| b. Fee per each day of blasting | \$50.00  |

**13. Driveway Permits:**

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|-----------------------------------|------------|
| a. New Driveways                  | \$50.00    |
| b. Escrow for new driveways**     | \$1,500.00 |
| c. Resurfacing existing Driveways | \$50.00    |

**\*\*Escrows include the coverage of engineering reviews and inspections as required. If costs exceed escrow amount, applicant will be billed the remaining balance and any unused funds will be returned.**

**14. Road Opening Permits:**

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|--------------------------------------|------------|
| a. Working in the legal right of way | \$150.00   |
| b. Escrow*                           | \$1,500.00 |

**\*Escrow may be waived in whole or part at the recommendation of the Township's Roadmaster**

**15. Zoning Hearing Applications (special exception, variance or interpretation):**

- |                                    |            |
|------------------------------------|------------|
| a. Single Family Dwelling          | \$600.00   |
| b. Multi-Family Dwelling           | \$1,000.00 |
| c. Commercial or Industrial Use    | \$1,500.00 |
| d. Subdivision or Land Development | \$1,500.00 |

**16. Building Code Appeals Board:\***

- |                |          |
|----------------|----------|
| a. Application | \$100.00 |
| b. Escrow*     | \$300.00 |

**\*Escrows include the coverage of legal and advertising costs. If costs exceed escrow amount, applicant will be billed the remaining balance and any unused funds will be returned.**

**17. Rental License & Registration:**

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|---------------------------------|---------|
| a. Registration fee             | \$25.00 |
| b. License fee                  | \$50.00 |
| c. Inspection/re-inspection fee | \$75.00 |
| d. License re-instatement       | \$75.00 |

**18. Security Alarm System Registration:**

- |                                   |          |
|-----------------------------------|----------|
| a. Within 21 days of installation | No Fee   |
| b. After 21 days of installation  | \$50.00  |
| c. After false alarm              | \$100.00 |

**19. Outdoor Wood Burning Heating Appliance:**

- a. Application \$25.00
- b. Permit \$75.00

**20. Home Occupation Opinion Letter:**

- a. Home occupation opinion letter from zoning officer \$50.00

**21. Board of Supervisors Appeals and Hearings:**

- a. Conditional Use Hearings \$ 600.00
- b. Constitutional challenge or curative amendment \$2,500.00
- c. Appeals to the decision of the SEO \$ 600.00
- d. Appeals pertaining to abandoned motor vehicles \$ 600.00
- e. Applications or request for a change of or amendment to the Zoning Ordinance, and petitions for rezoning \$2,500.00
- f. All other Hearings \$ 200.00
- g. Challenge to Validity of Zoning Ordinance \$5,000.00

**22. Subdivision & Land Development**

A. Tentative Sketch Plan: No fee.

B. Subdivision Plan:

A subdivision engineering and professional consultant escrow fee shall be collected at the time of the filing of any subdivision based on the following schedule:

- 1-5 Lots: Application fee of \$500.00, plus an escrow of \$3,000.00.
- 6-10 Lots: Application fee of \$1,000.00, plus an escrow of \$4,000.00.
- 11-25 Lots: Application fee \$1,500.00, plus escrow of \$8,000.00.
- 26-49 Lots: Application fee \$3,500.00, plus escrow of \$15,000.00.
- 50 Lots or More: Application fee \$5,000.00, plus escrow of \$19,000.00.

C. Land Development:

Filing fee for application for preliminary/final plan:

Residential: Application fee of \$500.00; Escrow fee: \$300.00/Dwelling unit (\$3,000.00 minimum, up to \$24,000.00).

Commercial: Application fee of \$1,500.00; Escrow fee: \$3,000.00, plus \$500.00 per tract acre (up to \$24,000.00).

