

**HALFMOON TOWNSHIP  
CENTRE COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2026-08**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF HALFMOON,  
CENTRE COUNTY, ESTABLISH A SCHEDULE OF FEES FOR THE CALENDAR YEAR 2026**

**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,** in addition to the hereafter mentioned fees, the township will charge any actual expense incurred by the Township that exceeds the fees.

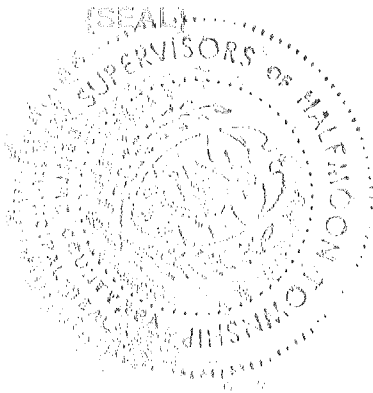
**NOW, THEREFORE, BE IT RESOLVED** and enacted that the fees for the township services, licenses, and permits, from and hereafter the 5th day of January 2026, are as follows:

**ATTEST:**

*Annup Smith*  
**Secretary**

**FOR THE BOARD:**

*Patricia Hertle*  
**Chair**



## **ADMINISTRATION**

### **1. Municipal Building 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 \$15.00 per hour
- ii. \*Refundable Security Deposit \$80.00

#### **b. Non-Profit Organization**

(must provide copy of 501(c)3 documentation and Certificate of Insurance)

- i. Rental Fee NO FEE
- ii. \*Refundable Security Deposit \$80.00

### **2. Pavilion Rental**

#### **a. Township Resident/Non-Resident**

- i. Rental Fee \$60.00 per day

#### **b. Non-Profit Organization**

(must provide copy of 501(c)3 documentation and Certificate of Insurance)

- i. Rental Fee NO FEE

### **3. Sporting Field Rental**

#### **Reservation Request Seasonal Schedule**

**WINTER** (Dec.-Mar.)

**NO RESERVATIONS**

**SPRING/SUMMER** (Apr.-Aug.)

*March 1<sup>st</sup> Reservation Deadline*

**FALL** (Sept.-Nov.)

*August 1<sup>st</sup> Reservation Deadline*

- a. Daily Field Rental \$30.00 per 3-hour block
- b. Seasonal Field Rental
  - i. Softball/Baseball Fields \$330.00 per field per sport-season
  - ii. Soccer/Lacrosse/Football Fields \$440.00 per field per sport-season
- c. Sports Field Lighting
  - \$50.00 per 3-hour block (Lower Field Only)
  - \$200.00 per season (Lower Field Only)

### **4. Municipal Lien Letter**

\$10.00 per parcel

### **5. Photocopies, Print, and Duplication Services**

- a. Black & White Copy \$0.25 per side
- b. Colored Copy \$0.50 per side
- c. Oversized Print/Copy Actual Cost
- d. Certified Copies \$5.00 per record

### **6. Postage**

Actual Cost

### **7. Returned Check Fee**

\$25.00 per check

### **8. 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 amount
  - ii. 60 – 89 days past due 2% of original amount
  - iii. 90 – 119 days past due 3% of original amount
  - iv. 120 days past due 3% of original amount plus Actual Court, Attorney, and postage fees

## 9. Professional Consultants

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

## TAX COLLECTION

- |                                  |                    |
|----------------------------------|--------------------|
| 1. Real Estate Tax Certification | \$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  |

## 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 Fee**
  - 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. \$300.00\*\*  
\*\* **Plus, a roadway restoration deposit or other Surety amount as required by the Township Engineer based on extent of work.**
  - b. Additional Inspections \$150.00
  - c. Application fee for tower and non-tower based wireless Communications facilities in the public right-of-way \$150.00\*\*\*  
\*\*\* **Per facility, plus, a roadway restoration deposit or other Surety amount as required by the Township Engineer based on extent of work.**
  - d. Per small cell wireless facilities, tower and non-tower based wireless communication facilities (per year) \$270.00/per year

## SUBDIVISION AND LAND DEVELOPMENT/ZONING

1. **Subdivision And Land Development Fees**
  - a. Base fee per plan \$400.00
  - b. Development Notice Signs \$50.00 per application
  - c. Petition for Amendment \$500.00

## 2. Review Time

The owner or agent submitting any intended subdivision or land development plan shall execute an agreement with the Township of Halfmoon. Such agreement shall provide that the owner or agent to reimburse Halfmoon Township for the actual cost of all fees and expenses for: the municipality's professional consultants; engineering services; for all associated inspection, analysis, etc.

