

RESOLUTION NO. 2008 – 13

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA.**

**A RESOLUTION TO AMEND THE
SCHEDULE OF FEES
ADOPTED AUGUST 12, 2008**

BE IT RESOLVED AND IT IS HEREBY RESOLVED THAT:

The Supervisors of the Township of Caernarvon, Berks County, Pennsylvania do hereby amend the fee schedule to change the Solicitation Permit fee to \$50.00 for a maximum of three (3) persons on a single permit, thereafter an additional fee of \$15.00 for each additional person covered by the permit fee.

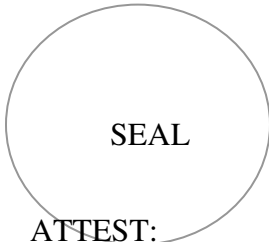
BE IT FURTHER RESOLVED THAT:

All individuals on any issued solicitation permit to be required to have a copy of the issued permit, and identification.

DULY ENACTED THIS 12th day of August 2008, by the Supervisors of Caernarvon Township, Berks County, Pennsylvania.

CAERNARVON TOWNSHIP

BY: _____
Chairman



ATTEST:

Township Secretary

**SCHEDULE OF FEES
ADOPTED AUGUST 12, 2008**

I. Applications to the Planning Commission:

All fees in excess of the applicable filing fee, incurred for review of plans and report(s) thereon by the Township’s Engineer or other professional consultants will be billed in accordance with the ordinary and customary charges of the Township’s Engineer and/or other professional consultants to the Township. The applicant shall, prior to Township approval of the Final Plan, pay the Township the excess amount expended in reviewing plans/reports. Any unused portion of the total fee charged to any applicant will be returned to the applicant. This refund will be made only after final action on a plan is taken by the Planning Commission and the Board of Supervisors. No development or subdivision plan will be approved unless all fees have been paid in full.

Minor Subdivision or Annexation Plans.....	\$1,500.00
Preliminary Plans	
Residential.....	\$2,500.00 plus lot or dwelling unit fee
Commercial/Industrial/Non-Residential.....	\$3,000.00 plus \$200 per acre or part thereof
Final Plans	
Residential.....	\$2,500.00 plus lot or dwelling unit fee
Commercial/Industrial/Non-Residential.....	\$3,000.00 plus \$100 per acre or part thereof
Lot or dwelling unit fee as follows:	
First 10 lots or units (each).....	\$100.00
11 to 100 lots or units (each).....	\$75.00
Each additional lot or unit.....	\$50.00

II. Applications to the Zoning Hearing Board:

Variances, Special Exceptions, and Appeals:

Single Residential Property	\$750.00**
Commercial and Multi-Family Residential Property	\$1,200.00**
Industrial	\$1,500.00**

** Plus \$300.00 per each Additional Session of Testimony.

Challenges to Validity of an Ordinance \$1,200.00

III. Applications to the Board of Supervisors:

	<u>FEE</u>	<u>ESCROW</u>
Curative Amendment	\$10,000.00	\$10,000.00

(Applicant is required to replenish escrow account for each and every \$5,000 of escrow drawn to cover expenses incurred. Any unused portion of the total fee charged to any applicant will be returned to the applicant. This refund will be made only after final action has been taken)

IV. Applications to the Board of Appeals:

(Under UCC Building and Fire Prevention Codes) \$200.00 plus costs

V. Applications for Building Permits:

A. Calculation of Fees

1. Square Foot Basis

The square footage shall be calculated based on the out-to-out dimensions of the building or structure and shall include all areas, whether finished or unfinished, that have a minimum headroom of 7'-6" or are finished as habitable space including, but not limited to, basements, bays, hallways, stairways, utility rooms, storage rooms, lobbies, attached garages, detached garages, foyers, and attics.

2. Certificate of Use and Occupancy

The Fee for a Certificate of Use and Occupancy is in addition to the Building Permit Fee and payment is required at the time the Building Permit is issued. See Section D CERTIFICATE OF USE AND OCCUPANCY for a listing of when the permit is required.

3. Multiple Permits

When a single project consists of multiple buildings or structures, accessory building or structures, and/or signs, separate application and permits shall be required for each building, structure, or sign.

