

# UPPER ALLEN TOWNSHIP SCHEDULE OF FEES

<b>POLICE (ITEM)</b>	<b>UNIT</b>	<b>FEE (pus any additional cost)</b>
Accident Report	Per Report	\$15.00
Parking Ticket – Fire Lane	Per Violation	\$50.00
Handicapped Parking	Per Violation	\$50.00
Other Violations	Per Violation	\$25.00
Copy of Video Media	Per Copy	\$30.00
Contract for Police Services	Per Hour Per Officer (3 Hour Minimum)	\$100.00
Trailer Permit	Per Violation	\$50.00

<b>FIRE (ITEM)</b>	<b>UNIT</b>	<b>FEE (pus any additional cost)</b>
Excessive False Alarms	Per Year	As per Chapter 138 of the Township Code

<b>PUBLICATIONS (ITEM)</b>	<b>UNIT</b>	<b>FEE (pus any additional cost)</b>
Comprehensive Plan	Per Book	\$40.00 + tax (\$42.40)
Subdivision Ordinance	Per Book	\$25.00 + tax (26.50)
Township Maps (pre-printed)	Per Map	\$5.00 + tax (\$5.30)
Zoning Ordinance	Per Book	\$25.00 + tax (\$26.50)
Codified Ordinance	Per PDF or CD	\$25.00 + any additional costs
Comprehensive Recreation and Open Space Plan	Per Book	\$15.00 + tax (\$15.90)
Act 537 Sewerage Facilities Plan Update (1999)	Per Book	\$50.00 + tax (\$53.00)
Act 537 Sewerage Facilities Plan Update (2009)	Per Book	\$25.00 + tax (\$26.50)
Construction & Material Specifications (for non-sanitary sewer improvements)	Per Book	\$54.00 + tax (57.24)
Standard Construction and Material Specifications for Sanitary Sewer Extensions (included detail drawings)	Per Book	\$35.00 + tax (\$37.10)
Sanitary Sewer Detail Drawings Only	Per Book	\$10.00 + tax (\$10.60)
Stormwater Management Ordinance	Per Book	\$25.00 + tax (\$26.50)

<b>SOLICITING (ITEM)</b>	<b>UNIT</b>	<b>FEE (pus any additional cost)</b>
1 Day	Per Person	\$20.00
1 Week	Per Person	\$75.00

<b>MEETING ROOM RENTAL (ITEM)</b>	<b>UNIT</b>	<b>FEE (pus any additional cost)</b>
Township Residents, Township non-profits and Township for-profit businesses or organizations. Non-Township non-profits serving within the Township.	Per Day	\$150 per day + \$100 refundable deposit

Non-Township Residents, Non-Township non-profits or non-township for profit businesses or organizations	Per Day	\$300 per day + \$100.00 refundable deposit
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MISCELLANEOUS (ITEM)	UNIT	FEE (pus any additional cost)
Sidewalk Fee (in lieu of construction)	Per Plan	110% of current cost of construction
Returned Check Fee	Per Occurrence	\$50.00 (plus any additional costs)
Duplicate Tax Bill Fee	Per Occurrence	\$5.00
Tax Certification Fee	Per Request	\$25.00
Recreation Fee (Residential)	Per Dwelling Unit	\$2,300.00
Recreation Fee (Non-Residential)	Per Employee	\$200 based on Use and Square Footage, as per Chapter 220 of the Township Code
Board of Appeals for Property Maintenance, Non-UCC Appeals	Per Case	\$400.00 + all costs incurred over \$400.00 by the Township
Appeals and Interpretations before the Governing Body, Other	Per Case	\$400.00 + all costs incurred over \$400.00 by the Township
Leaf Mulch/Wood Chip Delivery	Per Load (full or partial)	\$150 for 8 cubic yards
Special Request Signs	Per Request	Post, base and hardware: \$45.00; Labor: \$150.00; + cost of sign
Curb and Sidewalk Materials and Operations Testing	Per Lot or Right-of-Way	New construction/repair/replacement as part of an active subdivision and/or land development plan actual cost incurred by the Township, consulting engineer, or other designee for all tests and inspections, plus any costs that may incur as a result of testing or inspections that result in a failing notice.
Township Yard/Property Maintenance	Per Occurrence	\$75 per hour (4 hour minimum) + any additional costs incurred by the Township plus any actual costs as charged by 3 <sup>rd</sup> party agency.
Public Hearing Transcripts	Per Page	Contact publisher to purchase

