

**HANOVER TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2019-24

**A RESOLUTION AMENDING THE FEE RESOLUTION
OF THE STATUTORY CODE OF HANOVER TOWNSHIP**

RESOLVED, That the Fee Resolution of the Statutory Code of Hanover Township adopted June 16, 1993, is hereby amended by deleting the portions bracketed/italicized and by adding the portions underlined as follows:

FEE RESOLUTION

A Resolution establishing fees for the filing of applications, permits and licenses for the Township of Hanover, Lehigh County, Pennsylvania.

WHEREAS, the Township Council of the Township of Hanover has adopted a codification, consolidation and revision of the ordinances of the Township of Hanover, and;

WHEREAS, it is the desire of the Township Council of the Township of Hanover to eliminate all filing fees, permit fees, and license fees from the Code of Ordinances and enact them instead by Resolution;

NOW, THEREFORE, BE IT RESOLVED and it is hereby resolved by the Township Council of the Township of Hanover that all fees are hereby fixed as follows:

CANAL PARK USAGE (PAVILION)

- | | |
|-------------------------------------|-----------|
| 1. Groups represented by a resident | |
| A. Rental fee | NO FEE |
| B. Refundable security fee | \$ 250.00 |
| 2. All other groups | |
| A. Rental fee | \$ 100.00 |
| B. Refundable security | \$ 250.00 |

CHESTNUT GROVE PARK USAGE (PAVILION)

- | | |
|-------------------------------------|-----------|
| 1. Groups represented by a resident | |
| A. Rental fee | NO FEE |
| B. Refundable security fee | \$ 100.00 |
| 2. All other groups | |
| A. Rental fee | \$ 100.00 |
| B. Refundable security fee | \$ 50.00 |

SHERWOOD PARK USAGE (PAVILION)

- 1. Groups represented by a resident
 - A. Rental fee NO FEE
 - B. Refundable security fee \$ 100.00
- 2. All other groups
 - A. Rental fee \$ 100.00
 - B. Refundable security fee \$ 50.00

SHERWOOD PARK BALLFIELD USAGE

- 1. Seasonal fee \$ 25.00
- 2. Refundable Surety \$ 50.00
- 3. Little League – No Charge NO FEE

TENNIS PERMITS (Sherwood Park)

- 1. Residents \$ 2.00/yr.
- 2. Non-residents \$ 10.00/yr.

FIREWORKS DISPLAY PERMIT \$ 250.00

JUNKYARD

- 1. Permit fee
 - A. Less than 15,000 sq. ft. \$ 50.00
 - B. 15,000 – 40,000 sq. ft. \$ 100.00
 - C. 40,000 – or more sq. ft. \$ 200.00
- 2. Transfer fee \$ 10.00

LARGE SIGN PERMIT (13, Section 505)

- 1. For Signs over 400 Sq. Ft. (for every 50 sq. ft. or fraction thereof) \$ 15.00

In the case of a double-faced sign, the permit fee is calculated on the square footage of the largest sign.

LIQUOR LICENSE TRANSFER (APPLICATION FEE) \$ 1,000.00

MOVING PERMITS \$ 1.00

MOBILE HOME REMOVAL PERMIT \$ 2.00

NOTARY SERVICE \$ 5.00

PUBLIC RECORDS (OPEN RECORDS POLICY)

- 1. Paper copies (per page per side) \$ 0.30
 - A. Disk (each) \$ 5.00
 - B. Fax copies (per page) \$ 0.50
 - C. Engineering plan copies (per page) \$ 6.00
- 2. True and Correct Certification of public record \$ 2.00

** Prepayment is required if total fees estimated to exceed \$ 100.00

RETURNED CHECK CHARGE		\$ 25.00
TAX CERTIFICATION		\$ 10.00
SOLICITING / CANVASSING LICENSE (13, Section 104)		\$ 5.00
SUBSTITUTE/DUPLICATE TAX BILL-THIRD PARTY (Person Entitled To Duplicate Bill Other Than The Taxpayer)		\$ 5.00
TEMPORARY STORAGE/OFFICE PERMIT		
1. Temporary Utility Trailer	(per)	\$ 25.00
2. Storage Container	(per)	\$ 25.00
3. Job site Construction Office/Trailer	(per)	\$ 25.00
4. Job site Sales Office Trailer	(per)	\$ 25.00
TEMPORARY STORAGE/OFFICE PERMIT		
1. Seasonal Extension		\$ 25.00
2. Seasonal Extension (Residential Properties/Household Items)		\$ 10.00
ROADWAY AND RIGHT-OF-WAY WORK		
1. Permit Issuance Fee. This fee is used to defray costs incurred by the Township in reviewing and processing the Application and plan(s), including the preliminary review of the site location identified in the Application, and issuing and processing the Permit.		
2.		
A. Utility		\$ 50.00
B. Driveways		
(1) minimum use (e.g., single family dwellings, apartments with five or less units).		\$ 25.00
(2) low volume (e.g., office buildings, car washes).		\$ 40.00
(3) medium volume (e.g., motels, fast food restaurants, service stations, small shopping plazas).		\$ 50.00
(4) high volume (e.g., large shopping centers, multi-building apartment or office complexes).		\$ 75.00
C. Other (e.g., bank removal, sidewalk and curb)		\$ 25.00
D. Curb, sidewalk and driveway replacement (additional inspection or layout fees as deemed necessary by the Township)		\$ 25.00
3. Extension Fee. (each six month time extension)		\$ 10.00