4. Plan Review Fees

The building permit fee will include one (1) review of building plans and related

Schedule of Fees (effective 1/7/2008; Amended August 12, 2008)

documentation. Fees for additional reviews required due to revisions to the original plans and/or related documentation will be invoiced to the permit holder as detailed in Section G.

5. Inspection Fees

The building permit fee will include one (1) round of inspections for each of the following items footing, foundation, rough framing, energy, wallboard, and final. The permit holder will be responsible for scheduling inspections with the Township's Building Inspector. The fees for any re-inspections required due to the item failing the initial inspection will be invoiced to the permit holder as detailed in Section G.

B. Residential (non-commercial)

1. New single-family dwelling unit, multiple family dwelling unit, condominium unit or similar residential structure:

Per Square Foot of Floor Space\$ 0.40

2. Accessory Building or structures exceeding 500 square feet such as a carport, porch, enclosed porch, deck, patio, garden and/or tool sheds, gazebos, or detached garages.

Per Square Foot of Floor Space\$ 0.25

3. Accessory Buildings or structures less than 500 sq. feet.

Zoning Permit Fee.....(See Section F)

4. Additions or remodeling to residential buildings and residential accessory buildings.

Per Square Foot of Floor Space\$ 0.40

Minimum Building Permit Fee\$ 100.00

5. Mobile and/or Modular Homes

Permit Fee\$ 200.00

6. Swimming Pools

a. Above-Ground Pools.....\$ 70.00

b. In-Ground Pools Per Square Foot of pool and apron/patio...\$ 0.40

7. Demolition Permit.....\$ 70.00

Schedule of Fees (effective 1/7/2008; Amended August 12, 2008)

- 8. Signs (Residential) Advertising a Home Business or Home Occupation.
Permit Fee\$ 70.00
- 9. Fences
Permit Fee\$ 70.00

C. Commercial-Industrial-Institutional (non-residential)

- 1. Commercial – Industrial – Institutional Buildings, new and/or additions
Per Square Foot for the first 5,000 sq. ft\$ 0.40
Per Square Foot for the next 10,000 sq. ft.\$ 0.25
Per Square Foot over 15,000 sq. ft.....\$ 0.15
Minimum Building Permit Fee\$ 500.00
- 2. Renovations and/or remodeling which includes interior construction, walls, partitions, floors
Per Square Foot for the first 5,000 sq. ft.....\$ 0.40
Per Square Foot for the next 10,000 sq. ft... ..\$ 0.25
Per Square Foot over 15,000 sq. ft.....\$ 0.15
Minimum Building Permit Fee\$ 200.00
- 3. Accessory Buildings exceeding 200 sq. feet
Per Square Foot for the first 5,000 sq. ft.....\$ 0.40
Per Square Foot for the next 10,000 sq. ft... ..\$ 0.25
Per Square Foot over 15,000 sq. ft.....\$ 0.15
Minimum Building Permit Fee\$ 200.00
- 4. Accessory Building less than 200 sq. feet
Permit Fee\$ 100.00
- 5. Special Structures such as but not limited to towers, storage tanks, etc.
Permit Fee\$ 250.00⁽¹⁾

⁽¹⁾ Plus necessary Engineering Review fees required to review special structures. Applicant must show a valid license and State approval to install and/or remove tanks.

- 6. Principal Uses of Land not requiring the construction of a building or structure.

Schedule of Fees (effective 1/7/2008; Amended August 12, 2008)

	Minimum Building Permit Fee	\$ 100.00
7.	Demolition Permit.....	\$ 100.00
8.	Signs	
	a. Building Mounted or Window Signs	\$ 70.00
	b. Free Standing Signs 100 square feet or less.....	\$ 70.00
	c. Free Standing Signs greater than 100 square feet.....	\$ 100.00
9.	Fences	
	Permit Fee	\$ 70.00
10.	Plumbing/Mechanical/Electrical/HVAC (each system is a separate permit)	
	a. Residential Permit	
	1. Plan Review	\$50.00/hr.
	2. Each Inspection.....	\$80.00 ea.
	3. Re-Inspection	\$65.00
	b. Commercial Permit	
	1. Plan Review	\$50.00/hr.
	2. Each Inspection.....	\$90.00 for First \$1,000 of project cost\$8.00 for Each \$1,000 thereafter
	3. Re-Inspection	\$65.00

