2022 B FEE SCHEDULE

A. APPLICATION FEES – due at the time of application

1. For all residential and/or agricultural applications, the application fee is $ 50.00 which is non-refundable.

2. For all non-residential applications, the application fee is $ 500.00 per submittal. This fee shall be applied to the cost of the permit, and any remaining balance shall be refunded to the applicant.

B. ZONING PERMIT FEES

1. All accessory structures 200 square feet and less (including fences) are required to have only a zoning permit. The permit fee shall be $ 75.00.

2. A zoning permit is required in conjunction with every material change in the use of land. The zoning permit fee is $ 75.00. A multi-section accessory structure also requires a building permit (see G.1.c. below)

C. MISCELLANEOUS FEES

1. Demolition permit – $ 28.00 for each $1,000 of demolition costs. The minimum demolition fee is $ 125.00.
2. Signs - $ 90.00 per sign.
3. Driveway – $ 90.00.
4. House Number – $ 35.00
5. Fuel Storage Tank - $ 60.00 for installation of each tank
6. Zoning Map - $ 10.00
7. Zoning Booklet - $ 51.00
8. SALDO Booklet - $ 51.00
9. Pavilion Rental for Residents - $ 45.00 + $ 100.00 Refundable Deposit for Compliance
10. Pavilion Rental for Non-Residents - $ 65.00 + $ 100.00 Refundable Deposit for Compliance
11. Peddling and Soliciting – For the period of one month, $ 50.00 each person; for the period of one year, $500.00 each person
12. General Contractor Registration (non-state licensed) - $ 75.00
13. Non-sufficient Funds / Return Check - $ 30.00
14. Sewer Certification - $ 20.00
15. Tax Certification - $35.00 per parcel
16. Tax Duplicate Bill/Invoice Issuance - $4.00
17. False Alarm – Level I: $180.00; Level II: 300.00; Level III: $425.00
18. Copies - $.25 per side
19. Right-of-Way Permit - $50.00

D. Right-to-Know Requests:

1. OOR - Official RTKL Fee Schedule (pa.gov)

E. TOWNSHIP SOLICITOR

1. Regular Matters - $160.00 per hour
2. Litigation Matters - $200.00 per hour
3. File Lien and Prepare Satisfaction - $250.00

F. POLICE DEPARTMENT

1. Photographs/Digital Recordings
   a. One (1) CD with up to 20 photographs - $25.00
   b. One (1) CD with over 20 photographs - $50.00
   c. Video Copy/Digital Recordings per CD/Vehicle (Including Act 22) - $125.00

2. Accident Reports - $15.00 each
3. Civil Litigation Hearings/Court Billable Rate:
   a. One and one-half time the officer's hourly rate plus ten percent (10%) administration fee with a minimum of four hours
4. Parking Ordinance
   a. Parking Violation Notice - $20.00

G. BUILDING PERMIT FEES for RESIDENTIAL CONSTRUCTION COVERED UNDER THE INTERNATIONAL RESIDENTIAL CODE (IRC)

1. Structural permit fees
   a. New construction fee will be calculated at $ .42 per square foot of building or structure area. The area includes porches, patios, attics, basements, garages, and living areas. Crawl spaces and dead area spaces (areas with less than minimum height ceilings such as kneewalls) are excluded. There is a minimum building permit fee of $ 340.00.

   b. For residential additions, including attached garages, the fee will be calculated at $ .42 per square foot of building or structure area (total area, each level). The minimum building permit fee is $ 300.00.

   c. For garages 200 square feet and over, accessory structures over 200 square feet that require field assembly, and decks; the fee will be calculated at $ 0.42 per square foot of building or structure area (total area, each level). There is a minimum building permit fee of $ 175.00.

   d. For private inground swimming pools over 24 inches in depth, $ 0.42 per square foot of structure area, including surrounding patio/deck, is charged. There is a minimum permit fee of $ 175.00.

      For storable swimming pools over 24 inches in depth, there is a permit fee of $ 90.00 with any additional code compliance inspections at a fee of $ 75.00 per inspection.

      For above-ground swimming pools (includes electrical), there is a permit fee of $ 250.00.

e. Where none of the above categories apply, $ .42 per square foot of building or structure area (areas with at least minimum height ceilings). There is a minimum building permit fee of $ 110.00.

f. The building permit renewal fee is $ 60.00.