4. General Inspection Fees. These are used to defray costs incurred by the Township in spot inspection(s) of permitted work and/or subsequent inspection(s) after the permitted work has been completed to insure compliance with the permit and Township Regulations.
- A. Driveways
- | | |
|---------------------------------|-----------|
| (1) Each minimum use driveway | \$ 75.00 |
| (2) Each low volume driveway | \$ 110.00 |
| (3) Each medium volume driveway | \$ 150.00 |
| (4) Each high volume driveway | \$ 200.00 |
- B. Underground Facilities (e.g., pipe lines, buried cable with pedestals, conduits, manholes, headwall, inlet and gauge). This fee is calculated on the TOTAL linear feet of the facility or facilities being permitted within the right-of-way, regardless of whether the surface is opened.
- | | |
|--|----------|
| (1) Physically connected facility or facilities
(first 50 feet or fraction thereof)
(each section) | \$ 75.00 |
| (2) Additional physically connected facilities
(each 50 feet or fraction thereof) | \$ 50.00 |
- C. Surface Openings (e.g., service connections performed independently of underground facility installation, pipe line repairs) (each opening) \$ 150.00
- D. Curb and Sidewalk
(plus \$0.75 per linear foot) \$ 75.00
- E. Above-ground Facilities (e.g., poles, guys and/or anchors if installed independently of poles)
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|--|----------|
| (1) Up to 10 physically connected above-ground facilities (each continuous group) | \$ 75.00 |
| (2) Additional above-ground physically connected facilities (each pole with appurtenances) | \$ 10.00 |
- F. Seismograph – Vibroseis Method (e.g., prospecting for oil, gas)
- | | |
|--|----------|
| (1) First mile | \$ 50.00 |
| (2) Each additional mile or fraction thereof | \$ 5.00 |
- G. Other (e.g., bank removal, misc.) \$ 20.00
5. Inspection Fees. If the Township determines that the permitted work is of sufficient magnitude or importance to warrant assignment of one or more employees to inspect the permitted work on a more than spot inspection basis, the permittee shall be charged for all salary, overhead and expenses incurred by each assigned inspector and the Township.

SEWERS

Connection Fee (18, Section 302). The sewer connection fee shall be \$1,000 for each dwelling unit or, if not a residential use, \$1,000 for each equivalent dwelling unit (“EDU”), or part thereof, of sewage discharge. An EDU is 262.5 gallons per day of sewage effluent.

Uncover sewer line permit (18, Section 210)	\$ 50.00
** Reservation of Sewer Allocation Fee (Catasauqua System)	(See Res. 1988-22)

SEWAGE ENFORCEMENT SERVICES

Fees as provided in Schedule of Keystone Consulting Engineers, Inc., for current year charges. Said Schedule available for review upon request at the Township Municipal Building.

1. Industrial discharge	
A. Permits	\$ 50.00
B. Appeals, filing	\$ 200.00
C. Monitoring and Inspection	(at cost)
2. Fats, Oils and Grease	
A. FSE Trap/Interceptor Permit/Application Fee	\$ 100.00
B. FSE Annual Inspection Fee	\$ 150.00
C. FSE Re-Inspection Fee	\$ 75.00

WATER

1. Water Capacity Reservation Fee (requested)	\$ 1.70gpd (for the Year 2000, with an increase of 2 cents gpd per annum.)
2. Water Loop Allocation Fee (Res. 1992-33) (requested) <i>Developer's Reimbursement</i> (Res. 1992-34)	\$ 1.69 gpd
3. Connection Fee (26, Section 121)	\$ 1,000.00
4. Cut-off and Turn on Charge (26, Section 123)(each)	\$ 25.00

ZONING

1. Appeals to Zoning Hearing Board	
A. Industrial, Business or Commercial	\$ 1,200.00
B. Single-family residential property	\$ 50.00
C. Special Exception	\$ 1,000.00
D. Conditional Use	
(1) Application fee	\$ 1,000.00
(2) Escrow	\$ 2,500.00
2. Permit Issuance Fee	\$ 10.00

