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*Middle Paxton Township*

**RESOLUTION 2024-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF MIDDLE PAXTON, ESTABLISHING A FEE SCHEDULE FOR 2024**

**RESOLUTION** by the Board of Supervisors of Middle Paxton Township, Dauphin County, Pennsylvania establishing the schedule of fees, charges and expenses for Planning and Zoning related administration, Building and Zoning Permitting; Highway Occupancy and Road Permits; Parks and Recreation Reservation; Sewage Enforcement Fees, and all other fees and charges.

**NOW, THEREFORE, BE IT RESOLVED** that the Supervisors of the Township of Middle Paxton, Dauphin County, Pennsylvania, hereby adopt the schedule of fees, charges and expenses as outlined on the attached schedules and to be effective on January 02, 2024.

**BE IT FURTHER RESOLVED** that any bonds or other security or agreements required to be posted pursuant to the Middle Paxton Township S&LD Ordinance, Stormwater Ordinance, Zoning Ordinance or similar agreements shall be submitted to the Township Manager and /or Engineer/Solicitor for approval prior to the implementation of any activity or improvement for which the bond or security is required to be posted.

ATTEST:

MIDDLE PAXTON TOWNSHIP  
BOARD OF SUPERVISORS  
DAUPHIN COUNTY,  
PENNSYLVANIA

By: Julie Ann Seeds Signature on File  
Secretary

By: Jeffery Smith Signature on File  
Chairman

Date: 01/03/2024

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**\*\*PERMIT FEES WILL BE DOUBLED IF WORK IS STARTED WITHOUT THE PROPER PERMITS.**

**2024 PERMIT APPLICATION FEES**

**ZONING PERMIT FEES - Fees, charges and expenses for the administration of zoning activities. (See UCC Fees and Stormwater Application Fees)**

Detached Accessory Structures less than 1,000 square feet:

|  |  |
|--|--|
| 50 square feet to 150 square feet.....   | \$ 50.00 application fee<br>\$ 10.00 Cert. of Use Fee  |
| 151 square feet to 399 square feet.....  | \$ 75.00 application fee<br>\$ 25.00 Cert. of Use Fee  |
| 400 square feet to 699 square feet       | \$ 150.00 application fee<br>\$ 25.00 Cert. of Use Fee |
| 700 square feet to 999 square feet.....  | \$ 200.00 application fee<br>\$ 25.00 Cert. of Use Fee |
| 1,000 square feet and over .....         | <b>SEE UCC SCHEDULE</b>                                |
| Agricultural Structures up tp 3,000 S.F. | \$0.15 per square foot                                 |
| Agricultural Structures above 3,001 S.F. | \$0.10 per square foot.                                |

**Demolition Permit, Plus UCC Fees, if applicable**

|                                     |           |
|-------------------------------------|-----------|
| Accessory Structures up to 500 S.F. | \$ 50.00  |
| Residential                         | \$ 125.00 |
| Commercial                          | \$ 250.00 |

Inflatable Pools/ Temporary Pools (WITHOUT electric) \$ 50.00 (one-time fee)

Fence Permits \$ 50.00

Energy Efficient Projects \$ 75.00

**All Zoning Permit Applications that meets the UCC Guidelines including POOLS (Above and inground).**

|             |                                      |
|-------------|--------------------------------------|
| Residential | \$0.30/ per Square Foot (Min. \$100) |
| Commercial  | \$0.35/ per Square Foot (Min. \$100) |

Certificate of Nonconformance \$ 35.00 (Lifetime permit)

Change of Use Permit Fee

|             |           |
|-------------|-----------|
| Residential | \$ 75.00  |
| Commercial  | \$ 150.00 |

Timber Harvesting Permit \$ 125.00 flat fee per project

Zoning Concept Plan/ prior to submission review/review with Zoning Officer. Concept Plan includes request for the Township Engineer Comments \$ 50.00 per meeting AND all invoices from Township Engineer.

|  |  |
|--|--|
| Zoning Verification Letter – Specific request for refinancing of property etc. | \$ 50.00   |
| Zoning Permit Renewal – Administrative Costs to Renew                          | \$ 50.00   |
| Floodplain Review Fees as applicable   | \$ All invoices from Township Engineer per 2024 Fee Schedule |

**Governor’s surcharge (all UCC Permits)** \$ 4.50 (State **mandated**)

**ALL UCC PERMITS:** See attached Fee Schedules for permit costs.

\*Square footage is defined as gross areas of all floors within the perimeter of the outside walls, including basements, cellars, garages, roofed patios, breezeways, covered walkways, and attics with floor to ceiling height of 6’ 6” or greater.

