

## RESOLUTION No. 2020-08

### RESOLUTION OF THE TOWNSHIP OF HALFMOON ESTABLISHING AND SETTING FORTH THE SCHEDULE OF FEES OF THE TOWNSHIP OF HALFMOON

**WHEREAS**, the Board of Supervisors of the Township of Halfmoon, County of Centre, Commonwealth of Pennsylvania, a duly organized municipality acting pursuant to the Second-Class Township Code Act. of May 26, 1939, as amended 53 P.S. § 66140,

**WHEREAS**, the Board of Supervisors of the Township of Halfmoon, are authorized by the Second Class Township Code, The Pennsylvania Municipalities Planning Code, Title 2, Title 25 of the Pennsylvania Code, to Prescribe reasonable fees with respect to the administration of the Municipality and it's Ordinance's and Resolutions for expenses incurred in the administration of such Ordinances and Resolutions.

**WHEREAS**, the Board of Supervisors of the Township of Halfmoon, County of Centre, Commonwealth of Pennsylvania, wishes and desires to establish a schedule of fees.

**NOW, THEREFORE BE IT RESOLVED:** and it is resolved by the Board of Supervisors of the Township of Halfmoon, that it does establish and set-forth the schedule of Fees of the Township of Halfmoon and repeal any and all fee schedules and or resolutions that are inconsonant with this Township of Halfmoon Resolution.

Applications and appeals shall be accompanied by a non-refundable fee and a minimum deposit to defray the cost of public notices, court stenographers, secretarial costs, fees paid to member of the Zoning Hearing Board, fees paid for plan review and administrative overhead. If actual costs are less than the below specified minimum deposit, the balance will be refunded.

If actual costs exceed the minimum deposit, the excess will be the obligation of the applicant. In the event that any person, firm, or corporation fails to pay the statement for service fees authorized by this Resolution.

The Halfmoon Township Solicitor may on behalf of the Township of Halfmoon; is hereby authorized to commence appropriate Civil Action in order to recovery of the same through the District Magistrates Court or the Civil Division of the Court of Common Pleas of Centre County Pennsylvania.

The fees and deposits for various types of application and appeals are as follows:

**All fees and deposits must accompany each application.**

- 1. Curative Amendment/Validity Challenge:**
  - a. Applications \$2500.00 + advertising costs
- 2. Zoning Hearing Board:**
  - a. Appeals \$ 2500.00
  - b. Variances \$ 2500.00
  - c. Special exceptions \$ 2500.00
- 3. Conditional Use:**
  - a. Application and Hearing : \$2500.00
- 4. Subdivision Applications: Subdivision fees shall be calculated as the sum of the following components and Land Development Application fees.**
  - A. Base Plan Application Fee \$385.00
    1. 1-2 Lots \$200.00
    2. 3-5 Lots \$250.00
    3. 6-10 Lots \$300.00
    4. 11-20 Lots \$350.00
    5. 21-30 Lots \$400.00
    6. 31-40 Lots \$500.00
    7. 41 + Lots \$600.00
    8. Lot Consolidation Plans \$150.00

**5. Land Development Applications:**

- |   |           |
|---|-----------|
| a. Addition or Revision to existing structure | \$ 300.00 |
| b. New Development on vacant lot:             |           |
| < 10,000 Square feet                          | \$ 500.00 |
| > 10,000 Square feet                          | \$ 750.00 |

**Re-Zoning Fees:**

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|--|-------------|
| a. Re-zoning Application Fee & Escrow Account: | \$ 250.00 + |
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**In addition:** \$1,000.00 escrow account to be applied toward actual costs of advertising, posting of property, and administrative fees related to review.

Petition for Zoning or Subdivision and Land Development Code Revision	\$ 250.00
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**6. Non-Conforming Uses Application Fee:**

\$ 25.00

**7. Development Notice signs:**

\$ 22.50 per sign

**ESCROWS ACCOUNTS:**

\* Applicants will be required, at the time of the plan submission, to deposit with the Township an escrow sum of money that will be used to pay for consulting services retained by the Township to complete the review of the submitted plan and to complete inspection of public improvements if sufficient escrow funds remain on deposit. Each time an escrow account is reduced by one-half of the original deposited amount, the applicant will be required to deposit additional funds in order to restore the initial escrow amount.