SUBDIVISION AND LAND DEVELOPMENT

	<u>FILING</u>	<u>ESCROW</u>
1. Sketch or Pre-Development Plans		
A. Residential	\$ 100.00	\$ 2,500.00
B. Commercial or Industrial	\$ 250.00	\$ 4,000.00
2. Preliminary Plans		
A. Residential	\$300.00 + \$10.00/unit	\$ 4,000.00 + \$50.00/unit
B. Revision Fee: ½ Filing fee		
C. Commercial or Industrial		
(1)Single Commercial or Industrial Dev.	\$ 400.00 +	\$ 5,000.00 +

	\$ 10.00/1,000sf	\$20.00/1,000sf
(2) Revision Fee: ½ Filing fee		
3. Final Plans		
A. Residential	\$ 300.00 + \$ 10/unit	
B. Revision Fee: ½ Filing fee		
C. Commercial or Industrial	\$ 400.00 + \$ 10/1,000sf	
4. Airport Leaseholds		
A. Each	\$ 400.00 + \$ 10/1,000sf	\$ 5,000.00 + \$ 20/1,000sf

BUILDING PERMIT FEES

1. Permit Issuance Fee as follows:
 - A. Construction work, either new or alterations, up to and including an estimated cost of \$500.00 - \$1.00
 - B. Construction work, either new or alterations, over \$500.00 and up to and including an estimated value of \$2000.00 - \$4.00
 - C. Uniform fee for new construction or alterations, up to and including an estimated value of \$1,000,000.00 - \$2.00 per thousand or fraction thereof.
 - D. Maximum fee for new construction or alterations, where estimated value exceeds \$1,000,000.00 - \$2,000.00
2. Demolition of existing building - \$1.00

PLUMBING AND ELECTRICAL PERMIT FEES

1. Residential – New Construction and Alterations
 - A. Plumbing (See Note 1)

(1) One and Two Story	\$	20.00
(2) Three Story	\$	30.00
(3) Four + Story	\$	50.00
 - B. Electrical (See Note 2)

	\$	20.00
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2. Miscellaneous New Construction and Alterations

A. Storage Tanks exceeding 100 gallons	\$	25.00
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3. Commercial/Industrial/Institutional – New Construction and Alterations
 - A. Plumbing - first three fixtures (See Note 1)

	\$	20.00+
		\$ 4.00/additional
 - B. Electrical – (See Note 2)

	\$	35.00
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NOTE 1 All plumbing permits must be picked up by persons holding a Masters Plumber's License obtained by written examination.

Exemption: Homeowner occupied one and two family dwellings – homeowner may pick up permit and will be subject to all inspections.

NOTE 2 All electrical permits must be picked up by persons holding a Masters Electrician's License obtained by written examination.

Exemption: Homeowner occupied one and two family dwellings – homeowner may pick up permit and will be subject to all inspections.

REINSPECTION OF EXISTING PROPERTIES

Reinspection of existing properties shall be based upon the square feet of all floors including the basement \$150.00 for the first 1,000 square feet plus \$5.00 for each additional five hundred square feet thereafter or fraction thereof provided there shall be a minimum charge of at least \$175.00 if no violations are found, and at least \$275.00 (including two inspections) if violations are present. The maximum initial fee shall be \$1,000.00, except in no case shall the fee be less than \$175.00 or \$275.00 per tenant. Any time that is spent on inspections made over and above time and inspections included in the initial fee shall be invoiced at a rate of \$65.00 per hour.

**THIRD PARTY PLAN REVIEW AND BUILDING INSPECTIONS PA UCC
(BASE ENGINEERING)**

RESIDENTIAL PACKAGE FOR NEW S.F.D., AND LARGE ADDITIONS*

CONVENTIONAL FRAME.....\$900.00

Includes plan review and inspections noted below:

- (1) Footing (before pouring concrete)
- (2) Foundation (before backfill)
- (3) Frame includes:
 - HVAC (rough in)
 - Plumbing (rough in)
 - Electric (rough in)
- (4) Insulation/Draft stop/Fire caulk
- (5) Wallboard
- (6) Final Building and Electric
- Any appurtenances that are not included on the originally submitted plans must be permitted separately, i.e. decks, garages, etc.
- Any Reinspections required due to failure will be invoiced at \$80.00
- See 'General Notes' on page 20

MODULAR/MANUFACTURED HOUSING, NEW S.F.D.*\$485.00

Includes plan review and approval, and inspections noted below:

- (1) Footing (before pouring concrete)
- (2) Foundation (before backfill)
- (3) Electric service
- (4) Final
- Any appurtenances that are not included on the originally submitted plans must be permitted separately, i.e. decks, garages, etc.
- Any Reinspections required due to failure will be invoiced at \$80.00
- See 'General Notes'

RESIDENTIAL CONSTRUCTION *

Addition with full foundation or alteration (Includes 5 Inspections)\$750.00
(Footing, Foundation, Framing with rough mechanicals, Insulation, and Final)

Addition on slab or small addition on crawl space\$575.00
(Includes up to 4 Inspections – Footing, Framing, Insulation and Final)

Sunrooms on existing slab or deck\$375.00

* The above rates are subject to change after plans are submitted. Please call for a quote on unusual or complicated projects.