COPYING/SCANNING/PLOTTING (ITEM)	UNIT	FEE (pus any additional cost)
Photocopies	Per Page	\$0.25
Scans/plots of Maps or Drawings (24 lb. color bond paper)	Per Sheet	\$4.50
Scans/Plots of Maps or Drawings (38 lb. presentation matte paper)	Per Sheet	\$5.50

RECREATIONAL FACILITY FEES (ITEM)	UNIT	FEE (pus any additional cost)
Sports/Athletic Field Non-Resident or Adult (19+) Single Use	Per Field Per Day	\$100.00
Sports/Athletic Field Non-Resident or Adult (19+) Camp Rental	Per Field Per Half Day	\$150.00
Sports/Athletic Field Non-Resident or Adult (19+) Camp Rental	Per Field Per Full Day	\$225.00
Non-Resident or Adult (19+) Organizations	Per Field Per Day	\$30.00

Resident Youth Organization	Per Field Per Year	\$250.00
Tournament Rental – All Organizations, Youth (18 & under) or Adult (19+). Note: A tournament is defined as a coordinated event containing any of the following: outside vendors, multiple fields usage, more than 150 people expected.	Per Field, Per Day	Resident Youth (18 & under) - \$100. Resident Adult (19+) \$150. Non-Resident Youth (18 & under) - \$175. Non-Resident Adult (19+) - \$275
For-Profit Non-Athletic Field Use Areas	Per Day	\$50
Non-Field Food/Merchandise Vendor Fees	Per Vendor Per Day	\$50.00
Annual For-Profit Food/Merchandise Vendors	4 or More Dates	\$200.00
Annual Non-Profit Food Vendor/Merchandise Vendors	4 or More Dates	\$100.00
Picnic Pavilion Rental – Private Family Picnic	Daily Rate Per Event	Resident - \$50.00; Non-Resident - \$100.00
Picnic Pavilion Rental – Other than Private Family Picnic	Daily Rate Per Event	Resident - \$125.00; Non-Resident - \$150.00
Picnic Pavilion Rental for Private Special Events (combined with tournaments, camps, etc.)	Daily Rate Per Event	Resident - \$50.00; Non-Resident - \$100.00
Dog Park Initial Registration Fee – Resident and/or Daybreak Church Member	Annually	\$20.00 plus \$10.00 for each additional dog.
Dog Park Initial Registration Fee – Non-Resident	Annually	\$30.00 plus \$10.00 for each additional dog.
Dog Park Renewal Registration Fee – Resident	Annually	\$15.00 plus \$10.00 for each additional dog.
Dog Park Renewal Registration Fee – Non-Resident	Annually	\$25.00 plus \$10.00 for each additional dog.
Dog Park Replacement Fob Fee	Per Occurrence	\$10.00

<b>BUILDING AND OTHER PERMITS (ITEM)</b>	<b>UNIT</b>	<b>FEE (pus any additional cost)</b>
Building Permit Renewals and/or Extensions	Per Permit	\$60.00 minimum or \$5.00 per \$1,000.00 for work not completed on original permit, whichever is greater.
Residential, Commercial, Non-Residential Building Permits (Includes New Construction, Alterations, Additions, Plumbing, Mechanical, electrical, Energy, Etc.)	Per Permit	\$75.50 minimum for the first \$1,000.00 of construction cost plus \$13.00 per \$1,000.00 thereafter. The Township reserves the right to recoup all costs beyond the initial permit fee paid by the permit holder and/or applicant.  Permit fees double if work commences before permit is obtained and fees paid.
Demolition Permits	One Building Per Permit	\$50.00 for residential accessory structures; \$150 for all other structures