**SEWAGE TESTING, PERMITTING, INSPECTION AND ENFORCEMENT FEES** – AS PER ATTACHED SEO FEE SCHEDULE

**ZONING APPLICATION FEES**

**Variance Fees –**

- Residential - \$ 750.00
- Non-residential - \$ 1,000.00

**Special Exception Fees –**

- Residential - \$ 750.00
- Non-residential - \$1,000.00

**Appeals Fees -**

- Residential - \$ 750.00
- Non-residential - \$1,000.00

**Conditional Use Fees –**

- Residential - \$ 750.00
- Non-residential - \$1,000.00

**Uses not provided for Fee -**

- \$1,000.00

**Rezoning/Map Change Request Fee -**

- \$1,000.00

**Text Amendment Fee -**

- \$1,000.00

**Validity Challenge Fee -**

- \$1,000.00

**Curative Amendment Fee -**

- \$1,000.00

**Other Public Hearings Fee -**

- \$1,000.00

(General Hearings from other issues that require a public hearing before the Board of Supervisors)

**Formal Continuation Fee for all items in this section:**

Per meeting - \$ 250.00

***Applicants will be responsible for one-half of the stenographer fees, which vary, for all items in this section. Requests for Zoning Hearing Transcripts are to be paid by the requestor. Fees vary.***

**2024 - SUBDIVISION/ LAND DEVELOPMENT FILING FEES**

**\*/\*\* \$ 300.00** Base fee plus \$ 20.00 per lot or unit for add-on subdivisions or subdivisions with less than three new lots, plus fees that exceed the initial base/filing fee.

**\*/\*\* \$ 500.00** Base fee plus \$ 30.00 **per lot or unit for three or more new lots including residual lot.**

**Sketch Plan Review: \$ 150.00**

**Waiver request (per request) \$ 100.00**

**Recreation Fees:** for Subdivisions of (4) lots or more, including residual; \$2,000 per dwelling unit/parcel.

**SITE DEVELOPMENT PLANS**

\$150.00 Base Fee - **\*plus fees that exceed the initial base/filing fee, including Engineering and Legal fees.**

**LAND DEVELOPMENT PLAN FILING FEE**

\$ 300.00 plus \$ 35.00 per disturbed acre plus any additional Engineering Review Fees will be billed to the developer and must be paid prior to the plan being signed by the Township.

**STORMWATER MANAGEMENT PERMIT APPLICATION FEES**

**Small Projects Applications, less than 5,000 sq. ft of earth disturbance and 2,500 sq. Of impervious coverage.....\$ 500.00**  
Includes plan review and one inspection. If an additional inspection is required, the applicant will be required to pay all additional fees.

**Major Stormwater Applications, more than 5,000 sq. ft of earth disturbance and 2,501 Sq. ft. of impervious coverage, PLUS escrow fee of \$2,000. Applicant to be invoiced for review fees beyond \$2,000..... \$ 500.00**

**Stormwater Exemption Permit Application Fee**

- **Up to 200 square feet.....\$ 75.00**
- **201 square feet plus.....\$ 125.00**

**Lot Consolidation Fee:.....\$ 250.00**

\*Escrow Fees are determined by the scope of the project by **the applicants** Engineer.

**\*Legal Fees** for review of S&LD applications, legal matters, etc.: All legal fees for S&LD applications pursuant to the provisions of MPC, Act 247 Section 503(1) will be charged an hourly rate approved by the Supervisors at the time of the annual appointment of the Solicitor.

**\*Engineering Review Fees** for S&LD applications, inspections, etc.: All engineering fees for S&LD & Stormwater applications pursuant to the provisions of MPC, Act 247 Section 503 (1)will be charged an hourly rate approved by the Supervisors at the time of the annual appointment of the Engineering Firm.