RESIDENTIAL DECK PACKAGE..... \$250.00

Includes plan review and 2 inspections, as noted below:

- Footing (before pouring concrete)
- Final
- See ‘General Notes’

RESIDENTIAL POLE BUILDING OR DETACHED GARAGE (no electric).....\$300.00

FOR ABOVE WITH ELECTRIC ADD\$100.00

(Storage only – no occupiable space)

- See ‘General Notes’

RESIDENTIAL SWIMMING POOL PACKAGE

• Above Ground Pool: Includes Plan Review, electrical and final inspection
(2 inspections included).....\$250.00

• In-Ground Pool: Includes Plan Review, rough and final electric, rough and final
inspection (3 inspections included)\$375.00

GENERAL NOTES:

- Residential Package plans are quoted based on hourly maximums and/or fixed inspection numbers. Failures, locked premises, violation reinspections will be backcharged if in excess of allotted inspections.
- Residential accounts at contract price will be subject to backcharges for failures, locked premises, violation visits in excess of contract quotes.
- All non-fixed rate inspections will be billed at hourly rate of:

Plan Review	\$65.00/hr.
Building	\$65.00/hr.
Electrical	\$65.00/hr.

Clerical \$32.00/hr.

COMMERCIAL RATE SCHEDULE

Includes Plan Review and Inspections for Shell and Core or Single Occupant Buildings

- * • New Buildings, Additions
 - Use Groups B, M, S, F.....0.24 per square ft.
 - Use Group A, R.....0.25 per square ft.
 - Use Groups H, I, E..... 0.27 per square ft.
- ** • Alterations, Renovations
 - Modification, Fitouts, Individual Trade Permits
 - Use Groups B, M, S, F
 - \$1,000-150,000\$22.00 per \$1,000 value
 - \$151,000-300,000.....\$18.00 per \$1,000 value
 - \$301,000-500,000.....\$15.00 per \$1,000 value
 - Use Group A, R
 - \$1,000-150,000 \$24.00 per \$1,000 value
 - \$151,000-300,000.....\$20.00 per \$1,000 value
 - \$301,000-500,000.....\$17.00 per \$1,000 value
 - Use Groups H, I, E
 - \$1,000-150,000\$26.00 per \$1,000 value
 - \$151,000-300,000.....\$22.00 per \$1,000 value
 - \$301,000-500,000.....\$19.00 per \$1,000 value
- * Minimum (New Construction)..... \$1,725.00
- ** Minimum (Alterations & Miscellaneous Fitout) \$600.00
 - * See also minimum fees – page 4

Commercial Plan Review Only

- New construction and Alterations
 - Use Groups B, M, S, up to 10,000 S.F.....0.10 per foot
 - Use Group A, up to 10,000 S.F.....0.15 per foot
 - Use Groups H, I, E, up to 10,000 S.F. 0.15 per foot
 - Use Group R, up to 10,000 S.F.0.15 per foot

Minimum account required - \$300.00 - (3) Disciplines
An additional \$125.00 will be charges for over (3) disciplines

GENERAL NOTES:

- Commercial Package plans are quoted based on hourly maximums and/or fixed inspection numbers. Failures, locked premises, violation reinspections will be backcharged if in excess of allotted inspections.
- Commercial accounts at contract price will be subject to backcharges for failures, locked premises, violation visits in excess of contract quotes.
- All non-fixed rate inspections will be billed at hourly rate of:

Plan Review	\$65.00/hr.
Building	\$65.00/hr.
Electrical	\$65.00/hr.
Clerical	\$32.00/hr.

PRE-APPLICATION CONSULTATION:

If a consultation is required or requested prior to application and/or review of plans, the charge will be \$65.00/hr. If the consultation involves the services of our Professional Engineer, the charge will be \$95.00/hr.

MINIMUM INSPECTION FEES:

Residential: Required Inspection(s) under Act 45

Electrical \$125.00
Plumbing \$125.00

Commercial:


Electrical/No plans \$150.00
Building/No plans \$150.00
Mechanical/No plans \$150.00
Plumbing/no plans \$150.00

APPEALS:

Appeals to the Building Board of Approval: \$ 750.00



Township Clerk



Chairman

ADOPTED: JANUARY 14, 2019

MOTION: HEIMBECKER

SECONDED: LAWLOR

VOTE: HEIMBECKER, LAWLOR, TOCCI, WOOLLEY, PAULUS: AYE UNAN.