

**TOWNSHIP OF SOUTH HANOVER
RESOLUTION NO: 12-2023**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF SOUTH HANOVER, DAUPHIN COUNTY, PENNSYLVANIA, ESTABLISHING A SCHEDULE OF FEES

WHEREAS, the Township of South Hanover (hereinafter “Township”), incurs administrative expenses in providing services to its residents; and,

WHEREAS, the Board of Supervisors of the Township is authorized by various ordinances of the Township to establish fees and charges in connection with the administration and enforcement of various ordinances and the Second Class Township Code; and,

WHEREAS the Board of Supervisors of the Township desires to establish the administrative fees, inspection fees, and required escrows for various permits and approval processes in order to reimburse the Township for its costs in administering and enforcing its building codes, Zoning Ordinance, Subdivision and Land Development Ordinance, and other chapters in the Township Code of Ordinances (the “Code”) that require inspections, reviews, and approval processes related to permits and other land development activities; and,

WHEREAS, the current fees and penalties do not adequately offset administrative expenses in providing services to its residents burdening both the Township and its residents; and,

WHEREAS, the Board of Supervisors of the Township approved Ordinance 5-2023 on April 25, 2023, establishing a schedule of fees, penalties, other charges, and escrow amounts; and

WHEREAS, the Board of Supervisors of the Township now wishes to revise certain fees, penalties, other charges, and escrow amounts and to set the following fees authorized by their respective legislative authority as follows:

Section 1. Schedule of Fees, Penalties, Other Charges and Escrow Amounts. The following fees, penalties, charges, and escrow amounts shall be imposed for their respective purposes upon all persons, or any other entities whatsoever as follows:

PART C. SUBDIVISION AND LAND DEVELOPMENT – Chapter 22 of the Code of Ordinances of the Township

The amounts in the Preliminary Plat Review Escrow Account shall pay for services including: review of the plat’s engineering details; inspecting the site layout for conformance with the plat; certification as to accuracy of the plat; preparing cost estimates for required improvements; inspection of required improvements during and upon completion of installation; other engineering review and verifications required by the subdivision and land development ordinance. For larger projects, the initial deposit may not be adequate. The Township will send notification to the applicant if the Escrow Account balance is in jeopardy of being exhausted. Requests for additional funds will be made in increments of \$5,000.00. In the event that the Escrow Account is exhausted, engineering review work on the project will cease until the Escrow Account is replenished. If the actual review fees are less than the funds deposited into the Escrow Account, the Township shall refund the balance to the applicant or transfer the balance to the Final Plat Review Escrow within thirty (30) days of the final action on the plat.

3. Final Plat Subdivision Fee (Ch. 22 §1002)

a) Subdivision by Lots	\$80.00 base fee, plus \$2.00 per lot, first 25 lots; plus \$1.00 per lot over 25
b) Residential Land Development	\$80.00 base fee, plus \$2.00 per dwelling unit, first 25 dwelling units; plus \$1.00 per dwelling unit over 25 dwelling units
c) Non-Residential Land Development	\$80.00 base fee, plus \$2.00 per acre (or fraction thereof), first 10 acres; plus \$1.00 per acre (or fraction thereof), over 10 acres

On or before the date on which the final plat is to be considered by the Township, the applicant shall establish a Final Plat Review Escrow Account by making a payment in the amount shown below to the Township to cover engineering review and legal fees.

4. Final Plat Review Escrow (Code Ch. 22 §1002);

a) Plan with 5 lots or less	\$4,000.00
b) Plan with more than 5 lots	\$8,000.00

PART C. SUBDIVISION AND LAND DEVELOPMENT – Chapter 22 of the Code of Ordinances of the Township

Any remaining balance in the developer's Preliminary Plat Review Escrow Account may be transferred to the Final Plat Review Escrow Account. The review shall pay for services including; review of the plat's engineering details; inspecting the site layout for conformance with the plat; certification as to accuracy of the plat; preparing cost estimates for required improvements; inspection of required improvements during and upon completion of installation; other engineering review and verifications required by the subdivision and land development ordinance. For larger projects, the initial deposit may not be adequate. The Township will send notification to the applicant if the Escrow Account balance is in jeopardy of being exhausted. Requests for additional funds will be made in increments of \$4,000.00. In the event that the Escrow Account is exhausted, engineering review work on the project will cease until the Escrow Account is replenished. If the actual review fees are less than the funds deposited into the Escrow Account, the Township shall refund the balance to the applicant within thirty (30) days of the final action on the plat.