D. Certificate of Use and Occupancy

A Certificate Use and Occupancy is required in accordance with the following schedule. The fee is \$75.00 per certificate unless otherwise indicated:

1. For the initial occupancy of a residential dwelling.
2. Residential accessory building or structure over 500 square feet in area.
3. Swimming pools.
4. Fences installed on a residential lot do not require a Certificate of Use and Occupancy.
5. Additions/alterations to a residential dwelling unit requiring a Building Permit.

Schedule of Fees (effective 1/7/2008; Amended August 12, 2008)

6. Each commercial/industrial building or structure.
7. Each subdivision of a commercial/industrial/institutional building or structure for the purpose of occupancy by an individual tenant, not including individual self storage units in a self storage use complex.
8. Each addition/alteration of a commercial/industrial/institutional building or structure requiring a Building Permit.
9. Change of use, ownership, or tenant of a commercial/industrial/institutional building or structure.
10. Each commercial/industrial/institutional accessory building or structure over 200 square feet in area.
11. Each permanent sign. (Zoning Ordinance Section 704.4)

E. Temporary Certificate of Use and Occupancy

1. Upon the request of the holder of a valid Building Permit, the Zoning Officer may issue a Temporary Certificate of Use and Occupancy for a building, structure, sign, and/or use of land or portion thereof before the entire work covered by the permit shall have been completed. Such portion or portions may be used and/or occupied prior to full completion of the work provided life and/or public health, safety, morals, and general welfare of the Township and its citizens are not endangered. (Zoning Ordinance Section 703.3)
2. The Zoning Officer shall also issue a Temporary Certificate of Use and Occupancy for such temporary uses as tents, trailers, and buildings on construction sites, use of land for religious and other public and semi-public purposes, or other temporary use and/or occupancy upon the order of the Board of Supervisors. Such temporary certificates shall be for the period of time to be determined by the Board of Supervisors, but in no case shall any certificates be issued for more than six (6) months. (Zoning Ordinance Section 703.3)
3. Temporary Certificate Use and Occupancy Fee\$ 75.00

F. Zoning Permits

Residential Accessory Building or Structure less than 500 square feet.

Permit Fee\$ 70.00

Agricultural Structures (not including habitable space; spaces in which agricultural products are processed, treated, or packaged; or a place of occupancy by the general public).

Schedule of Fees (effective 1/7/2008; Amended August 12, 2008)

Permit Fee\$ 70.00

G. Plan Review and Inspection Fees

1. Review revised plans and/or related documentation.
Review Fee.....\$ 75.00/hour
Minimum Review Fee.....\$ 75.00
2. Re-inspection fee following a failed inspection.
Inspection Fee\$ 100.00

H. Act 167 Storm Water Plan Review

1. If Act 167 Storm Water submission is made concurrently with a Land Development Plan, Fee is included with fees above.
2. Residential / Commercial: \$250.00
(includes 2 Plan Reviews and 1 Site Inspection)
3. Plan Review and/or Site Inspection (additional to above)
Plan Review and/or Site Inspection time in excess of that outlined above will be invoiced to the permit holder as detailed in Section G.

I. Posting of Permits

The Building Permit Placard shall be visibly posted on the site of operations during the entire time of construction. (Zoning Ordinance Section 702.4)

J. Expiration of Permits

1. Building/Structure Permits
The Permit shall expire five (5) years from the date of issuance.
2. Sign Permits
All Sign Permits granted shall remain valid for a period of six (6) months. If, by the expiration of such time, the applicant has failed to erect the sign, or

undertaken a significant portion of the work thereof, the Permit shall expire and a new Sign Permit shall be required. (Zoning Ordinance Section 704.6)

VI. Fire Prevention Code Applications:

New construction / renovations involving commercial, industrial, and institutional facilities that require a Fire Prevention Code Permit will pay a fee equal to 50% of the building permit fee for the Fire Prevention Code Permit Fee.