### 3. Parkland Fee-In-Lieu

Per § 166-5 90% of the after-development fair market value **OR**

a. Residential Plan

\$1,000.00 per Dwelling Unit

b. Non-Residential Plan

\$1,000.00 per Disturbed Acre

## **ZONING**

### 1. Zoning Permits – (Based on the Value of Construction (VC))

a. Minimum Permit (VC up to \$62,500)

\$100.00

b. VC over \$62,500

\$0.0016 x VC

The 1<sup>st</sup> inspection is included in the original permit fee. If multiple inspections are required a fee will be assessed.  
If applicant requests an inspection outside of normal business hours an accelerated inspection fee will be applied.

### 2. Additional Inspection Fee

Actual Cost

### 3. Highway Occupancy Permit

\$60.00

### 4. Home Occupation Permit

\$60.00

### 5. Sign Permit

\$60.00

### 6. Certificate of Non-Conformity from Zoning Officer

\$60.00

### 7. Governing Body Review Fees

a. Application for Conditional Use

\$500.00

b. Curative Amendment

\$750.00

c. Petition for Amendment

\$500.00

### 8. Zoning Hearing Board Fees\*

a. Appeals From the Zoning Officer's Decision

\$750.00

b. Challenges to the Validity of a Zoning Ordinance or Map

\$750.00

c. Request for Variance

\$750.00

d. Special Exception Request

\$750.00

e. Curative Amendment

\$750.00

***\* Please Note: The fees shall be used for applicable expenses related to the request. If the actual costs of the hearing are less than the fee, a refund may be requested.***

## **SEWAGE ENFORCEMENT OFFICE**

### 1. Applications

a. New Systems (Site Approved or Denied)

\$700.00

b. Replace or Major Repair/Alternation to Existing System

\$700.00

c. Additional Percolation Test (per 6-hole set) under same application

\$400.00

d. Minor Repairs to Existing System

\$425.00

e. Septic Tank Replacements, Holding/Retention Tanks/Privies

\$380.00

f. Renew, Reuse, of Transfer Permit

\$320.00

g. Interim or Final Inspection(s) (All Systems)

\$150.00

h. IRSIS (Spray Irrigation) and Drip Irrigation

\$1,060.00

### 2. Existing System Inspections

a. Inspections due to housing inspection – unsuitable system

\$320.00

b. Small Flow Treating Facility Inspections

\$320.00

- c. Inspection for any reason other than noted above \$320.00
- 3. On-lot Sewage Management Program Inspections**
- a. Complete Site Inspection w/ Open Tank(s), per system \$90.00
  - b. Walkover Inspection, per site or system \$45.00
  - c. Open Tank(s) Inspection for Pumping Waiver, per system \$150.00
  - d. Admin. Without site inspection \$40.00
- 4. Municipal Consultation/Enforcement**
- a. Primary Sewage Enforcement Officer \$90.00 per hour
  - b. Secondary Sewage Enforcement Officer \$90.00 per hour
  - c. Secretarial Administration \$60.00 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 reviews with written comments, will be billed on a time-and-materials basis at the following rates:
- a. Primary Sewage Enforcement Officer \$90.00 per hour
  - b. Administration \$60.00 per hour
  - c. Mileage Rate IRS allowable rate
  - d. Percolation testing, per 6-hole test, whether site passes or fails \$400.00 plus IRS allowable rate
  - e. Planning Module Review (per review)
    - i. Component 1 \$220.00
    - ii. Component 2 \$320.00