\*\*\*\*\* Township staff shall have the flexibility to reduce the minimum required escrow amounts.

**8. Subdivision Escrow Amounts:**

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|--------------------|-------------|
| a. Stormwater      |             |
| 1. 1-10 Lots       | \$1,500.00  |
| 2. 11-40 Lots      | \$3,500.00  |
| 3. 41 Lots or more | \$5,000.00  |
| b. Traffic         |             |
| 1. 1-10 Lots       | \$3,500.00  |
| 2. 11-40 Lots      | \$6,000.00  |
| 3. 41 Lots or more | \$10,000.00 |

**9. Land Development Escrow Amounts:**

- |   |            |
|---|------------|
| a. Stormwater                                   |            |
| 1. Under one (1) acre                           | \$ 500.00  |
| 2. Over one (1) acre                            | \$3,000.00 |
| b. Traffic                                      |            |
| 1. Per access proposed public or private street | \$2,500.00 |
| 2. Accessing a Township Road and/or State Road  | \$ 800.00  |

## **ZONING PERMIT FEES:**

### **10. Zoning Permits:**

a.	Single Family Dwellings:	\$200.00
b.	Duplexes:	\$300.00
c.	Multi-Family – minimum of 2 units	\$150.00 per unit
d.	Accessory Buildings:	
	1. Less than 150 sq. ft.	\$ 20.00
	2. Greater than 150 sq. ft.	\$ 75.00
	<b>Garages will be considered an accessory building.</b>	
e.	Additions:	\$100.00
f.	Commercial Buildings	\$300.00 / 1,000 sq. feet
g.	Decks and Porches:	
	1. Less than 150 sq. ft.	\$ 20.00
	2. Greater than 150 sq. ft.	\$ 40.00
h.	Signs: [Does Not Include HOP Fee]	
	1. Permanent:	\$ 40.00
	2. Signs, temporary:	\$ 15.00
i.	Swimming Pools:	
	1. In-ground:	\$ 75.00
	2. Above Ground Over 47" or Higher side walls:	\$ 40.00
j.	Home Occupation Permit	\$ 50.00
	Occupancy Permit	

### **11. Highway Occupancy Permits:**

1. Driveways	\$ 30.00
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\* Municipal Engineer fees may apply – see Engineer Fee Schedule

### **12. Park Facility Reservation Fees**

#### **A. Community Center Fee**

##### **Events**

(All rentals start at a minimum 3-hr block of time, \$10 each additional hour)

Single Event (Per Use)	\$ 25.00
Weekly Event (Per Week with 6-week commitment)	\$ 15.00
Monthly Event (Per Month with 3-month commitment)	\$ 20.00

**Security Deposit** (Fee to be paid once per single use or per agreement) \$ 50.00\*

\* Fee is returned upon compliance of the regulations spelled out in the Community Center rental agreement.

#### **B. Pavilion Reservation Fee**

Daily Rental Fee	\$ 50.00
Revision Change Fee	\$ 20.00

#### **C. Sport Field Reservation Fee**

##### **Daily (Any Field)**

Per Field, Per 3 Hour Block	\$ 20.00
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**Seasonal (Rented in 3-month agreements)**

Softball/Baseball Fields:

\$ 120.83 per field, per month

Soccer/Lacrosse/Football Fields:

\$ 164.67 per field, per month

**Tournaments**

Per Youth Field, Per Day

\$ 150.00

Per Adult Field, Per Day

\$ 130.00

Either Field, Multiple Days

\$ 500.00

Annual, two or more multi-day tournaments per year

\$ 400.00

**13. Code Administration Fees: Centre Region Code Office****A. A-1 Building Code Permit Fees-1 and 2 Family Residential**

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|--|---------------------------|
| 1. Application Fee   | \$ 35.00                  |
| 2. New Construction, or Addition - \$0.0055 x Declared cost*, OR \$0.0055 x square foot construction cost x square footage (whichever is greater) (Most recent square foot construction cost as published by International Code Council) |                           |
| 3. Renovation  | \$0.0055 x Declared Cost* |
| 4. Minimum Fee   | \$ 55.50                  |
| 5. Re-inspection Fee   | \$ 75.00                  |
| 6. Demolition Fee  | \$ 55.50                  |

\* The CRCA may request documentation supporting the declared project cost.