Construction Plan Review – Residential and Commercial	Per Plan (initial review and one additional review, or withdraw after reviews)	\$85. 00 per hour – minimum one-hour charge
Operational Permits	Per Permit (multiple permits may be required).	Houses of Worship and Public Elementary, Secondary and Vocational Schools. - \$35.00 per building for first permit; \$10.00 each additional building.  All other Non-Residential Buildings. \$50.00 per building for first permit; \$10.00 each additional building.
PA State UCC Fee	Per building and/or demolition permit, as required by the PA UCC Act 157, as amended	\$4.50
Third Party Review Permit and Inspections for Building Permits and Demolition Permits, when authorized by the Township	Per Permit	All required Township and PA State Fees, plus \$100 administration fee, plus any additional costs as charged by third party. Fees for re-inspections, deferrals, resubmissions, and other miscellaneous services are the responsibility of the applicant and are to be paid directly to the third-party agency.
Street Opening Permit	Per Permit (to include initial review and one inspection)	Open cut right-of-way: For streets paved more than five years from the date of permit application: \$150.00 per first 100 square feet = \$50.00 for each additional 100 square feet thereafter (or portion thereof);  For streets paved less than five years from the date of permit application: \$500.00 per the first 100 square feet + \$50.00 for each additional 100 square foot thereafter (or portion thereof) + approval by Board of Commissioners.  Open cuts in grass or non-pavement area only (within the rights-of-way): \$50.00 each 100 square feet (or portion thereof)  NOTE: Permit fee doubles if work commences before permit is obtained and fees paid. Applicant is responsible for charges that may incur as a result of additional review time and/or inspections. Additional review time and inspection time is charged at \$50.00 per hour (one-hour minimum), unless a separate consulting firm fee is charged, as approved by the Board of Commissioners.  Degradation Fee: For streets paved less than five years from date of permit application: 200% of the fee value.

Excavation and Fill Permit	Per Permit	\$40.00 Flat Fee. Permit fee doubles if work commences before permit is obtained and fees paid.
Additional Fees	Per Permit	Permit fees double if work commences before permit is obtained and fees paid

<b>SUBDIVISION/LAND DEVELOPMENT/AMENDMENTS (ITEM)</b>	<b>UNIT</b>	<b>FEE (pus any additional cost)</b>
Subdivision Plans	Per Plan	<p>Preliminary or Final - \$350.00 base (up to 6 lots) + \$15.00 each lot (for 7 lots or more) + escrow account admin fee + all additional costs incurred for Township review and comment.</p> <p>Preliminary/Final Combined - \$600.00 base (up to 6 lots) = \$15.00 each lot (for 7 lots or more) + escrow account admin fee + all additional costs incurred for Township review and comment.</p> <p>Lot add-ons - \$350.00 base (up to 6 lots) + \$15.00 each lot (for 7 lots or more) + \$500.00 initial escrow account admin fee+ all additional costs incurred for Township review and comment.</p>
Land Development Plans	Per Plan	<p>Preliminary or Final - \$350.00 base+ \$20.00 per acre (round up to next full acre) + escrow account administration fee + all additional costs incurred for Township review and comments.</p> <p>Preliminary/Final Combined - \$600.00 base+ \$20.00 per acre (round up to next full acre) + escrow account administration fee + all additional costs incurred for Township review and comments.</p>
Combined Subdivision and Land Development Plan/PRD	Per Plan	<p>Tentative, Preliminary or Final - \$350.00 base (up to 6 lots) + \$15.00 each lot (for 7 lots or more) + \$20.00 per acre (round up to the next full acre) + escrow account administration fee + all additional costs incurred for Township review and comments.</p> <p>Preliminary/Final Combined - \$600.00 base (up to 6 lots) + \$15.00 each lot (for 7 lots or more) + \$20.00 per acre (round up to next full acre) + escrow account administration fee + all additional costs incurred for Township review and comments.</p>
Planning Modules	Per Module	\$150.00
Escrow Account Administration Fee	Per Escrow Account for a Subdivision and/or Land Development Plan or Phase	Initial fee of \$2,000.00 per escrow account + \$200.00 per year for each active escrow account. All accounts must maintain a \$1,000.00 minimum balance.
Storm Water Retention Fee	Per Dedicated	\$5,000.00 flat fee+ \$2,000.00 for first acre + \$1,000.00 for

	Acre of Retention area or Fraction Thereof	every additional 1/2-acre or fraction thereof. Contingent on prior acceptance of Stormwater Facility by the Board of Commissioners.
Sketch Plan	Per Plan	\$200.00 base + all additional costs incurred for Township review and comments
Plan Recording Service Fee	Per Plan	\$100.00 administration fee + all costs required by the County
Curative Amendments	Each	\$800.00 + all additional costs incurred by over \$800.00 by the Township
Zoning Amendment/Change	Per Petition	\$800.00 + all additional costs incurred over \$800.00 by the Township
Conditional Use	Per Application	\$600.00 + all additional costs incurred over \$600.00 by the Township
Master Sign Plan (Conditional Use)	Per Application	\$600.00 + all additional costs incurred over \$600.00 by the Township