2. Plumbing Permit Fees.

a.	Manufactured dwelling with crawl space (includes mobile home on foundation)	$ 75.00 per unit
b.	Single family dwelling (not over 3 full or partial baths)	$ 145.00
	Each additional full or partial bath	$ 55.00
c.	Two family dwelling (not over 2 full or partial baths per unit)	$ 230.00
	Each additional full or partial bath per unit	$ 55.00
d.	Additional or re-inspections (per inspection)	$ 75.00
e.	Sewer Lateral	$ 75.00
f.	Water Lateral	$ 75.00
g.	Permit for any Plumbing Work which requires a Permit but is not listed elsewhere	$ 80.00

3. Electrical Permit Fees

a.	Service inspections	
	Service not over 200 amp	$ 75.00
	over 200 but not over 400 amp	$ 100.00
	over 400 amp	$ 120.00
	Additional meters	$ 20.00
b.	Electrical Wiring - New Single Family Dwelling	
	200 amp or less	
	Rough or Service (Each)	$ 75.00
	Over 200 amp	
	Rough or Service (Each)	$ 100.00
c.	Dwelling additions and rewiring	$ 100.00
d.	Mobile Homes	$ 75.00
e.	Final Inspections	$ 40.00
f.	Private pools - bonding inspection	$ 75.00
	electrical inspection	$ 75.00

g. Extra inspection fees

Additional or re-inspection (per inspection)	$ 75.00

h. Townhouses and Condominiums - each unit

Service	$ 75.00
Rough	$ 75.00
Final	$ 40.00

i. Permit for any Electrical Work which requires a Permit but is not listed elsewhere $ 100.00

j. Generator $ 160.00

k. Solar Panels $ 300.00

4. Penalty for Commencing Residential Construction without Obtaining a Permit: Zoning – twice the applicable zoning permit fee

All other disciplines – twice the amount of the applicable permit fee or $250.00, whichever is greater

H. BUILDING PERMIT FEES for NON-RESIDENTIAL & RESIDENTIAL CONSTRUCTION NOT COVERED UNDER THE IRC

Permits for building, plumbing, electrical, mechanical, fire protection, and accessibility are included.

1. Project Fund. Upon submission of an application for a permit to the Township by an applicant for a non-residential project or a residential project not covered by the IRC, the Building Code Official shall require the applicant to submit construction plans to enable the Building Code Official to make a good faith estimate of the total cost to review the plans and perform the necessary inspections during the construction. The applicant shall pay the estimated amount into the Project Fund. The applicant shall have a right to request the Board of Commissioners to review any estimate in excess of $ 2,000.00 and the Board of Commissioners shall have the right to confirm, decrease or increase the Project Fund

2. Actual Permit Fee. The building permit fee for a non-residential project or a residential project not covered by the IRC shall be equal to 125% of the Building Code Official's monthly billing invoice. The invoice is based on review, administration, and inspection of the various stages of construction for compliance with the requirements of applicable codes in the Township.

3. Additions to or Refunds from Project Fund. The applicant for a building permit shall pay to the Township any amount by which the actual inspection fee as calculated above exceeds the Project Fund. The Township shall refund to the applicant any amount by which the actual inspection fee as calculated above is less than the Project Fund.

4. Non-Compliance Fees

   a. In all cases where permits are required, applicants shall submit the appropriate documentation and permit application forms to the Township, and secure the appropriate permit approvals, prior to the commencement of work.

b. In the event that the appropriate permits are not secured by the applicant prior to the commencement of work, applicant shall be responsible to reimburse the Township for a one-time fee of $1,000.00 in addition to any enforcement action costs required by the Building Code Official to affect the securing of permits by the applicant, in addition to the appropriate schedule of fees of the permits.

c. Non-Compliance fees shall be satisfied at the time of the securing of the appropriate permits for the work involved.

I. MANDATED FEES

Act 157 of 2006 Municipal Code Official Training Account Fee assessed for any construction or building permit package issued under the UCC. $ 4.50/ project

J. STORMWATER MANAGEMENT AND GRADING PERMIT FEES

Plan Type	Admin Fee	Deposit Amount	Financial Security
Simplified Approach	$ 250.00	$ 750.00	$ 1,000.00
Minor Engineered Plan	$ 250.00	$ 1,500.00	$ 5,000.00
Full Engineered Plan	$ 500.00	$ 3,000.00	•
Full Engineered Plan (with NPDES permit required)	$ 500.00	$ 4,000.00	•

- as determined based on construction cost estimate submitted by design engineer and approved by the Township Engineer

In addition, the following rules and regulations shall apply to the fee and escrow requirements set forth above.

A. Both the Admin and Escrow fees shall be paid at the time of the initial submittal of the plan. If a waiver from plan submittal is being requested, the applicable fees shall still apply.

B. The Admin fee is non-refundable.

C. The Deposit Amount is refundable and will be held until the completion of the project [issuance of occupancy permit]. The Township will bill the applicant each time they receive an invoice from the Township Engineer. If the applicant fails to pay the invoices in a timely manner, the Township will direct the Township Engineer to stop work on the project until such time as all outstanding balances have been paid.