**B. A-2 Building Code Permit Fees – 1 and 2 Family Residential – New Industrialized Housing Only**

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|---|----------|
| 1. Application Fee  | \$ 35.00 |
| 2. New Construction, or Addition – 80% of the following: (\$0.0055 x Declared Cost*, OR \$0.0055 x Square Foot Construction Cost x Square Footage (whichever is greater) (Most recent square foot construction cost as published by International Code Council) |          |
| 3. Minimum Fee  | \$ 55.50 |
| 4. Re-inspection Fee  | \$ 75.00 |

\* The CRCA may request documentation supporting the declared project cost.

**C. A-3 Building Code Permit Fees – Non-1 and 2 Family Residential**

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|--|----------|
| 1. Application Fee   | \$ 75.00 |
| 2. New Construction, or Addition - \$0.0055 x Declared cost*, OR \$0.0055 x square foot construction cost x square footage (whichever is greater) (Most recent square foot construction cost as published by International Code Council) |          |
| 3. Minimum Fee   | \$ 55.50 |
| 4. Re-inspection Fee   | \$ 75.00 |
| 5. Demolition Fee  | \$ 55.50 |

\* The CRCA may request documentation supporting the declared project cost.

**D. Well and Borehole Permit Fee**

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|--|-----------|
| 1. Potable drinking water well   | \$ 56.00  |
| 2. Base fee for all wells and boreholes subject to the Centre Region Building Safety and Property Maintenance Code with the exception of potable drinking water wells including up to five (5) ground penetrations | \$ 150.00 |
| 3. Additional penetrations beyond the five (5) penetrations covered in the base fee For up to and including an additional five (5) penetrations  | \$ 75.00  |

**E. Permit Expiration and Permit Renewal Fees:** The following fees are applicable to permits that are subject to the provisions of Pennsylvania Act 46 of 2010.

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|---|----------|
| 1. Written Verification of Expiration Date  |          |
| a. Residential Projects   | \$100.00 |
| b. Commercial Projects  | \$500.00 |
| 2. Permit Extension fee shall be 25 percent of the original base permit fee, not to exceed \$5,000.00 |          |

**F. Residential Plan Review Fees**

Upon the second plan submission prior to the issuance of a permit if plan review comments have not been adequately addressed or if additional comments are required to be generated, or any submission of modifications after the issuance of a permit.

1. Submission Fee \$ 0
2. Review Fee \$80 x staff time in hours

#### **G. Commercial Plan Review Fees**

Upon the second plan submission prior to the issuance of a permit if plan review comments have not been adequately addressed or if additional comments are required to be generated, or any submission of modifications after the issuance of a permit.

1. Submission Fee \$ 150.00
2. Review Fee \$80 x staff time in hours

#### **H. Work not covered by permit fees**

1. Fee \$80 x staff time in hours

#### **I. Applicant requested accelerated plan review or inspection outside of normal business hours**

1. Fee \$120 x staff time in hours

<b>14.</b>	<b>Administration Items:</b>	<b>Comments/Notes:</b>	<b>Fee:</b>
a.	<b>Copies</b>	Ordinances, agendas, minutes	\$.50 per page plus postage
b.	<b>Documents on portable devices</b>	Mailed or walked in	\$1.00 plus postage
c.	<b>Maps:</b>	Any Township Map or Plat Pick Up: Mailed:	Cost of Reproduction Cost + Postage
d.	<b>Administrative Office Fees:</b>		
a.	Insufficient Funds Returned Check Charge		\$25.00
b.	Use of Building: Surety Deposit/Key Deposit		\$50.00
e..	<b>Service Charges Accounts Receivable:</b>		
	1. Over 30 days past due.		1% of Original Amount Invoiced
	2. 31-60 days past due.		2% of Original Amount Invoiced
	3. 61-90 days past due.		3% of Original Amount Invoiced
	4. 91+ days past due:		Dist. Court Cost + Attorney Fees.
	5. Accounts Receivable Processing Charge		\$3.85
f.	<b>Dog License Service Charge.</b>		\$00.50/License
	Regular Male	\$8.50+ SC	
	Neutered Male	\$6.50+ SC	
	Female	\$8.50+ SC	
	Spayed Female	\$6.50+ SC	
	Persons with Disability or Senior Citizen application fees		
	Male	\$6.50+ SC	
	Neutered Male	\$4.50+ SC	
	Female	\$6.50+ SC	
	Spayed Female	\$4.50+ SC	
g.	<b>Municipal Lien Letters</b>		\$10.00

