

RESOLUTION NUMBER 1-17-24

WHEREAS, Scott Township incurs certain expenses in carrying out the administration of its municipal ordinances; and

WHEREAS, Scott Township wishes to recover a reasonable portion of these expenses from the applicant;

NOW, THEREFORE BE IT RESOLVED, that the following schedule of fees shall be utilized in the administration of the Scott Township Ordinances. No permit shall be issued nor hearing or meeting scheduled until the applicant has paid such fee to the Township.

FEE SCHEDULE

1. ZONING PERMITS

- Residential or Non-Residential Development – the base fee for a zoning permit shall be \$30.00 for the first \$1,000.00 worth of construction. An additional \$10.00 per shall be collected for each \$1,000.00 worth of construction cost over the first \$1,000.00. With a cap of \$6,000 on residential fee payments and \$7,500 on commercial development fee payments.
- Signs – The base fee for a zoning permit for the erection or alteration of a permanent sign shall be \$40.00 for the first \$1,000.00 worth of sign value. An additional \$20.00 shall be collected for each \$1,000.00 worth of sign value over the first \$1,000.00. A flat fee of \$40.00 shall be charged for each ten (10), or portion thereof, political signs erected in the Township. The fee for political signs shall be refunded to the applicant upon satisfactory and timely removal of all such signs.
- Penalty – Failure to obtain the necessary zoning permit prior to the initiation of construction shall result in a penalty fee of \$65.00 being added to the above-specified charges. (This fee is not in lieu of other enforcement penalties set forth in this ordinance.)

2. CERTIFICATES OF NON-CONFORMANCE

- The fee for a certificate of non-conformance shall be \$20.00. There shall, however, be no fee for the issuance of a Certificate of non-conformance where the nonconformity was created by the establishment or change of any zoning district boundary on the official zoning map or by any change made to the Zoning Ordinance initiated by Township officials.

3. ZONING HEARING BOARD HEARINGS

- Appeal Hearing – A fee of \$700.00, payable in advance, shall accompany each application for a hearing before the Zoning Hearing Board involving the appeal of any decision made by the Zoning Officer or municipal engineer in the administration of the Zoning Ordinance as provided in Section 909.1 a. of the PA Municipalities Planning Code, as amended.

- Variance Hearing – A fee of \$700.00, payable in advance, shall accompany each application for a hearing before the Zoning Hearing Board involving a request for a variance.
- Special Exception - A fee of \$700.00, payable in advance, shall accompany each application for a hearing before the Zoning Hearing Board involving a request for a special exception.
- Ordinance Validity Challenge or Request for Interpretation Hearing – A fee of \$700.00, payable in advance, shall accompany each application for a Hearing before the Zoning Hearing Board where the validity of the Zoning Ordinance or other municipal land use ordinance is challenged pursuant to Section 909.1 a. of the PA Municipalities Planning Code, as amended, or for any application requesting an interpretation of Zoning Ordinance provisions.
- All fees cover an initial hearing, if additional hearings are needed due to the applicant, additional billing will be required for mailings, postings, advertisements, stenographer fees, or any further additional costs.

4. TOWNSHIP SUPERVISORS' HEARINGS

- Ordinance Amendment and/or Map Change Hearings – A fee of \$700.00, payable in advance, shall accompany each application for a hearing before the Township Board of Supervisors requesting an amendment to the zoning ordinance and/or a change in the official zoning map when said hearing is to be convened on the same evening as a regular meeting. If the hearing necessitates a special meeting of the Board of Supervisors, the fee for such a hearing will be \$1000.00.
- Appeals, Conditional Use and Curative Amendment Hearings – A fee of \$700.00, payable in advance, shall accompany each application for a hearing before the Township Supervisors where an appeal is filed pursuant to Section 909.1 b. of the PA Municipalities Planning Code, as amended, or for any application requesting a curative amendment of the zoning ordinance when said hearing is to be convened on the same evening as a regular meeting. If the hearing necessitates a special meeting of the Board of Supervisors, the fee for such a hearing will be \$1000.00.
- Liquor License Transfer Hearings - A fee of \$700.00, payable in advance, shall accompany each application for a hearing before the Township Supervisors where an application for a liquor license transfer when said hearing is to be convened on the same evening as a regular meeting. If the hearing necessitates a special meeting of the Board of Supervisors, the fee for such a hearing will be \$1000.00.
- All fees cover an initial hearing, if additional hearings are needed due to the applicant, additional billing will be required for mailings, postings, advertisements, stenographer fees, or any further additional costs.

5. SUBDIVISION AND LAND DEVELOPMENT FEES

- Pre-Application meetings will be billed per time of the engineer and/or solicitor.
- Minor Subdivision – a fee of \$300.00, payable in advance, shall accompany each application for approval of a Minor Subdivision. An Escrow deposit in the amount of \$300.00, payable in advance, shall also be provided. This Escrow deposit shall be used to defray the cost of engineering and legal fees associated with the submitted application. Fees above and beyond the escrow deposit shall be billed to the developer of record.
- Major Subdivision – a fee of \$300.00, payable in advance, shall accompany each application for approval of a Major Subdivision. An Escrow deposit in the amount of \$800.00, payable in advance, shall also be provided. This Escrow deposit shall be used to defray the cost of engineering and legal fees associated with the submitted application. Fees above and beyond the escrow deposit shall be billed to the developer of record.
- Land Development – a fee of \$300.00, payable in advance, shall accompany each application for approval of a Land Development. An Escrow deposit in the amount of \$300.00, payable in advance, shall also be provided. This Escrow deposit shall be used to defray the cost of engineering and legal fees associated with the submitted application. Fees above and beyond the escrow deposit shall be billed to the developer of record.