The minimum charge for any Fire Prevention Code Permit is	\$70.00
Inspection of Fuel Oil Tanks and All Other Permits:	\$70.00
Burning Permit Fee (good for 15 days):	\$10.00

VII. Cancellation of Permits

In the event that an applicant wishes to cancel a building permit, plumbing permit, use and occupancy permit and/or a fire prevention permit after it has been processed, a charge of ten per cent (10%) of the amount of the permit will be made to the applicant. In the event that the permit has been paid for, a ninety per cent (90%) refund of the permit fee will be made to the applicant. The ten per cent (10%) retainage is intended to cover the costs of the various departments in processing the application for the permit.

VIII. Soliciting Permits: \$50.00
per month for a maximum of 3 individuals; \$15.00 for each and every additional person, all individuals to be required to have a copy of the issued permit, and identification.

IX. Sign Permits: \$70.00**

** Plus \$10.00/\$1,000.00 Value if Sign Value is over \$5,000.00 \$70.00 + \$10.00/Value of Sign

X. Driveway and Highway Occupancy Permits: \$50.00***

Highway Occupancy Permits will also have an escrow amount established and the Amount is to be determined by the Township Engineer. This escrow will be used to make all necessary repairs deemed necessary by the Township Engineer and not performed by the applicant. Engineering costs and inspection costs will also be paid out of the escrow account.

Schedule of Fees (effective 1/7/2008; Amended August 12, 2008)

*** 270 Square Feet or Less Plus \$10.00 per additional 100 square feet or part thereof

XI. Sidewalk Permits:

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| A. | New | \$35.00 |
| B. | Repairs | No Charge |

XII. Sewage Permits:

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| A. | Repair Permit - | \$150.00 |
| | The installation or replacement of the following components (not requiring soil testing): Examples: tank(s), distribution box, building sewer, delivery, and lateral pipes, pump Replacement. (Includes permit and one inspection). | |
| B. | Modification Permit - | \$ 55.00 |
| | The installation or replacement of the following components (not requiring soil testing): Examples: Tank baffle/gas deflector, cracked lid, Inspection port, effluent filter, lateral clean-out, Floats tank riser(s). (Includes permit and one inspection). | |
| C. | Inground Permit - | \$300.00 |
| | (includes design review, issuing permit, and 3 installation inspections) See Note 1 | |
| D. | Sandmound Permit and Alternate At-Grade Bed Permit - | \$365.00 |
| | (includes design review, issuing permit, and 4 installation inspections) See Note 1 | |
| E. | Individual Residential Spray irrigation System (IRSIS) - | \$505.00 |
| | (includes design review, issuing of permit, and 4 installation inspections.) See Note 1 | |
| F. | All other Alternate Sewage Disposal System Permits - | \$505.00 |

(Initial review, application of “Best Technical Guidance” and additional PADEP requirements, issuance of permit, and 4 installation inspections. Note: It is impossible to assess a fixed “fee” to these systems due to the subjective nature of the design. Applicants shall be assessed an initial fee, assuming a minimum permit standard, and then charged at an hourly rate for work required beyond this permitted activity.

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|----|--------------------------------------|----------|
| 1. | Holding Tank and Privy Permit | \$150.00 |
| 2. | Renew/Transfer Permit | \$66.00 |
| 3. | Additional Inspections (hourly rate) | \$65.00 |
| 4. | Other SEO Work (hourly rate) | \$50.50 |

Schedule of Fees (effective 1/7/2008; Amended August 12, 2008)

All permit related fees are required prior to issuing permit. If additional fees are applicable, they must be paid prior to final inspection.

Note 1: The applicant shall be charged for any work performed outside the permitted scope of work outlined in this fee schedule at the hourly rate of \$46.00. These charges shall be restricted to additional inspections or plan reviews resulting from the applicant's agent's failure to comply with PADEP regulations.

G. Fees for Soil Testing -

1. Initial 2 Probes	\$130.00
2. Additional Probes	\$65.00
3. Percolation Tests (6-hole perc. test)*	\$375.00
4. Percolation Test (12-hole perc. test)*	\$505.00
5. Other SEO Work (hourly rate)	\$50.50

*Percolation test fee includes digging, presoak of the percolation holes and conducting percolation test.