5. Professional Review Fees (Code Ch. 22§1002)

Review fees of the Township's professional consultants, solicitor, and/or engineer for review and report on subdivision and land development plats and supporting data shall be charged to and payable by the applicant or developer to the Township in accordance with the schedule of fees and charges for such professional consultants, solicitor, and engineer approved by the Board of Supervisors.

PART C-1. PARK AND RECREATION – Chapter 22 of the Code of Ordinances of the Township

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| 1. Park and Recreation Fee (Ch. 22 §1001) | \$900.00 per dwelling unit |
| 2. Fee in Lieu of Dedication of Land for Parks (Ch. 22 §901) | \$3,000.00 per dwelling unit |

PART C-2. MOBILE HOMES – Chapter 22 of the Code of Ordinances of the Township

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| 1. Mobile Homes and Mobile Home Parks (Ch. 22 §712) | |
| a) Annual Permit (License) Fee | \$250.00 – One to 49 homes
\$500.00 – 50 to 100 homes
\$750.00 – Over 100 homes |
| b) Annual License Renewal fee | \$100.00 |
| c) Mobile Home Inspection Fee | \$25.00 |
| d) Mobile Home Removal Permit Fee | \$25.00 |
| e) Park Permit Application | \$15.00, plus \$1 per lot |

PART D. STORMWATER – Chapter 26 of the Code of Ordinances of the Township

1. Schedule of Inspections – Stormwater BMPs (Ch. 26 §901 3.b.(2))	
a) Inspection performed by Township Engineer shall be charged to and payable by the landowner to the Township in accordance with the schedule of fees and charges on the schedule of Rettew Associates, Inc. (effective January 1, 2023) set forth on Schedule “A” which is attached to this Resolution and made a part of this Resolution.	
b) Inspections performed by Township staff shall be charged to and payable by the landowner at the rate of \$46.55 per hour plus mileage at the current IRS rate.	
2. Stormwater Exemption Application Fee (Ch. 26 §1201)	\$50.00 plus \$500.00 review fee (additional review costs charged if required)
An applicant may be exempted from various stormwater requirements after complying with the provisions of Ch. 26 §302.	
3. Stormwater Permit Application Fee (Ch. 26 §1201)	\$50.00
4. Minor Stormwater Management Site Plan Engineering Review Fee (Ch. 26 §1201)	\$1,500.00
5. Stormwater Management Site Plan Engineering Review Escrow Fee (Ch. 26 §1201)	\$2,500.00 Initial Deposit

The applicant shall establish a Stormwater Management Review Escrow Account by making a payment in the amount stated above to the Township to cover engineering review and legal fees. The review shall include the following services: review of the permit’s engineering details; inspection of the site layout for conformance with the permit; certification as to accuracy of the plan; review of cost estimates to establish the amount of financial security for required improvements; inspection of required improvements during and upon completion of installation; and other engineering reviews and verifications required by the stormwater management ordinance. For larger projects, the initial deposit may not be adequate. The Township will send notification to the applicant if the Escrow Account balance is in jeopardy of being exhausted. Requests for additional funds will be made in increments of \$1,000.00. In the event that the Escrow Account is exhausted, engineering review work on the project will cease until the Escrow Account is replenished. If the actual review fees are less than the funds deposited into the Escrow Account, the Township shall refund the balance to the applicant.

PART E. LICENSES, PERMITS AND GENERAL BUSINESS REGULATIONS

1. Junk Dealer’s License (§13-103 of the Code)	\$350.00 Application Fee
2. Display Fireworks Permit (Chapter 6 §206 of the Code)	
a) Application Fee	\$500.00 per date and time (includes the fees for the inspection of the property display site of \$200.00)
b) Investigation Fee	\$50.00 per hour. Fee shall apply if any additional inspections are necessary for the investigation and enforcement of the Fireworks Ordinance to address any outstanding violations
c) Fire Department Dispatch	If the Fire Department is dispatched or requested by the Fire Marshall, the costs incurred by the Fire Department