D. The applicant shall be responsible for all costs and shall reimburse the Township for all engineering and other consultant fees incurred in excess of the escrow fee paid. In order for the Township to issue the permit, all outstanding invoices must be paid. The Escrow fee shall remain 100% intact and available through the construction stage.

E. Engineering and other consultant fees shall be billed at the applicable effective hourly billing rate adopted by the Township.

F. The above fee schedule does NOT apply to stormwater management features when same are associated with a subdivision and/or land development plan review and approval process.

G. The Financial Security shall be deposited with the Township commensurate with the issuance of the permit.

H. The Financial Security is refundable and will be held by the Township until such time as all required stormwater management facilities have been satisfactorily installed as determined by the Township or their designee.

I. For projects that involve NPDES permits, there will be additional fees required that are related to long term maintenance and/or inspection requirements.

K. CHAPTER 22 – SUBDIVISION AND LAND DEVELOPMENT

SUBDIVISION FEES		
NO. OF LOTS	**FILING FEE (Non-Refundable)**	**ESCROW FEE**
2-5	$ 250.00	$ 1,500.00
6-49	$ 263.00, plus $ 21.00 for each lot in excess of 5	$ 250.00 / Lot
50 or more	$ 263.00, plus $21.00 for each lot in excess of 5	$ 12,500.00 Minimum, plus $ 50.00 / Lot (Maximum of $ 15,000.00)
Annexation or Resubdivision Only	$ 105.00	$ 525.00

LAND DEVELOPMENT FEES		
TYPE	**FILING FEE (Non-Refundable)**	**ESCROW FEE**
Residential/ Institutional and Other	$285.00	$ 215.00 / Dwelling Unit ($ 1,600.00 Minimum, $ 15,000.00 Maximum)
Commercial	$ 315.00	$ 1,600.00 Plus $ 110.00 Per Tract Acre ($ 16,000.00 Maximum)
Industrial	$ 430.00	$ 1,600.00 Plus $ 110.00 Per Tract Acre ($ 16,000.00 Maximum)

L. ZONING HEARING BOARD FEES

1. Along with each application or appeal to the Zoning Hearing Board or Board of Commissioners, the applicant or appellant shall make a deposit in accordance with the fee schedule set forth below:

   (a) For each application for a Special Exception or Appeal for a Variance to the Zoning Hearing Board or Appeal from decision of Zoning Officer for Single Family Residential: $ 750.00

   (b) All other applications for a Special Exception or Appeal for a Variance to the Zoning Hearing Board or Appeal from decision of Zoning Officer: $ 1,300.00

   (c) For each application, request, or petition for a change of or amendment to Zoning Ordinance by the Board of Commissioners: $ 400.00

   (d) For each Conditional Use Application: $ 1,500.00

   (e) For each Construction Code Board of Appeals including a Hearing: $ 850.00

   (f) For each Construction Code Board of Appeals Document Review Only with No Hearing: $ 250.00

   (g) All other Appeals / Applications to Zoning Hearing Board: $ 1,300.00

2. The following fees associated with formal opinions of the Zoning Officer permitted in accordance with § 350-158: One Thousand Dollars ($ 1,000.00) plus advertising costs

M. COLLECTION OF DELINQUENT ACCOUNTS

1. See attached Ordinance No. 519.

UPPER POTTSGROVE TOWNSHIP

Ordinance No. 519

ORDINANCE APPROVING APPOINTMENT OF SOLICITOR, INTEREST ASSESSMENT, AND ATTORNEY FEES AND COLLECTION FEES ADDED TO THE AMOUNT COLLECTED AS PART OF UNPAID MUNICIPAL CLAIMS FOR DELINQUENT ACCOUNTS

WHEREAS, to be fair to all taxpayers and other residents of Upper Pottsgrove Township (the "Township"), it is necessary for the Township to recover promptly unpaid, delinquent municipal fee accounts, if necessary, by legal proceedings; and

WHEREAS, the Municipal Claims and Tax Liens Act, 53 P.S. § 7101, *et seq.*, as amended (the "Act"; capitalized terms used but not defined herein shall have the meanings ascribed to such terms in the Act), provides a statutory framework for Municipalities to collect unpaid Tax Claims and Municipal Claims; and

WHEREAS, § 7101 of the Act authorizes a municipality levying Taxes, Tax Claims, Tax Liens, Municipal Claims and/or Municipal Liens that become delinquent (each, an "Unpaid Claim") to recover the Charges, Expenses, Commissions and Fees incurred in the collection of the Unpaid Claims (the "Collection Expenses") as Charges, Expenses and Fees included together with the applicable Unpaid Claim; *provided*, that such Collection Expenses are approved by Legislative Action of such municipality; and

WHEREAS, § 7106(a.1) of the Act requires that the applicable Municipality adopt by ordinance a schedule of Attorney Fees for any Attorney Fees incurred in connection with the filing, preservation and collection of any Delinquent Account, including any Unpaid Claim; and

WHEREAS, the Township has determined after due deliberation and investigation, that it is in the best interest of the Township to collect certain Unpaid Claims pursuant to the Act (such Unpaid Claims, "MCTLA Unpaid Claims") and, after careful review of the Attorney Fees and Collection Fees set forth in this Ordinance, to approve and adopt such Attorney Fees and Collection Fees pursuant to this Legislative Action in accordance with the Act.

