

draft

**Resolution Number 2024 -03
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 2022-3, 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 2nd day of January 2024, which was duly convened in accordance with the law.

ATTESTED BY:

Board of Supervisors
Hamiltonban Township

Nina Garretson
Secretary/Treasurer

Supervisor J. Edward Deardorff

Supervisor Ryan Picarelli

Supervisor Coleen N. Reamer

Supervisor Edward Spence

Supervisor Douglas W. Woerner

2024 Fee Schedule

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 - A deposit of \$550.00 (includes a \$50 administrative fee) minimum is due at 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.

Residential Lots:

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

Agricultural and Industrial Lots

(Non-Residential):	\$100.00	per lot
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	\$80.00	per permit
Customary Home Occupation Usage	\$25.00	per permit
Sign Permit – up to 16 sq. ft.	\$25.00	per sign
Sign Permit – 16 sq. ft. to 40 sq. ft.	\$50.00	per sign
Sign Permit – 40 sq. ft. and over	\$100.00	per sign
Water Wells (including Geothermal closed loop wells)	\$75.00	

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

Driveway Installation **	\$50.00	plus \$50.00 inspection fee and any additional costs*
Road Occupancy **	\$90.00	plus \$75.00 inspection fees and any additional cost

** Review to be done by Roadmaster and/or Township Engineer.

Other Zoning Filing Fees

Conditional Use Application	\$2,000.00	plus any additional charges
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Zoning Hearing Board - Variance/Special Exception \$2,000.00 plus any additional charges
Zoning Ordinance Amendments/Map Changes \$2,000.00 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. The cost billed by Stenographer will be billed 50% to the applicant plus an administrative fee of \$5.00.

Miscellaneous Fees

Copies (8.5 x 11)	\$0.25	per page per side
Emergency Management Services	\$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. Developer 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 \$50. 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, \$50 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 2020-02: Review and Report Fees for Subdivision and Land Development
- Resolution 2017-07: Tax Collector Administrative Fees
- Resolution 2017-05: Open Records Policy
- Resolution 2013-13: Stormwater Fee Schedule
- Resolution 2010-10: Late Payment Fees
- Resolution 2020-05: Sewer Facilities Act
- Resolution 2009-20: Emergency Management Agency Chargeback
- Resolution 2021-08 Highway Occupancy 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.