PART E. LICENSES, PERMITS AND GENERAL BUSINESS REGULATIONS

	shall be due and payable by the person or persons responsible for the violation (misuse) of the fireworks
3. Transient Retail Merchant License (Chapter 13 §102 of the Code)	\$25.00 per 30 consecutive days

PART F. ADMINISTRATION

1. Right to Know Requests – Chapter 1 of the Code of Ordinances of the Township

a) Service Fees (Ch. 1 §902)	
i) Black & White Copies (first 1,000)	\$0.25 per single-sided or one-side of double-sided copy
Black & White Copies (beyond 1,000)	\$0.20 per single-sided or one side of double-sided copy
ii) Color Copies	\$0.50 per single-sided or one-side of double-sided copy
iii) Specialized Documents including non-standardized documents and blueprints	Actual Cost
iv) Delivery by CD/DVD	Actual Cost NTE \$1.00 per disk
v) Delivery by flash drive	Actual Cost
vi) Delivery by Facsimile	Actual Cost, plus printing cost if necessary for delivery
vii) Delivery by other media	Actual Cost
viii) Redactions	No fee in addition to copy and/or delivery fee
ix) Conversion to Paper	Lesser of copy fee or duplication in original media unless requester specifically requests in more expensive medium
x) Postage	Actual USPS first-class postage
xi) Certification of Record	\$5.00 per record excluding notary fee

2. Delinquent Act 511 Taxes (Local Tax Enabling Act, Act 511-1965 as amended by Act 192-2004)

To each delinquent Act 511 tax, levy or obligation owed to the Township there shall be added such costs, attorney’s fees, charges, and expenses incurred in the delinquent collection process and such charges shall be collected in addition to all tax, interest, and penalties as are allowed by law. Any entity empowered to collect sums on behalf of the Township is directed to add such costs of collection as are incurred. Such entity shall be entitled to retain an amount equal to such sums from delinquent collections. Such sums collected pursuant to this Resolution shall be in addition to any tax penalty, interest, or other costs already part of the delinquent account or assessment.

a) Taxpayer Notification and Administration	
i) Taxpayer late filing or underpayment notice	\$10.00

PART F. ADMINISTRATION

ii) Employer late filing notice or underpayment penalty notice for quarterly or annual earned income tax or local services tax return	10% of the tax, penalty, and interest due - minimum charge \$50.00
iii) Delinquent account servicing fee, including records imaging or other detailed recordkeeping, office staffing, computer equipment and software, office space, telephone, printing and imaging equipment, supplies and postage used to generate delinquent notices and to establish monthly payment plans	10% of the tax, penalty, and interest due - minimum charge \$50.00
iv) Partial payment fee - where payment received does not pay account in full	\$3.00
v) Fee for check returned from bank (NSF, Account Closed, etc.)	\$29.00
vi) Notice of intent to file civil suit	\$50.00
b) Wage Attachment	
i) Taxpayer notice prior to wage attachment	\$25.00
ii) Employer wage attachment notice	\$25.00
c) Litigation	
i) Prepare Magisterial District Court complaint	\$75.00
ii) Prepare for Magisterial District Court hearing	\$100.00
iii) Attend Magisterial District Court trial or hearing	\$150.00
iv) Attend Constable execution sale	\$350.00
v) Prepare Arbitration complaint/appeal	\$150.00
vi) Prepare Arbitration trial	\$350.00
vii) Enter default judgment	\$150.00
viii) Issue Sheriff Writ of Execution	\$250.00
ix) Attend Sheriff sale	\$250.00
x) Non-litigation legal work	\$70.00 per hour
xi) Litigation legal work	\$80.00 per hour
xii) All other clerical work not itemized above	\$50.00 per hour
3. Intermunicipal Transfer or Issuance for Economic Development of Retail Licenses (Liquor) 47 P.S. §4-461 (b.3)	
a) Hearing Fee	\$750.00
4. Returned Check Service Fee	\$35.00

PART G. ROAD OCCUPANCY PERMIT – Chapter 22 of the Code of Ordinances of the Township

These fees are applied to the administrative costs incurred in reviewing the application and plan(s) and issuing the permit, including the preliminary review of the site location.

