

Resolution Number 2024 -06
Hamiltonban Township, Adams County, Pennsylvania

**A RESOLUTION OF BOARD OF SUPERVISORS OF HAMILTONBAN TOWNSHIP,
ADAMS COUNTY, PENNSYLVANIA, RENEWING USER FEES**

WHEREAS, the Board of Supervisors of Hamiltonban Township desires to update and amend the Resolution 2024-03, Updated User Fees Resolution; and

WHEREAS, various ordinances of Hamiltonban Township allow for the setting of fees by Resolution to defer the cost of their administration; and

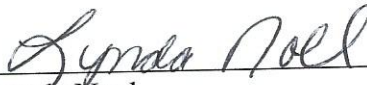
WHEREAS, in keeping with good practice, the Board of Supervisors of Hamiltonban Township annually reviews the schedule of fees and makes appropriate revisions thereto; and

WHEREAS, the Board of Supervisors of Hamiltonban Township has determined that certain revisions are necessary and in the best interest of the Township;

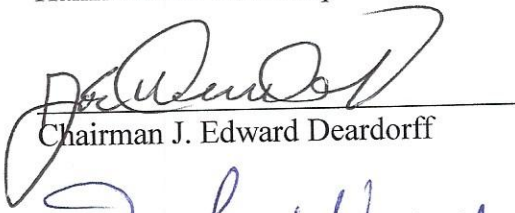
NOW THEREFORE, BE IT RESOLVED AND ENACTED that the following fee schedule is hereby adopted to apply in all matters pertaining to fees and that this Resolution shall replace all prior fee resolutions.

THIS RESOLUTION IS DULY ADOPTED, by the Board of Supervisors of Hamiltonban Township, Adams County, Pennsylvania, at its regularly scheduled meeting, held on the 1st day of October 2024, which was duly convened in accordance with the law.

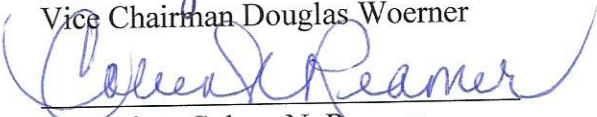
ATTESTED BY:


Lynda Noel
Secretary/Treasurer

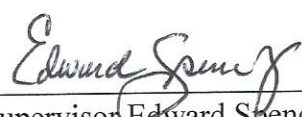
Board of Supervisors
Hamiltonban Township


Chairman J. Edward Deardorff


Vice Chairman Douglas Woerner


Supervisor Coleen N. Reamer


Supervisor Ryan Picarelli


Supervisor Edward Spence Jr.

Hamiltonban Township - 2024 Fee Schedule - (10/01/2024)

SALDO Review Fees

SALDO Review Fees shall be paid by the applicant in accordance with the set forth herein below schedule:

Developer's Escrow Account Amounts – the developer, based on the calculations of the proposed development of the Plan, shall be required to place 25% (twenty-five percent) of the initial review fee in Escrow with the Township with a **minimum escrow amount being no less than \$500.00 the time a plan is submitted to the Township**. The escrow account is to be used as an offset for engineering, legal and other professional consultant fees actually incurred in the review of plans. Should the deposit amount be reduced to the sum determined in the Escrow Agreement, the developer shall be obligated to replenish the account to the original amount upon request. Any excess funds will be refunded to the developer once all invoices from the consultants have been paid.

Subdivisions: \$100.00 Administration Fee + Initial Fee + 25% of Initial Fee Calculation as Escrow

Initial Fee Calculation:

Lots/Dwelling Units 1 -5	\$55.00 base fee, plus \$15.00 per lot
Lots/Dwelling Units 6-50	\$100.00 base fee, plus \$12.00 per lot
Lots/Dwelling Units 51-100	\$100.00 base fee, plus \$10.00 per lot
Lots/Dwelling Units 101 and over	\$100.00 base fee, plus \$5.00 per lot

Agricultural, Commercial, and Industrial Developments (Non-Residential): \$100.00 Administration Fee + Initial Fee Calculation as Escrow

Initial Fee Calculation:

Base Fee: \$100.00 per lot

PLUS:

Disturbed Area Fee:

First acre	\$100.00
Acre 2 – 10	\$100.00 base fee, plus \$50.00 per acre
Acre 11 and over	\$100.00 base fee, plus \$25.00 per acre

Zoning Fees

In accordance with Chapter 375-115 of the Hamiltonban Township Zoning Ordinance, a zoning permit shall be required prior to the erection, addition, or alteration of any building structure or portion thereof prior to the use or change in the use of a building, construction, or land and prior to the change or extension of a nonconforming use. It shall be unlawful for any person to commence work for the erection or alteration of any building or structure, or for a change in land use, until a zoning permit has been duly issued.