<b>DRAINAGE/STORMWATER PLANS (ITEM)</b>	<b>UNIT</b>	<b>FEE (pus any additional cost)</b>
Drainage Plan or Stormwater Management Plan	Per Plan	\$25.00 review and processing fee. \$750.00 Engineer's fee escrow + all costs incurred for Township Engineer (staff) and Consulting Engineer review: NOTE: If the plan is associated with a Subdivision/Land Development (S/LD) Plan, additional escrow is not required with the plan.
Stormwater Management Small Projects Plan Permit	Per Application	\$40.00 application fee unless submitted as a supplemental to a zoning permit plus all additional costs incurred by the Township plus actual costs as charged by 3 <sup>rd</sup> party agency.

<b>ZONING HEARING BOARD (ITEM)</b>	<b>UNIT</b>	<b>FEE (pus any additional cost)</b>
Special Exceptions and Variances	Per Application	\$600.00 + all costs incurred over \$600.00 by the Township
Appeals and Interpretations	Per Case	\$600.00 + all costs incurred over \$600.00 by the Township
Continuances	Per Case (if requested by applicant)	\$150.00
Hearing Transcripts	Per Page	Contact publisher to purchase

<b>SITE/BUILDING INSPECTIONS (ITEM)</b>	<b>UNIT</b>	<b>FEE (pus any additional cost)</b>
Site Improvements Inspection Escrow Accounts Related to an Approved Subdivision and/or Land Development Plan	Per Approved Plan or Phase	<p>Construction cost estimate to be approved by Township Engineer. For a total construction cost estimate of \$250,000 or less, the fee is 10% (\$1,000 minimum).</p> <p>For a total construction cost estimate of more than \$250,000, the fee is 8%, but may be reduced to 6% if no public improvements are to be offered for dedication (\$25,000 minimum; \$150,000 maximum), plus all costs incurred above the initial submission.</p>

Building Reinspection Fee	Upon inspection of same item (that failed previous inspections)	\$150.00 per hour (one hour minimum or as charged by third party). Fee shall be paid prior to reinspection.
Building Inspection	Per Inspection, including those not ready or not cancelled.	\$85.00 per hour (one minimum or as charged by third party)
Property Maintenance Inspection	Per Request	\$85.00 per hour (one hour minimum)
Fire Marshal Inspection	Per Inspection and Reinspection	\$50.00 per half-hour (round up to next ½-hour increment); minimum ½-hour charge, or actual cost as charged by 3 <sup>rd</sup> party agency.

<b>ENGINEERING AND STAFF FEE BASIS (ITEM)</b>	<b>UNIT</b>	<b>FEE (pus any additional cost)</b>
Sewer Department Manager	As necessitated by Township	\$100 per hour (one hour minimum)
Consulted Engineer/Traffic Engineer	As necessitated by Township	Consulting firm's fee schedule as approved by Board of Commissioners
Township Planner (Staff)	As necessitated by Township	\$100 per hour (one hour minimum)
Township Staff	As necessitated by Township	\$85.00 hour (one hour minimum)

<b>CHARGES TO RECOVER COMPLAINT/CLAIM/LIEN COSTS (ITEM)</b>	<b>UNIT</b>	<b>FEE (pus any additional cost)</b>
Prepare & File Complaint/Claim, Municipal Lien	Per Filing/Case	\$100.00 + any additional costs incurred by Township
Township Solicitor	As necessitated or incurred by Township and as incurred for all Township-related business	Actual cost incurred by the Township and any applicable late fees allowed by law for non-payment
Prepare & File a Release of Municipal Lien	Per Filing/Case	As per current Cumberland County Prothonotary's Office Fee Schedule
Court Appearance (Township Personnel only – does not include Township Solicitor)	Per Appearance/Per Person	\$100.00 minimum charge and \$100.00 per hour pro rata thereafter
File Writ of Scire Facias	Per Filing/Case	As per current Cumberland County Prothonotary's Office Fee Schedule