1. Application Fee – Utility	\$50.00 per permit
2. Application Fee – Driveway (minimum use)	\$15.00 per permit

PART G. ROAD OCCUPANCY PERMIT – Chapter 22 of the Code of Ordinances of the Township

3. Application Fee – Driveway (low volume)	\$30.00 per permit
4. Application Fee – Driveway (medium volume)	\$40.00 per permit
5. Application Fee (high volume)	\$50.00 per permit
6. Application Fee (other)	\$20.00 per permit
7. Supplement Fee (six (6) month extension)	\$10.00 per submitted change
8. Emergency Permit Card	\$5.00 per card

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 ensure compliance with PennDOT specifications and permit provisions. If the Township determines that the permitted work is of sufficient magnitude or importance to warrant assignment of one or more persons to inspect the permitted work on a more than spot inspection basis, the permit will so indicate and the permittee will be charged for additional salary, overhead, and expenses incurred by each assigned inspector and the Township.

9. Driveway (minimum use)	\$10.00 each driveway
10. Driveway (low volume)	\$20.00 each driveway
11. Driveway (medium volume)	\$35.00 each driveway
12. Driveway (high-volume)	\$50.00 each driveway

The fees below are calculated on the total linear feet of the opening being permitted within the different areas of the right-of-way. The fee is calculated from each 100 lineal feet or fraction thereof to the nearest foot within the different areas of the right-of-way. If a longitudinal opening simultaneously occupies two or more highway areas, only the higher fee will be charged.

a) Surface Opening	\$40.00 per opening in pavement \$20.00 per opening in shoulder \$10.00 opening outside pavement and shoulder
b) Surface Openings of Less Than 36 Square Feet (e.g., service connections performed independently of underground facility installation, pipe line repairs)	\$30.00 per opening in pavement \$15.00 per opening in shoulder \$10.00 per opening outside pavement and shoulder
13. Above-Ground Facilities (e.g., poles, guys and/or anchors if installed independently of poles	
a) Up to 10 physically connected above-ground facilities (each continuous group)	\$20.00 per each continuous group
b) Additional above-ground physically connected facilities (each pole with appurtenances)	\$2.00 per pole
14. Crossings - Overhead triples, conveyors, or pedestrian walkways and undergrade subways or mines	\$80.00

PART G. ROAD OCCUPANCY PERMIT – Chapter 22 of the Code of Ordinances of the Township

15. Seismograph-Vibroseis Method (e.g., prospecting for oil, gas)	
a) First mile	\$50.00
b) Each additional mile or fraction thereof	\$5.00
16. Non-Emergency Test Holes in Pavement or Shoulder	\$5.00 per hole
17. Other (e.g. bank removal, sidewalk, and curb)	\$20.00

PART H. FACILITIES USE

PARK AND FIELD FACILITIES – Chapter 16 §101 of the Code of Ordinances of the Township

Rental and use fees are non-refundable unless a cancellation request is received at least forty-eight (48) hours prior to scheduled event

1. Facility Request Application Fee (non-refundable)	\$25.00
2. Security Deposit	\$100.00 per request; refundable following satisfactory inspection of facility
3. Pavilion Rental [Up to four (4) hours]	\$30.00 Township resident \$60.00 Non-resident
4. Field Use (General) [Up to four (4) hours]	\$48.00 Township resident \$96.00 Non-resident
5. Field Use for a One-Time Event (e.g., clinics, tournaments, non-league play)	\$180.00 Township resident per field per day \$360.00 Non-resident per field per day
6. Field Use for an Organization (50% minimum participation of Township residents)	
a) 1-50 participants	\$60.00 per season
b) 51-100 participants	\$240.00 per season
c) 101-500 participants	\$600.00 per season
d) 500+ participants	\$960.00 per season
7. Field Use for an Organization (less than 50% participation of Township residents)	
a) 1-50 participants	\$120.00 per season
b) 51-100 participants	\$480.00 per season
c) 101-500 participants	\$1,200.00 per season
d) 500+ participants	\$1,920.00 per season

COMMUNITY ROOM AND AMPHITHEATER FACILITIES

All reservation fees are due upon approval of application, and all fees are non-refundable unless cancellation is received two (2) weeks prior to the rental

1. Application Security Deposit – Community Room - If a permit for alcohol serving is requested, a \$150.00 refundable security deposit surcharge will be added.	\$100.00 deposit and \$150.00 surcharge refundable following Township approval of Facility Clean-up List and return of building access key
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PART H. FACILITIES USE