Zoning/Residential	\$50.00 base fee
Residential structure over 250 square feet	\$50.00 base fee, plus \$0.20 per square foot
Zoning/Commercial	\$50.00 base fee
Commercial structure over 250 square feet	\$50.00 base fee, plus \$0.25 per square foot
Accessory Buildings	\$50.00 base fee, plus \$0.05 per square foot
Accessory Dwelling Unit Annual Renewal	\$100.00 per permit
Customary Home Occupation Usage	\$100.00 per permit
Sign Permit – up to 16 sq. ft.	\$100.00 per sign
Sign Permit – 16 sq. ft. to 40 sq. ft.	\$100.00 per sign
Sign Permit – 40 sq. ft. and over	\$200.00 per sign
Water Wells (including Geothermal closed loop wells)	\$100.00 per permit

See attached Addendum for Pa Municipal Code Alliance, LLC for construction inspection fees, which are subject to change.

Driveway Installation **

\$100.00 plus \$50.00 inspection fee and any additional costs*

Road Occupancy **

\$100.00 plus \$75.00 inspection fees and any additional cost

** Review to be done by Roadmaster and/or Township Engineer. Any costs incurred by the Township for the Township Engineer to assist in issuance of a Road Occupancy Permit due to difficult site conditions will be the responsibility of the applicant and must be reimbursed.

Other Zoning Filing Fees

Conditional Use Application \$1,000.00 plus any additional charges

Zoning Hearing Board - Variance/Special Exception \$1,000.00 plus any additional charges

Zoning Ordinance Amendments/Map Changes \$1,000.00 plus any additional charges

In addition to the filing fee, the Township will charge any allowable costs (for example, associated with additional hearings) incurred by the Township that exceed these fees in accordance with the PA MPC Section 908 Hearings. The cost billed by Stenographer will be billed 50% to the applicant **plus a township administrative fee of \$100.00**. Any excess funds will be refunded to the applicant once all invoices have been paid.

Miscellaneous Fees

Copies (8.5 x 11) \$0.25 per page per side

Emergency Management Services (UNDER FREMA) \$14.60 per hour plus cost of materials

Open Record Policy fees/copies \$0.25 per page per side (8.5 x 11)

Certification of a Record \$5.00 per record plus any additional cost

Recreational Programs \$5.00 minimum registration plus supplies

Returned check fee \$40.00 plus any additional cost

Sewer Management Administrative fee \$10.00 per inspection submission

Floodplain fee – based on all consultant's costs. The Applicant shall pay the hourly rate charged to the Township for review by any consultant the Township deems necessary to review said plan(s), plus administrative fee of \$100.00. Such costs shall include but not be limited to:

The definition of "consultant" shall include the services of the Engineer, Solicitor, Building Code Official, Zoning Officer, Sewage Enforcement Officer, or other professional or specialist whose services the Township deems necessary.

Adams County UCC Shared Board of Appeals: \$1,050.00 plus in addition to the filing fee, \$100.00 administrative fee, the Township will charge any allowable costs associated with hearings incurred by the Township that exceed these fees.

Please see stand alone Resolutions for more fees:

Resolution 2017-07: Tax Collector Administrative Fees

Resolution 2024-05: Open Records Policy

Resolution 2010-10: Late Payment Fees

Resolution 2020-05: Sewer Facilities Act

Resolution 2009-20: Emergency Management Agency Chargeback

Resolution 2021-07: Highway Occupancy Fees

Resolution 2024-: Renewing User Fees

Resolution 2024-: Act 167 Stormwater Fees

Hamiltonban Township reserves the right to charge interest and/or penalties on any unpaid invoice due to the Township. All fees subject to change.