RESOLUTION 2022-28

RESOLUTION OF THE TOWNSHIP OF HALMOON
ESTABLISHING AND SETTING FORTH THE SCHEDULE OF FEES

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

WHEREAS, The Board of Supervisors of the Township of Halfmoon, is authorized by the Second-Class Township Code and The Pennsylvania Municipalities Planning Code to prescribe reasonable and necessary fees with respect to reimbursement to the municipality for expenses incurred in the administration, processing, issuing, tracking, reviewing, and inspections in relation to its Ordinances and Resolutions; and

WHEREAS, The Board of Supervisors of the Township of Halfmoon has considered and reviewed the actual costs incurred by the Township associated with the foregoing and wishes to establish a schedule of fees for such;

NOW THEREFORE, it is resolved that the attached fee schedule be set forth and hereby adopted.

ENACTED this 10th day of November 2022 by and in accordance with law by The Board of Supervisors of Halfmoon Township.

HALFMOON TOWNSHIP
BOARD OF SUPERVISORS:

David Piper

Rose Ann Hoover

Patricia Hartle

Ronald Servello

Charles Beck

ATTEST:

[SEAL]

Amy Smith, Secretary

I, Amy Smith, Secretary for Halfmoon Township, do hereby attest that the foregoing Resolution No. 2022-28 was voted upon and approved by majority vote of the Board of Supervisors on the 10th day of November, 2022.

SUBDIVISION AND LAND DEVELOPMENT FEES

1. **Subdivision Applications**
   a. Base fee per plan — $400.00
   b. Plus per lot fee — $25.00 per lot
   c. Development Notice Signs — $50.00/application

2. **Land Development Applications**
   a. Addition/Revision to Existing Structure — $400.00/application
   b. New Development on Vacant Land
      i. ≤ 10,000 Square Feet — $500.00/application
      ii. Greater than 10,000 Square Feet — $750.00/application
   c. Development Notice Signs — $50.00/application

   Review Time
   Review time for Subdivision and Land Development Plans shall be charged as follows:
   d. Review by Township Staff (Engineering & Zoning Officer)
      Percentage of reviewer's hourly rate times total review hours — 200%
   e. Review by COG Planner
      Percentage of hourly charge rate times total review hours — 110%
   f. Review provided by consultants
      Percentage of consultant's invoice — 110%

3. **Parkland Fee-In-Lieu** (Ord #2021-01) 90% of after-development fair market value ***OR***
   a. Residential (per dwelling unit) — $1,000/DU
   b. Non-residential (per disturbed acre) — $1,000/DA

4. **Subdivision and Land Development Text Amendment Petition** — $2,500.00

In addition to the foregoing fees, the Township will charge any actual expense incurred by the Township that exceeds these fees.

ZONING FEES

1. **Zoning Permits** - Based on the Value of Construction (VC)
   a. Minimum Permit (VC up to $46,875) — $75.00
   b. VC over $46,875 — $0.0016 x VC

2. **Highway Occupancy Permit** — $60.00

3. **Sign Permits**
   a. Permanent or Temporary on-premises
      i. ≤ 16 Square Feet — $40.00
      ii. More than 16 Square Feet — $50.00
   b. Off-premises (Churches & Civic Organizations Exempt) — $50.00

4. **Zoning Hearing Board Applications**
   a. Variances from requirements of the Zoning Ordinance — $2,500.00
   b. Special Exceptions — $2,500.00
   c. Appeals from orders and decisions of the Zoning Officer — $2,500.00

5. **Validity Challenges and Curative Amendments** — $2,500.00

6. **Zoning Text Amendment Application** — $2,500.00

7. **Zoning Map Amendment** — $2,500.00

8. **Conditional Use Applications**
   a. Application Fee — $600.00
   b. Escrow Account (Separate check made payable to Halfmoon Township) — $2,000.00
   Only the escrow amount refundable, if any, shall be returned to the applicant without calculation of interest.

9. **Rezoning Petition (Change in Use)**
   a. Application Fee — $600.00
   b. Escrow Account (Separate check made payable to Halfmoon Township) — $2,000.00
   Only the escrow amount refundable, if any, shall be returned to the applicant without calculation of interest.

10. **Certificate of Non-Conformity from Zoning Officer** — $60.00

In addition to the foregoing fees, the Township will charge any actual expense incurred by the Township that exceeds these fees.