## **CODE ADMINISTRATION**

- 1. Building Code Permit Fees – 1 and 2 Family Residential**
- a. Application Fee \$35.00
  - b. New Construction, or Addition  $\$0.0070 \times \text{Declared Cost}^*$ , OR  $\$0.0070 \times \text{Square Foot Construction Cost} \times \text{Square Footage}$  (which ever is greater) (Most recent square foot construction cost as published by the International Code Council) \$0.0070 x DC\*
  - c. Renovation \$55.50
  - d. Minimum Fee \$100.00
  - e. Reinspection Fee \$55.50
  - f. Demolition Fee
- \* 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 80% of the following: [ $\$0.0070 \times \text{Declared Cost}^*$ , OR  $\$0.0070 \times \text{Square Foot Construction Cost} \times \text{Square Footage}$  (which ever is greater) (Most recent square foot construction cost as published by the International Code Council)]
  - c. Minimum Fee \$55.50
  - d. Reinspection Fee \$100.00
- \* 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  $\$0.0070 \times \text{Declared Cost}^*$ , OR  $\$0.0070 \times \text{Square Foot Construction Cost} \times \text{Level of Renovation Multiplier} \times \text{Square Footage}$  (which ever is greater) (Most recent square foot construction cost as published by the International Code Council)
- c. Minimum Fee \$55.50
- d. Reinspection Fee \$100.00
- e. Demolition Fee \$55.50

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

### 4. 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) penetrations covered in the base fee for up to and including an additional five (5) penetrations \$75.00

### 5. 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 Verifications of Expiration Date
  - i. Residential Projects \$100.00
  - ii. Commercial Projects \$500.00
- b. Permit extension fee shall be 25 percent of the original base permit fee, not to exceed \$5,000.00

### 6. 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 \$130.00 x Staff Time in Hours

### 7. 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 \$130.00 x Staff Time in Hours

### 8. Work Not Covered by Permit Fees

\$130.00 x Staff Time in Hours

### 9. Applicant Requested Accelerated Plan Review or Applicant Requested Inspection Outside of Normal Business Hours

\$195.00 x Staff Time in Hours

## **RIGHT-TO-KNOW**

a. Black & White Copies (first 1,000)	Up to \$0.25 per copy. (1)
b. Black & White Copies (beyond 1,000)	Up to \$0.20 per copy. (1)
c. Color Copies	Up to \$0.50 per copy. (2)
d. Specialized Documents (3)	Up to actual cost.
e. Records Delivered via Email or Other Electronic Method	No additional fee may be imposed. (4)
f. CD / DVD	Up to actual cost, not to exceed \$1.00 per disc.
g. Flash Drive	Up to actual cost.
h. Facsimile	Up to actual cost. (5)
i. Other Media	Up to actual cost.
j. Redaction	No additional fee may be imposed. (6)
k. Conversion to Paper	Up to \$0.25 per page. (7)
l. Photographing a Record	No additional fee may be imposed. (8)
m. Postage	Up to actual cost of USPS first-class postage.
n. Certification	Up to \$5.00 per record. (9)

### **Footnotes:**

1. A "copy" is either a single-sided copy, or one side of a double-sided copy, on 8.5"x11" or 8.5"x14" paper.
2. A "copy" is either a single-sided copy, or one side of a double-sided copy, on 8.5"x11" or 8.5"x14" paper. Note that a requester may ask for black and white copies even if the original is in color and color copies are available.
3. Including, but not necessarily limited to, non-standard sized documents and blueprints.
4. If a requester asks to receive records which require redactions in electronic format and the agency is unable to securely redact the records by electronic means, an agency may print the records to provide for secure redaction, then scan them in for delivery by email. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.
5. If an agency must print records to send them by facsimile, the agency may charge the fees noted above for B&W copies.
6. If a requester seeks records requiring redaction and the agency is unable to securely redact the records by electronic means, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.
7. If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media, unless the requester specifically requests for the record to be duplicated in the more expensive medium. See §1307(d).
8. This assumes the requester is using his or her own camera, such as a cellphone camera, to photograph the records. See *Muenz v. Township of Reserve*, OOR Dkt. AP 2015-1021, 2015 PA O.O.R.D. LEXIS 1176. If redaction is required prior to the requester being granted access to photograph records and the agency is unable to securely redact the records by electronic means, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.
9. Under the RTKL, an agency may impose "reasonable fees for official certification of copies if the certification is at the behest of the requester and for the purpose of legally verifying the public record." The OOR recommends no more than \$5 per record to certify a public record. Certification fees do not include notarization fees.