<b>ZONING PERMITS (ITEM)</b>	<b>UNIT</b>	<b>FEE (pus any additional cost)</b>
Home Occupation/Home-based Business – Certificate of Use and Occupancy Permits	Per Application	\$40.00 Flat Fee per Certificate

Confirm a Use or Confirm a Zoning District	Per Application or Request	\$40.00 Flat Fee per Request
Change of use, addition of a use, use of vacant land, or changing/extending a non-conforming use - Certificate of Use and Occupancy (not associated with a building permit)	Per Application	\$40.00 Flat Fee per Certificate
Additional Zoning Fees	Per Permit	Zoning Permit fees double if work commences before permit is obtained and fees paid.
Zoning Permit	Per Application	\$40.00 Flat Fee
Sign Permit	Per Application	\$40.00 for zoning permit only (waived for temporary sign permit for non-profits). For applications which also require a Building Permit, applicable Building Permit and PA State UCC fees shall also apply.
Comprehensive Sign Package	Per Application	\$40.00 Flat Fee
Floodplain Development Permit	Per Application	Supplemental Application to the Zoning Permit. \$40 Flat Fee for the Zoning Permit. For work which also requires a Building Permit, applicable Building Permit and PA State UCC fees shall also apply.

<b>SEWER RENTAL (ITEM)</b>	<b>UNIT</b>	<b>FEE (pus any additional cost)</b>
Residential (per dwelling unit)	Per Quarter	\$99.50
Reservation of Capacity (ROC) Fee	Per EDU	60% of current annual sewer rental rate
Non-Residential Monthly Base Rate	Per EDU	\$34.43
Non-Residential Cost Per 1,000 Gallons of Water Used	Per EDU	\$2.99
Late Payment Fee	Per Billing Quarter	10% of quarterly bill after initial 35 days (from date of mailing); over 35 days add additional .5 % per month of current unpaid balance

<b>SEWER TAPPING FEE (ITEM)</b>	<b>UNIT</b>	<b>FEE (pus any additional cost)</b>
Sewer Tapping Fee – Collection Portion (Resolution #810 – 9/19/07)	Per EDU	\$965.00
Sewer Tapping Fee – Capacity Portion (Resolution #810) – 9/19/07)	Per Edu	\$1,840.00
Special Sewer District (Spring Run Interceptor Sewer) Reimbursement Component (Ordinance #777 – 4/4/18)	Per EDU	\$1,641.80
Special Sewer District (Lisburn Trunk Sewer) Reimbursement Component (Ordinance #777 – 4/4/18)	Per EDU	\$914.80
Special Sewer District (Grantham Interceptor Sewer) Reimbursement Component (Ordinance #777 – 4/4/18)	Per EDU	\$325.06

<b>SANITARY SEWER INSPECTION (ITEM)</b>	<b>UNIT</b>	<b>FEE (pus any additional cost)</b>
Sanitary Sewer Inspection Escrow Accounts Related to an Approved Subdivision and/or Land Development	Per Approved Plan or Phase	10% of construction cost estimate with a \$500.00 minimum; construction cost estimate to be approved by Sewer Department Manager
Additional Building Inspections (requested separately – not associated with a Building Permit)	Per Inspection	\$85.00 per hour (one-hour minimum or as charged by third party)
Sewer Connection Inspection	Per Inspection	\$100.00 initial up to 1 hour (then \$100.00 per hour of fraction thereof after)
Building Sewer Repair Inspection	Per Inspection	\$21,25 initial 1/4 -hour (then \$85.00 per hour or fraction thereof after)