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED, ENACTED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF UPPER POTTSGROVE TOWNSHIP AS FOLLOWS:

Section 1. Attorney Fees and Collection Fees to be Added to the MCTLA Unpaid Claims. The Attorney Fees and Collection Fees set forth below are hereby adopted, approved and determined to be reasonable, including, without limitation, as contemplated by § 7106 of the Act. The Attorney Fees and Collection Fees set forth below shall be included and added to the applicable MCTLA Unpaid Claim in an amount equal to the amount set forth in this Section 1.

1

(a) Attorney Fees.

Initial review and sending first legal demand letter	$175.00
File Lien and prepare Satisfaction	$250.00
Prepare Writ of Scire Facias	$250.00
Prepare and mail letter under Pa. R.C.P. 237.1	$ 50.00
Prepare Default Judgment	$175.00
Research, prepare and obtain re-issued Writ	$175.00
Prepare Praecipe to Amend	$100.00
Prepare Motion to Amend	$150.00
Prepare Motion for Alternate Service	$250.00
Prepare Motion to Consolidate Claims	$250.00
Amend claim to add United States as defendant	$250.00
Prepare Writ of Execution	$800.00
Preparation for sheriff's sale; review schedule of distribution and resolve distribution issues	$400.00
Prepare Motion to Continue Sheriff's Sale	$ 50.00
Prepare Petition for Free and Clear Sale	$400.00
Preparation and service of Subpoena	$100.00
Presentation of Motion or Petition	$ 50.00
Services not covered above	At an hourly rate between $75.00-$275.00 per hour

(b) Collection Fees.

Validation notice	$ 25.00 per notice
Notice of delinquent claim and fee shifting	$ 40.00 per notice, plus applicable postage

Bookkeeping fee for payment plan of 3 months or less	$ 25.00
Bookkeeping fee for payment plan of more than 3 months	$ 50.00
Handling fee for returned check	$ 25.00

(c) Payoff Fees.

Providing guaranteed payoff to third parties	$ 25.00

In addition to the Collection Fees set forth under Subsections 1(b) and 1(c) above, the amount of out-of-pocket charges, costs, expenses, commissions and fees incurred in connection with the filing, preservation and collection of the MCTLA Unpaid Claims, including, but not limited to, prothonotary fees and charges, sheriff fees and charges, postage expenses, title search expenses, vehicle identification number (VIN) search expenses, skip tracing and/or other investigatory service expenses, and the costs, fees, charges and/or expenses arising out of any payment by any credit card, debit card or any other payment medium, are hereby approved and shall be included, upon incurrence, together with the applicable MCTLA Unpaid Claim.

Section 2. Interest. Interest will be assessed upon the Unpaid Claims at a rate of 10% per annum and added to the Unpaid Claims. The Township is permitted to waive any interest on any Unpaid Claim when the Township or any attorney and/or third party collector collecting the Unpaid Claim believes, in its discretion, that such amount is *de minimis* or that the cost or burden of continuing collection outweighs the benefit of collecting the interest.

Section 3. Appointment of Solicitor. The Township appoints Michelle R. Portnoff, Esquire, as Solicitor for the limited purpose of collecting the Unpaid Claims and hereby authorizes her, and all attorneys employed by Portnoff Law Associates, Ltd., to sign any and all documents, including municipal claims and liens, on behalf of the Township.

Section 4. Severability. Should any section, paragraph, clause or phrase of this Ordinance be declared unconstitutional or invalid by legislation or a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby, and shall remain in full force and effect.

Section 5. Inconsistencies. All prior ordinances, resolutions and/or other official acts or parts thereof inconsistent herewith are hereby repealed to the extent of such inconsistencies.

Section 6. Effective Date. This Ordinance shall take effect on the earliest date permitted pursuant to applicable law.

[*Remainder of This Page Intentionally Left Blank*]

DULY ORDAINED, ENACTED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF UPPER POTTSGROVE TOWNSHIP THIS 19th DAY OF SEPTEMBER, 2022.

UPPER POTTSGROVE TOWNSHIP

By: _____
Name: Trace Slinkerd
Title: President of Board of Commissioners

Attest:

_____
Name: Jeannie DiSante
Title: Township Secretary
[Seal]