6. SHORT TERM RENTALS

- Short-Term Rental License fee shall be \$350.00. The License is good for two calendar years.
- Renewal Short-Term Rental License shall be \$200.00.
- Transfer Fee- \$100.00.
- Additional Inspections - \$75.00.
- Penalty – Failure to obtain the necessary licenses prior to the rental shall result in a penalty fee of \$75.00 being added to the above-specified charges. (This fee is not in lieu of other enforcement penalties set forth in this ordinance.)

7. PEDDLER'S LICENSES

- The fee for a Peddler's License shall be \$50.00 for a stand-alone vendor, \$75.00 for door-to-door, per calendar month.

8. OFFENSE/INCIDENT REPORTS

- Copies of any offense/incident reports have a fee of 25.00.

9. ACCIDENT REPORTS

- A copy of any accident reports, the fee will be \$15.00.

10. ELECTRONIC RECORDINGS

- Copies of any electronic media shall be \$250.00.

11. HOME OCCUPATION APPLICATIONS

- Yearly fee of \$25.00

12. RETURNED CHECKS

- Returned checks will be \$40.00.

13. PHOTOCOPIES OF PUBLIC RECORDS

- Copies of public records will be made at the Township Building at the rate of \$0.25 per copy. If the documents requested take less than 15 minutes of personnel time to compile, there will be no charge for time spent. If the documents requested take more than 15 minutes to compile, an administration fee of \$10.00 per hour will apply. The charges associated with document retrieval will be rounded to the nearest one half hour. Any other fees authorized by the Pennsylvania Office of Open Records pertaining to fulfilling right to know requests will also apply.

14. ROAD OCCUPANCY PERMITS

Permit issuance fees

These fees are applied to the administrative cost incurred by the Township in issuing and processing the permit, including the preliminary review of the site location identified in the application, whether or not a permit is issued and processed.

(1) Application fee

A. Utility.....	\$65.00
B. Driveways	
• Minimum use driveways	\$25.00
• Low volume driveways	\$45.00
• Medium volume driveways	\$55.00
• High volume driveways	\$65.00
C. Other (Bank removal, sidewalk, curb)	\$25.00

- (2) Supplement fee (each six-month time extension)\$25.00
- (3) Emergency Permit Card (each card)\$20.00
- (4) Boring Under the Cart way\$55.00
- (5) Exemptions (see below for a list of exemptions)

General permit inspection fees

These fees are applied to the costs incurred in the preliminary review of the location covered by the permit, and/or spot inspection of the permitted work, and/or subsequent inspection after the permitted work has been completed, to insure compliance with Township specifications and permit provision.

(6) Driveways

A. Each minimum use driveway	\$25.00
B. Each low volume driveway	\$20.00
C. Each medium volume driveway	\$35.00
D. Each High volume driveway.....	\$50.00

(7) Surface openings (This fee is calculated on the total linear feet of the opening being permitted with different areas of the right-of-way)

A. Total linear feet of opening (each 100 feet increment or fraction thereof):

• Opening in pavement	\$75.00
• Opening in shoulder	\$40.00
• Opening outside pavement and shoulder	\$10. 00

B. If a longitudinal opening simultaneously occupies two or more highway areas identified in subparagraph (A), only the higher fee will be charged. Linear distances shall be measured to the nearest foot.

(8) Surface opening of less than 36 square feet—for example, service connections performed independently of underground facility installation, pipe line repairs—(each opening):

• Opening in pavement	\$30.00
• Opening in shoulder	\$15.00
• Opening outside pavement and shoulder	\$10. 00

If an opening simultaneously occupies two or more highway areas identified in A, only the higher fee will be charged.

(9) Aboveground facilities (for example, poles, or guys or anchors if installed independently of poles).

(A) Up to ten physically connected aboveground facilities	\$20.00
(B) Additional aboveground physically connected facilities	\$2.00

(10) Crossings (for example, overhead tipples, conveyors or pedestrian walk-ways, and under grade subways or mines)

\$80.00

(11) Seismograph - Vibrioses method (for example, prospecting for oil or gas)

(A) First mile	\$50.00
(B) Each additional mile or fraction therefore	\$5.00

- (12) Nonemergency test holes in pavement or shoulder (each hole)\$5.00
- (13) Other (Bank removal, sidewalk, curb)\$10.00

Exemptions


Permit issuance fees and general permit inspection fees shall not be payable by any of the following:

- (1) The Commonwealth.
- (2) Governmental authorities organized under the laws of this Commonwealth, except when placing a facility longitudinally within more than 100 total linear feet of pavement. In that case, the application and inspection fees for pavement openings will be charged under subsections (a), (b) and (d).
- (3) Governmental authorities organized under the laws of this Commonwealth.
- (4) The Federal government.
- (5) Charitable organizations which are exempt from or in compliance with act of August 9, 1963, P. L. 628, No. 337 (10 P. S. § § 160-1—160-17).
- (6) Utility facility owners for:
 - The installation or maintenance of highway lighting at the request of the Department or political subdivisions.
 - The replacement or renewal of their facilities prior to a Department maintenance project after notice from the Department.
 - The removal of poles and attached appurtenances.
 - Facilities moved at the request of the Department or political subdivisions.
 - Reconstructing or maintaining their facilities which occupy the right-of-way under private status.

Duly adopted by the Board of Supervisors of the Township of Scott, in lawful session duly assembled, this 17th day of January, 2024.

Attest:

Township of SCOTT

By: 
Secretary

By: 
Chairperson