#### **15. Sewage Applications: Listed under SEO Fee Schedule:**

### **Applications**

New Systems (Site Approved or Denied)	\$600.00
Replace or Major Repair/Alteration to Existing System	\$600.00
Additional Percolation Test (per 6-hole set) under same application	\$360.00
Minor Repairs to Existing System	\$400.00
Septic Tank Replacements, Holding/Retention Tanks/Privies	\$360.00
Renew, Reuse, or Transfer Permit:	\$300.00
Interim or Final Inspection(s)	\$140.00
IRSIS (Spray Irrigation) and Drip Irrigation	\$1000.00

### **Existing System Inspections**

Inspections due to housing inspection – unsuitable system	\$300.00
Small Flow Treating Facility Inspections	\$300.00
Inspection for any reason other than noted above	\$300.00

### **Onlot Sewage Management Program Inspections**

Complete Site Inspection w/Open Tank(s), per system	\$ 75.00
Walkover Inspection, per site or system	\$ 35.00
Open Tank(s) Inspection for Pumping Waiver, per System	\$140.00
Admin. without site inspection	\$ 25.00

### **Municipal Consultation/Enforcement**

Primary Sewage Enforcement Officer	\$56.00 per hour
Secondary Sewage Enforcement Officer	\$56.00 per hour
Secretarial Administration	\$36.00 per hour
Mileage Rate	IRS allowable rate.

### **Subdivision/Land Development**

Soil probes and related administration, such as probe and percolation reports, existing system inspections and plot plan reviews with written comments, will be billed on a time-and-materials basis at the following rates:

Primary Sewage Enforcement Officer:	\$60.00 per hour
Administration:	\$38.00 per hour
Technicians:	\$32.00 per hour
Mileage Rate	IRS allowable rate.

Percolation test hole preparation including gravel & presoak, per 6-hole test	\$200.00
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Providing water for the percolation testing, per 6-hole test at the discretion of the SEO.	\$120.00
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Percolation testing, per 6-hole test, whether site passes or fails, plus mileage at IRS allowable rate	\$350.00
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Planning Module Review (per review) – Component 1	\$200.00
– Component 2	\$300.00

**16. Local Agency Board of Adjudication:**

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|----|-------------|----------|
| a. | Docket fee  | \$425.00 |
| b. | Deposit fee | \$545.00 |

**17. Township Engineer:**

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|----|-----------------------|-------------|
| a. | Professional Engineer | \$70.00     |
| b. | Technician II         | \$40.00     |
| c. | Technician I          | \$35.00     |
| d. | Secretarial           | \$30.00     |
| e. | Mileage               | \$0.45/mile |
| f. | Waiver review fee     | \$65.00/hr. |

A lump sum of \$75.00 per meeting will be charged for meeting attendance regardless of the time actually incurred. Subconsultant or Reimbursable Costs such as photo development incurred as part of a project will be passed on with no markup of the costs.

**18. Municipal Solicitor Review under the MPC.  
Subdivision and Land Development Review**

\$190.00/Hr.

**19. Tax Collection (Real Estate)**

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|----|---|---------|
| a. | Written Certifications as to Payment Status of Real Estate          | \$15.00 |
| b. | Issuance of Mobile Home Removal Permit (After Taxes have been Paid) | \$ 3.00 |
| c. | Duplicate Bill Fee  | \$ 2.00 |
| d. | Insufficient Funds Returned Check Charge                            | \$30.00 |

**CERTIFICATE**

The undersigned duly qualified Halfmoon Township Board of Supervisors certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Board of Supervisors held on February 13, 2020.

**ATTEST:**

**By and For the Board:**

  
Assistant Township Secretary

  
Board of Supervisors

{SEAL}