2. Application Security Deposit – Amphitheater	\$150.00 deposit refundable following Township approval of Facility Clean-up List and return of building access key
3. Community Room and Amphitheater - If a permit for alcohol serving is requested, a \$25.00 surcharge is added to the fee. [Up to four (4) hours]	\$120.00 Township resident \$240.00 Non-resident

PART I. SEWER – Chapter 18 of the Code of Ordinances of the Township

OLDS Administration – Chapter 18 §516(5) of the Code of Ordinances of the Township

1. Township Administration Fee	\$10.00
2. Late Compliance Fee	\$10.00 per quarter

On-Lot Sewage Testing – Chapter 18 §151; §152; §153; §154

All lots need available access/driveways sufficient to permit inspector to safely access site.

1. Probe Testing (per lot)	\$106.00 for 2 probes; \$53.00 each probe over 2
2. Digging and preparation of percolation holes if percolation holes are not properly prepared for testing by owner.	\$150.00 for each of 6 holes
3. Percolation Test (per lot including excavation, & water)	\$263.00 (6 holes); \$53.00 each hole over 6)
4. Application and permit for in-ground systems	\$130.00
5. Application and permit for holding tanks, septic tank replacement, delivery line, building sewer repair, inspection port, replace plastic baffles, treatment tank access, add effluent filter, replace pump, add an additional tank, distribution box, dosing and lift tanks, and replacing sand in a free access sand filter. Includes inspection.	\$130.00
6. Application and permit for conventional and alternate systems other than an in-ground system as per the Department of Environmental Protection regulations.	\$200.00
7. Design septic system	\$400.00
8. Final inspection/re-inspection	\$125.00
9. Site evaluation and malfunction investigations (malfunctions must be in writing or through the Township)	\$125.00
10. Planning module review. Requires site inspection (modules, exemptions, Form-B, etc.)	\$125.00
11. Meeting or hearing attendance	\$125.00
12. Hourly rate for projects and for requested enforcement activities above initial site visit. (The number of hours which rate is imposed is greater than 10 hours)	\$65.00
13. Reimbursement submissions	\$150.00
14. Township Administration Fee (one-time fee for each project to cover Township Staff Assistance)	\$50.00

PART I. SEWER – Chapter 18 of the Code of Ordinances of the Township

Other services provided at no charge to client: (telephone calls, correspondence, mileage, and postage)

Section 2. Duration. The fees, penalties, or other charges set forth in this Resolution shall continue in full force and effect until such time as a new Fee Schedule is approved by Resolution of the Township of South Hanover.

Section 3. Limitation. No part of any Township of South Hanover Ordinance is intended to be repealed, amended, modified, or changed in any way by this Resolution, except as provided herein.

Section 4. Repeal of Inconsistent Resolutions. Resolution No. 5–2023 is hereby repealed and any Resolution or any part of any Resolution conflicting with the terms of this Resolution shall be and the same is hereby repealed to the extent of such conflict.


Section 5. Validity. The provisions of this Resolution are severable, and if any chapter, article, section, sentence, clause, part, or provision thereof shall be held illegal, invalid, or unconstitutional by any court of competent jurisdiction, such decision of the court shall not affect or impair the remaining chapters, articles, sections, sentences, clauses, parts, or provisions of this Resolution. It is hereby declared to be the intent of this Board that this Resolution would have been adopted if such illegal, invalid, or unconstitutional chapter, article, section, sentence, clause, part, or provision had not been included herein.

Section 6. Effective Date. This Resolution and the fee schedule set forth herein shall be effective November 1, 2023.

ORDAINED AND RESOLOVED THIS 24th day of October 2023

ATTEST


**BOARD OF SUPERVISORS
TOWNSHIP OF SOUTH HANOVER**


Robert Cassel, Secretary


Stephen Cordaro, Chairman

I, Robert Cassel, duly qualified Secretary of the Township of South Hanover, Dauphin County, Pennsylvania (the “Township”), certify: that the foregoing is a true and correct copy of a Resolution which duly was adopted by a majority vote of the Board of Supervisors at a regular meeting held on October 24, 2023, and said Resolution has been recorded in the meeting minutes of the Township of South Hanover Board of Supervisors and remains in effect as of this date.

IN WITNESS WHEREOF, I set my hand and affix the official seal of the Township, this 24th day of October, 2023.


Robert Cassel, Secretary

(SEAL)