Review fees of the Township Engineer, or such other professional consultant shall be in accordance with those charged by the Township for similar services, but, in no event, shall the fees exceed the rate or cost charged by the Township Engineer, or other professional consultant to the Township when fees are not reimbursed or otherwise imposed upon the subdivider or developer. The hourly rates for the Township Engineer and other professional consultants employed by the Township and any Public Works employee are based on the rates approved by the Board of Supervisors at the annual reorganization meeting held the first Monday of each new year.

**Note 1:** Applicant is responsible for fees charged by Montgomery County Planning Commission for review of preliminary and final plans.<sup>1</sup>

**Note 2:** Any unused portion of escrow funds shall be returned to the developer when final accounting of record is closed.

**Note 3:** Costs for Subdivision or Land Development review which exceed the established escrow funds will be billed on a monthly basis. Plans will not be placed on the agenda for preliminary plan or final plan approval until all fees are paid to the Township.

**Note 4:** Record Plan. No fee, except the cost of recording the final plan in the Office of the Recorder of Deeds of Montgomery County shall be paid to the County by the subdivider.

<sup>1</sup>The County fee schedule may be found on file in the Office of the Township Secretary.

**23. Development Fees (In Lieu of Dedication):**

- |   |  |
|---|--|
| a. Non-residential Development:   | \$ 700.00/ Per 1,000 square feet of building area  |
| b. Residential Land Development:<br>(Attached & Apartment Dwellings/Lots)   | \$ 500.00/ Per Attached Dwelling/Lot or Apartment<br>Dwellings/Lot                         |
| c. Residential Land Development:<br>(Single-Family Detached Dwellings/Lots) | \$ 450.00/ Per Single-Family Detached Dwellings/<br>Lot Associated with Major Subdivision  |
| d. Minor Subdivision:<br>(Single-Family Detached Dwellings/Lots)            | \$ 300.00/ Per Single-Family Detached Dwellings/<br>Lots Associated with Minor Subdivision |

**24. Miscellaneous Fees:**

- |  |            |
|--|------------|
| 1. Holding Tank Escrow Fee:  |            |
| a. Residential:  | \$1,000.00 |
| b. Non-residential   | \$4,000.00 |
| 2. Holding Tank Inspection Fee (annually)  | \$ 100.00  |
| 3. Special Events Permit Fee   | \$ 75.00   |
| 4. Copy of Zoning Ordinance  | \$ 35.00   |
| 5. Copy of Subdivision/Land Development Ordinance  | \$ 35.00   |
| 6. Copy of Act 537 Plan  | \$ 35.00   |
| 7. Community Sewage Disposal Systems   |            |
| a. Application (Part A)  | \$2,500.00 |
| b. Application (Part B)  | \$1,500.00 |
| 8. Water/Sewer Certification   | \$ 40.00   |
| 9. Sewer Certification   | \$ 20.00   |
| 10. Water Reconnection Fee   | \$ 50.00   |
| 11. Insufficient Funds Check   | \$ 20.00   |
| 12. Pavilion Rental Fee  | \$ 50.00   |
| 13. Tax Certification fee not to exceed (per request)  | \$ 20.00   |
| 14. Tax Certification duplicate  | \$ 5.00    |
| 15. Transient Retail Business License  | \$ 50.00   |
| 16. Performance Bond to ensure adequate sewage disposal<br>and potable water supply              | \$2,500.00 |
| 17. Performance Bond for removal of unit if applicant<br>fails to do so                          | \$2,500.00 |
| 18. Annual fee for Elder Cottage Use Permit  | \$ 50.00   |
| 19. Each certified statement of compliance with the<br>provisions of the Zoning Ordinance        | \$ 50.00   |
| 20. Preliminary determination from Zoning Officer<br>for any active Subdivision/Land Development | \$1,500.00 |

**RESOLVED AND ENACTED THIS 14<sup>th</sup> DAY OF March 2019.**

**UPPER FREDERICK TOWNSHIP  
BOARD OF SUPERVISORS**

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**Scott A. Rakowski, Chairman**

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**Troy J. Armstrong, Vice-Chairman**

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**William J. Tray**