SEWAGE ENFORCEMENT OFFICE FEE SCHEDULE

1. **Applications**

a. New Systems (Site approved or denied)	$660.00
b. Replace or major repair/alteration to existing system	$660.00
c. Additional percolation test under same application	$360.00/6-hole set
d. Minor repairs to existing system	$400.00
e. Septic Tank Replacements, Holding/Retention Tanks/Privies	$360.00
f. Renew, Reuse, or Transfer Permit	$300.00
g. Interim or Final Inspection(s)	$140.00
h. IRSIS (Spray Irrigation) and Drip Irrigation	$1,000.00

2. **Existing System Inspections**

a. Inspections due to housing inspection – unsuitable system	$300.00
b. Small Flow Treating Facility inspections	$300.00
c. Inspection for any reason other than noted above	$300.00

3. **On-lot Sewage Management Program Inspections**

a. Complete site inspection w/open tank(s)q	$80.00 per system
b. Walkover inspection, per site or system	$40.00
c. Open tank(s) inspection for pumping waiver	$140.00 per system
d. Admin. without site inspection	$30.00

4. **Municipal Consultation/Enforcement**

a. Primary Sewage Enforcement Officer	$60.00 per hour
b. Secondary Sewage Enforcement Officer	$60.00 per hour
c. Secretarial Administration	$36.00 per hour
d. Mileage Rate	IRS allowable rate

5. **Subdivision/Land Development**

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

a. Administrative & Professional Staff	
i. Primary Sewage Enforcement Officer	$65.00 per hour
ii. Administration	$38.00 per hour
iii. Technicians	$32.00 per hour
iv. Mileage Rate	IRS allowable rate
b. Percolation test hole prep including gravel & presoak	$200.00/6-hole test
c. Providing water for perc testing (at discretion of SEO)	$120.00/6-hole test
d. Percolation testing, whether site passes of fails plus mileage	$350.00/6-hole test + IRS allowable rate
e. Planning Module Review (per review)	
i. Component 1	$200.00
ii. Component 2	$300.00

In addition to the foregoing fees, the Township will charge any actual expense incurred by the Township that exceeds these fees.

CODE ADMINISTRATION

1. **Building Code Permit Fees - 1 and 2 Family Residential**
   a. Application Fee — $35.00
   b. New Construction or Addition — See Calculations
      $0.0070 x Declared Cost (DC)*, OR $0.0070 x Square Foot Construction Cost x Square Footage (whichever is greater) (Most recent square foot construction cost as published by the International Code Council)
   c. Renovation — $0.0070 x DC*
   d. Minimum Fee — $55.50
   e. Reinspection Fee — $75.00
   f. Demolition Fee — $55.50

   * The CRCA may request documentation supporting the declared project cost

2. **Building Code Permit Fees - 1 and 2 Family Residential - New Industrialized Housing Only**
   a. Application Fee — $35.00
   b. New Construction or Addition — See Calculations
      80% of the following: [$0.0070 x Declared Cost (DC)*, OR $0.0070 x Square Foot Construction Cost x Square Footage (whichever is greater) (Most recent square foot construction cost as published by the International Code Council)]
   c. Minimum Fee — $55.50
   d. Reinspection Fee — $75.00

   * The CRCA may request documentation supporting the declared project cost

3. **Building Code Permit Fees - Non-1 and 2 Family Residential**
   a. Application Fee — $75.00
   b. New Construction, Renovation, or Addition — See Calculations
      $0.0070 x Declared Cost (DC)*, OR $0.0070 x Square Foot Construction Cost x Level of Renovation Multiplier (whichever is greater) (Most recent square foot construction cost as published by the International Code Council)
   c. Minimum Fee — $55.50
   d. Reinspection Fee — $75.00
   e. Demolition Fee — $55.50

   * The CRCA may request documentation supporting the declared project cost

4. **Fire Safety Permits**
   a. Annual Permit Fee — See Calculations
      T x $85.00 x R / V (rounded to the nearest dollar)
      Where, R = Reduction Factor = 1.0
      T = Estimated Inspection Time of Property
      V = Inspection Frequency Value
   b. Estimated Inspection Time of Property (T-values)
      i. 1,000 Square Feet or less — 2 hours

ii. 1,001 to 2,500 Square Feet	2.75 hours
iii. 2,501 to 10,000 Square Feet	3.5 hours
iv. 10,001 to 25,000 Square Feet	4.5 hours
v. 25,001 to 75,000 Square Feet	6 hours
vi. 75,001 or more Square Feet	9.5 hours
c. Inspection Frequency Value (V-values)	
i. Life Safety Value[1] of 100 or less	5-year interval
ii. Life Safety Value[1] of 101 to 400	3-year interval
iii. Life Safety Value[1] of 401 or more	Annually

[1] as determined at the time of inspection

5. Rental Housing Fee

a. Single Dwelling Unit, Townhouse, Mobile Home, Apartment, Condominium, or Duplex	$40.00 per unit
b. Lodging House, Boarding House, Tourist Home, or Rooms	$35.00 per unit
c. Fraternity or Dormitory, annually	$35.00 x sleeping rooms

6. Well and Borehole Permit Fee

a. Potable drinking water well	$56.00
b. 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
c. Additional penetrations beyond the five (5) covered in the Base fee for up to and including an additional five (5) penetrations	$75.00

7. Permit Expiration and Renewal Fees

The following fees are applicable to permits that are subject to the provisions of Pennsylvania Act 46 of 2010

a. Written Verification of Expiration Date	
i. Residential Projects	$100.00
ii. Commercial Projects	$500.00
b. Permit Extension	25% of original base permit fee, not to exceed $5,000.00

8. 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

a. Submission Fee	No Fee
b. Review Fee	$85 x Staff Time

9. 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

a. Submission Fee	$150.00
b. Review Fee	$85 x Staff Time

10. Work Not Covered by Permit Fee	$85 x Staff Time
11. Applicant Requested Accelerated Plan Review or Applicant Requested Inspection Outside of Normal Business Hours	$127.50 x Staff Time

In addition to the foregoing fees, the Township will charge any actual expense incurred by the Township that exceeds these fees.