The applicant is responsible to provide reasonable access to percolation test site as approved by the Sewage Enforcement Officer. Additional charges to the applicant may be assessed if excessive rock is encountered during preparing percolation holes.

Additional SEO work (hourly rate) including, but are not limited to the following: administrative work, recording soil testing data, site layout of percolation test area, planning module review(s) and Township submittals.

The applicant is responsible for all mileage charges incurred for all sewage enforcement activities (including soil testing). Mileage charges will be billed at the prevailing IRS mileage rate.

XIII. Books, Ordinances, and Maps for Sale:

1. Zoning Ordinance	\$25.00
2. Zoning Ordinance (CD version)	\$10.00
3. Subdivision/Land Development Ordinance	\$20.00
4. Zoning Map (small)	\$5.00

Schedule of Fees (effective 1/7/2008; Amended August 12, 2008)

5.	Zoning Map (large)	\$20.00
6.	Block Range Map	\$5.00

XIV. Reimbursement for Expenses Incurred

When the Township incurs expenses that are reimbursable to the Township, such as for site inspections, consultations, attendance at meetings, and other actions performed by contractors to the Township or for material costs or labor costs incurred by the Township, Caernarvon Township will invoice the responsible party for the cost of the expenses incurred plus 10% to cover administrative costs.

XV. Photocopying

Photocopying of Records/Documents	\$0.25 per page
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XVI. Research Time

Research time to search for archived documents or specifics in meeting minutes or township records	\$35.00 per hour
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XVII. Interest

Interest at the rate of 1 1/2 % per month (18% per year) will be added to all invoices that are overdue to the township in excess of thirty-days.

XVIII. Flood Plain Reviews

Flood Plain Reviews not covered by subdivision applications, land development applications or building permit applications will be performed by the township engineer at the rate of **\$80.00 per hour plus expenses** billable to the applicant.

XIX. Accident Reports

Copies of accident reports for accidents occurring in and reported by the Caernarvon Township, Berks County Police Department will cost **\$15.00** each.

XX. Fingerprinting

The cost of fingerprinting a person will be **\$25.00** for those persons requiring fingerprinting for non-criminal purposes.

XXI. Mailing

The charge for mailing requested items other than those that can be mailed in a regular first class stamped envelope will be **\$5.00**.

XXII. Photograph Reproduction

The cost of reproducing photographs by the Police Department will be the actual reproduction costs plus the normal mailing fee.

XXIII. Maintenance Department Labor

Labor to be expended by the Maintenance Department for accident clean-up or for lawn cutting will be charged at the rate of \$100.00 per hour to include up to three persons and one piece of equipment (either a pick-up truck or mower).

XXIV. Returned Checks

When checks are returned to the Township or to any other municipal entity or official, for any reason, a fee of \$30.00 will be charged to the person submitting the check.

XXV. Building Code Board of Appeals

The application fee for those wishing a hearing before the Building Code Board of Appeals will be charged a fee of \$200.00 plus costs.

XXVI. Act 537 Plan Part "B"

Copies of the 2005 issue of the Caernarvon Township Act 537 Plan Part "B" will be available through the Township Office for a fee of \$175.00 plus mailing.

XXVII. Tax Certifications

A charge of \$20.00 will be made for tax certifications provided by the Tax Collector. Checks for this service will be made payable directly to the current Tax Collector.

XXVIII. Duplicate Tax Bills

A charge of \$5.00 will be made for duplicate tax bills that must be sent directly to mortgage institutions or any other requestor, other than the property owner, by the Tax Collector. Checks for this service will be made payable directly to the current Tax Collector.

XXIX. Park and Pavilion Rental

The fee for the rental of the pavilion at the Caernarvon-Friendship Township Park will be \$100.00 per day plus a security deposit of \$100.00. Organized groups must also provide to the Township a certificate of insurance in the amount of \$1,000,000.00 naming Caernarvon Township as an “also insured”.

All rentals will be approved by the Board of Supervisors, or their representative.

The rental will be limited to the use of the pavilion and the open areas for non-commercial use and will not include the use of the buildings or the ball field other than the pavilion.