<b>ON-LOT SEWAGE DISPOSAL SYSTEMS (OLDS) (ITEM)</b>	<b>UNIT</b>	<b>FEE (pus any additional cost)</b>
On-Lot Sewage Disposal System Full Permit Application (new system)	Per Application	\$555.00 (application includes probe hole, perc test, issuing permit, 1 <sup>st</sup> interim inspection, 2 <sup>nd</sup> interim inspection, final inspection, and Township administrative fee)
On-Lot Sewage Disposal System Half Permit Application for System Alterations or Major Repairs	Per Application	\$320.00 (includes issuing permit, 1 <sup>st</sup> interim inspection, 2 <sup>nd</sup> interim inspection, final inspection, and Township administrative fee)
Probe Hole	Per Probe	\$65.00
Percolation Test	Per Test	\$170.00
Issuance of Permit	Per Application	\$65.00
1 <sup>st</sup> Interim Inspection	Per Inspection	\$65.00
2 <sup>nd</sup> Interim Inspection	Per Inspection	\$65.00
Final Inspection	Per Inspection	\$65.00
Township Administrative Fee	Per Application	\$60.00
On-Lot Sewage Disposal System Permit Application for Minor Repairs/Alterations	Per Application	\$150.00 (included issuing permit and 1 <sup>st</sup> interim inspection)
Additional Inspections/Consultations by Township SEO	Per Hour	\$65.00
OLSDS Program Pumper/Hauler Business Registration	Per Year	\$25.00
OLSDS Program Administrative Fee	Per Pumping/ Inspection	\$20.00
Additional Inspections/Consultations by Township Engineer or Staff	Per Hour	\$85.00

<b>GREASE TRAPS, GREASE INTERCEPTORS AND OIL/WATER SEPARATORS (ITEM)</b>	<b>UNIT</b>	<b>FEE (pus any additional cost)</b>
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Fats, Oils and Grease (FOG) Permit Fee (>1 EDU)	Per Year	\$100.00
Fats, Oils and Grease (FOG) Permit Fee (S1 EDU)	Per Year	\$50.00
Oil/Water Separator Permit Fee	Per Year	\$25.00

<b>WASTE SURCHARGE FEES FOR EXCESS CONCENTRATIONS OF WASTEWATER CONSTITUENTS (ITEM)</b>	<b>UNIT</b>	<b>FEE (pus any additional cost)</b>
Biochemical Oxygen Demand (BOD)	Per Pound	\$0.35
Ammonia Nitrogen (NH3-N)	Per Pound	\$0.80
Total Phosphorous (Total P)	Per Pound	\$1.50
Total Suspended Solids (TSS)	Per Pound	\$0.25

<b>STORMWATER UTILITY FEE (ITEM)</b>	<b>UNIT</b>	<b>FEE (pus any additional cost)</b>
Per ERU (Equivalent Residential Unit)	Per Quarter	By Resolution of the Township Authority

<b>WIRELESS COMMUNICATION FACILITIES (WCF) (ITEM)</b>	<b>UNIT</b>	<b>FEE (pus any additional cost)</b>
Tower-Based WCF	Per Application	\$2,500
Non-Tower WCF	Per Application	\$1,000
Small WCF (collocated)	Per Application	\$500 for up to five (5) Small WCFs in single application, \$100 for each Small WCF thereafter in same application
Small WCF (requiring new wireless support structure)	Per Application	\$1,000
Small WCF (inside rights-of-way)	Annual Fee	\$270

<b>RIGHT TO KNOW LAW (ITEM)</b>	<b>UNIT</b>	<b>FEE (pus any additional cost)</b>
Copies, black and white	Per Single-Sided Page	\$0.25
Copies, color	Per Single-Sided Page	\$0.50
Specialized Documents	Per Document	Up to actual cost, including, but not limited to, non-standard-sized documents and blueprints
Records Delivered by Email	Per Page	For requests for records which require redactions in electronic format, the records may be printed to provide for secure redaction; then scanned for delivery by email. The fees for black and white or color copies above may be charged as appropriate.
CD/DVD	Per CD/DVD	Up to actual cost; not to exceed \$3.00 per disc
Flash Drive	Per Drive	Up to actual cost
Facsimile	Per Page	Up to actual cost – if necessary to print record to send them by facsimile, the fees for black and white or color copies above may be charged as appropriate.
Other Media	Per Piece	Up to actual cost

Redaction	Per Page	No fee for redaction; however, if records requested require redaction, the records may be printed to provide for secure redaction, then fees for black and white or color copies may be charged as appropriate.
Conversion to Paper	Per Page	\$0.25 unless requestor specifically requests duplication in a more expensive medium
Photographing a Record	Per Page	No fee unless redaction is required prior to requestor having access to the records and copies are made to provide for secure redaction. In this case, the fees for black and white or color copies above may be charged as appropriate. (Assumes use of requestor's own phone/camera.)
Postage	Per Record	Up to actual cost of USPS first-class postage.
Certification	Per Record	Up to \$5.00