ADMINISTRATION

1. **Community Center Room Rental**

   *Deposit fee must be paid by check or cash and is only refundable upon staff's final inspection of facility for compliance with rental agreement.

   a. Township Resident/Non-resident
      i. Rental Fee (up to 4 hours) — $60.00
      ii. Hourly Fee for each additional hour — $10.00
      iii. Refundable* Deposit Fee – *separate check* — $60.00

   b. Non-profit Organization
      (must provide copy of 501(c)3 documentation and Certificate of Insurance)
      i. Rental Fee — NO FEE
      ii. Refundable* Deposit Fee — $60.00

2. **Pavilion Reservation**
   a. Non-Refundable Daily Rental Fee — $50.00 per day
   b. Date/Time Revision Change Fee (if <48-hour notice is given) — $20.00

3. **Sport Field Reservation**
   a. Daily Rate per 3-hour block, any field — $20.00
   b. Seasonal (Rented in 3-month agreements)
      i. Softball/Baseball Field, per field — $120.83 per month
      ii. Soccer/Lacrosse/Football Field, per field — $164.67 per month
   c. Tournament
      i. Per Youth Field — $150.00 per day
      ii. Per Adult Field — $130.00 per day
      iii. Either Field for multiple days — $500.00
      iv. Annual, two or more multi-day tournaments per year — $400.00

4. **Municipal Lien Letter** — $10.00 per parcel

5. **Home Occupation Permit** — $50.00

6. **Photocopies, Print, and Duplication Services**
   a. 8 ½ x 11 (Black/White) — $0.25 per side
   b. 8 ½ x 11 (Color) — $0.35 per side
   c. 11 x 17 (Black/White) — $0.40 per side
   d. 11 x 17 (Color) — $0.50 per side
   e. Oversized Print/Copy — Actual Cost
   f. Certified Copies — $5.00 per record
   g. Electronic Duplication of Files on Compact Disc(s) — $5.00 per disc
   h. Electronic Duplication of Files on External Drive(s) — $5.00 plus actual cost of new external drive(s)

7. **Postage** — Actual Cost

8. **Returned Check Fee** — $25.00 per check plus NSF fee charged by financial institution

9. **Accounts Receivable Service Charges**

a. All past due notices mailing charge, certified letter postage	Actual Cost
i. 30 – 59 days past due	1% of original amt.
ii. 60 – 89 days past due	2% of original amt.
iii. 91 - 119 days past due	3% of original amt.
iv. 120 days past due	3% of original amt. plus Actual Court, Attorney, and postage fees

10. **Dog Licenses**

a. Service Charge (SC) on all Licenses	$0.50 per license
b. Regular License	
i. Male or Female Dog	$8.50 plus SC
ii. Neutered Male or Spayed Female	$6.50 plus SC
c. Senior or Disabled Citizen License	
i. Male or Female Dog	$6.50 plus SC
ii. Neutered Male or Spayed Female	$4.50 plus SC

In addition to the foregoing fees, the Township will charge any actual expense incurred by the Township that exceeds these fees.

TAX COLLECTION

1. **Real Estate Tax Certifications**	$15.00 per parcel
2. **Duplicate Bill Fee**	$5.00 per parcel
3. **Mobile Home Removal Permit**	$2.00 per parcel
4. **Returned Check Fee**	$25.00 per check plus NSF fee charged by financial institution

In addition to the foregoing fees, the Township will charge any actual expense incurred by the Township that exceeds these fees.

PUBLIC WORKS DEPARTMENT

1. **Small Cell Wireless Facility Applications**

a. 1 – 5 collocated antennas	$500.00
b. Each additional collocated antenna on same application	$100.00
c. Each new or replacement pole	$1,000.00

2. **Right-of-Way Use Fees**

a. Application Fee for Trenching, Boring, Poles, Other Work in the Public Right-Of-Way Application Fee covers cost to review application, Issue permit, maintain the permit database and one-time Inspection of work. **** Plus a roadway restoration deposit or other Surety amount as required by the Township Engineer Based on extent of work.**	$300.00
b. Additional Inspections	$150.00
c. Application fee for tower and non-tower-based wireless	

	Communication facilities in the public right-of-way	$150.00
	****Per facility, plus a roadway restoration deposit determined by the Township Engineer based on the extent of work**	
d.	Per small cell wireless facilities, tower and non-tower based wireless communication facilities (per year)	$270.00/year

In addition to the foregoing fees, the Township will charge any actual expense incurred by the Township that exceeds these fees

PROFESSIONAL CONSULTANTS

Professional consultant fees will be based upon the actual rate of cost charged to the Township by such consultants or personnel.

In addition to the foregoing fees, the Township will charge any actual expense incurred by the Township that exceeds these fees.