**\*\* Engineering/Legal review fees that exceed the initial base/filing fee will be billed by the Township for the balance due. Balance is to be paid prior to recording of the Plan, or if preliminary plan only, before being signed by the Township. This paragraph applies to both Subdivision/Land Development Plans/Stormwater Plans.**

**PLAN RECORDING/DOCUMENT RECORDING** - Applicant/Developer SHALL record the plans within (2) weeks of completing all contingencies and submit to the Township after recording a signed and sealed mylar with recording information or the plan will be considered null and void by the Township.

**SIGN ZONING PERMIT APPLICATION FEES Plus UCC FEES**

- 0 – 19.99 square feet \$ 50.00
- 20 - 49.99 square feet \$ 100.00
- 50 – 99.99 square feet \$ 150.00
- 100 - 149.99 square feet \$ 250.00
- 150 – 299.99 square feet \$ 350.00
- Over 300 square feet \$ 500.00

**DRIVEWAY PERMIT APPLICATION FEES**

|  |               |          |
|--|---------------|----------|
| Driveways accessing a Township Road      | (New)         | \$100.00 |
| Existing Driveways                       | (Resurfacing) | \$ 35.00 |
| Road Cuts on Township Roads/Pole Permits |               | \$ 75.00 |

**JUNK/SALVAGE YARD ANNUAL PERMIT FEE** \$ 200.00

**BRUSH SITE – Residential brush trimmings, tree pruning waste;  
(NO Commercial haulers permitted)**

|                    |          |
|--------------------|----------|
| Annual Permit Fee  | \$ 75.00 |
| One Day Permit Fee | \$ 25.00 |

**TOWNSHIP SOLICITOR FEES** Hourly rate set annually by the Board of Supervisors.

**TOWNSHIP ENGINEER OR THIRD PARTY AGENCY FEES** Hourly rate set annually with each party and approved by the Board of Supervisors.

**REFLECTIVE ADDRESS MARKER FEE.....\$20.00**

**PARKS AND RECREATION RESERVATION FEES – (NO ALCOHOL IS PERMITTED)**

**Fishing Creek Community Center:**

|               |  |
|---------------|--|
| Residents     | \$ 250.00 (all day) Rental Fee + \$ 50.00 Security Deposit |
| Non Residents | \$ 350.00 (all day) Rental Fee + \$ 75.00 Security Deposit |



## Footnotes:

1. A "copy" is either a single-sided copy, or one side of a double-sided copy, on 8.5"x11" or 8.5"x14" paper.
2. A "copy" is either a single-sided copy, or one side of a double-sided copy, on 8.5"x11" or 8.5"x14" paper. Note that a requester may ask for black and white copies even if the original is in color and color copies are available.
3. Including, but not necessarily limited to, non-standard sized documents and blueprints.
4. If a requester asks to receive records which require redactions in electronic format and the agency is unable to securely redact the records by electronic means, an agency may print the records to provide for secure redaction, then scan them in for delivery by email. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.
5. If an agency must print records to send them by facsimile, the agency may charge the fees noted above for B&W copies.
6. If a requester seeks records requiring redaction and the agency is unable to securely redact the records by electronic means, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.
7. If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media, unless the requester specifically requests for the record to be duplicated in the more expensive medium. *See §1307(d)*.
8. This assumes the requester is using his or her own camera, such as a cellphone camera, to photograph the records. *See Muenz v. Township of Reserve, OOR Dkt. AP 2015-1021, 2015 PA O.O.R.D. LEXIS 1176*. If redaction is required prior to the requester being granted access to photograph records and the agency is unable to securely redact the records by electronic means, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.
9. Under the RTKL, an agency may impose "reasonable fees for official certification of copies if the certification is at the behest of the requester and for the purpose of legally verifying the public record." The OOR recommends no more than \$5 per record to certify a public record. Certification fees do not include notarization fees.

## **COST OF ORDINANCES**

|  |         |
|--|---------|
| Zoning Ordinance                       | \$25.00 |
| Subdivision/Land Development Ordinance | \$20.00 |
| Stormwater Ordinance                   | \$10.00 |
| Flood Plain Ordinance                  | \$10.00 |
| Joint Municipal Comprehensive Plan     | \$30.00 |

## **RETURN CHECK FEE**

**Fee charged for any check returned by the bank as "insufficient funds" or "not paid" for any reason will be \$50 plus bank fees unless special circumstances that are approved by the Board of Supervisors.**

## **VACATING A TOWNSHIP ROAD**

**\$ 500.00** – The fee shall be utilized for the payment of advertising costs and property owner notification.