

**LOWER GWYNEDD TOWNSHIP
BOARD OF SUPERVISORS
MONTGOMERY COUNTY, COMMONWEALTH OF PENNSYLVANIA**

RESOLUTION #2024-05

WHEREAS, Title Two, Chapter 208 of the Administrative Code, which is Part Two of the Township Code, authorizes the Board of Supervisors to adopt a General Fee Schedule;

WHEREAS, Township administration has reviewed the fees assessed under Chapter 208 and recommends the adoption of the General Fee Schedule attached as Exhibit "A";

NOW THEREFORE, BE IT RESOLVED, that the General Fee Schedule for Lower Gwynedd Township attached hereto as Exhibit "A" is approved. This Resolution shall be effective immediately.

APPROVED, at a public meeting of the Board of Supervisors of Lower Gwynedd Township conducted on this 2nd day of January 2024.

ATTEST:



**MIMI GLEASON
TOWNSHIP MANAGER**

**LOWER GWYNEDD TOWNSHIP
BOARD OF SUPERVISORS**

By: 

CHAIRPERSON

Exhibit A
Fee Schedule of Lower Gwynedd Township

Building Permits.

Residential. The fees associated with residential building, construction, alteration, and related activities are as follow:

Type	Fee
State Permit Surcharge: State fee added to every permit issued under Act 157 of the PA Uniform Construction Code	\$4.50
Pre-Submission Plan Review (if requested)	\$150
Building Permit New Construction Professional Services Agreement (PSA) required	\$500 + \$0.35 per square foot above grade & \$0.25 per square feet of attic and basement space; requires grading permit PSA-\$1,500; see PSA section below for details
Alterations & Additions to Existing Structures	\$250 + \$0.35 per square feet for all space
Bathroom & Kitchen Remodel Permit (only required for non-cosmetic updates)	\$250.00
Accessory Structure/Uses Building Permit- (includes sheds greater than 200 square feet)	\$200 + \$0.15 per square feet
Zoning Permit- required for things such as sheds less than 200 square feet, fences, patios, etc.	\$150
Swimming Pools, Tennis/Basketball Courts & Other Recreational Uses where Building Permit/Grading Permit is required	\$300 + \$0.45 per square foot of surface area; also requires grading permit
Demolition Permit	\$300
Electrical Permit	\$50 per 100 amps of electrical service or equivalent; minimum permit fee \$50
Plumbing Permit	\$55 + \$15 per fixture; \$150 per grease trap, ejector
HVAC Permit	\$150 per unit
Use & Occupancy Permits- Required for permit closeout not a separate permit fee	\$0.00
Storage Tanks	\$200 per 1,000 gallons of capacity
Removal of Oil Tank	\$150
Gas Fireplaces	\$100
Generator Permit	\$75 + electrical permit (in some cases a plumbing permit may also be needed)
Solar Permit	\$250 + electrical permit
Residential Re-Roofing (only required if sheathing is being replaced)	\$100
Residential Re-Inspection Fee	\$50.00

Non-Residential. The fees associated with non-residential building, construction, alteration, and related activities are as follow:

Type	Fee
Pre-Submission Plan Review (if requested)	\$150
New Construction	\$750 Plan Review- fee due at submission \$600 + \$0.45 per square foot- Permit/Inspections
Building Work/Alterations	\$750 Plan Review-fee due at submission 500 + \$0.35 per square foot-Permit/Inspections
Demolition Permit	\$100 per 1,000 square foot
Electric Permit	\$250 + \$50 per 100 amp service
Plumbing Permit	\$250 + \$15 per fixture, trap, appliance
HVAC	\$500
Roofing Permit (New)	\$500 plus \$0.35 per square foot
Roofing Permit (Re-Roof)	\$250 plus \$0.10 per square foot
Re-Inspection (inspector is unable to conduct required inspection due to applicant error)	\$100.00
Use & Occupancy Permit	\$250
Removal of Oil Tank	\$450
Storage Tank	\$200 per 1,000 gallons of capacity
Antenna Cell Tower Permit	\$2,500 permit + \$500 escrow
Generator Permit	\$75 + electrical permit (in some cases a plumbing permit may also be needed)

Building Permit Licensing Fees

Type	Fee
Electrical Licensing Registration	
Master Electrician	\$50
Journeyman	\$35
Apprentice	\$10
Inspection Agency	\$200
Plumbing Licensing Registration	
Master Plumber	\$125
Journeyman	\$50
General Contractor's License (fee applies to new homebuilders, commercial contractors and any contractor not registered in the State of PA)	
	\$125

Building Permit Other Fees

Type	Fee
Driveway/Road Opening Permit- reviewed by Public Works Director	\$250 + calculated as per the application fee schedule attached
Grading/Excavation/Stormwater Management- reviewed by Township Engineer	\$500 flat fee; When plan review, engineering inspections and legal documents are needed, a grading permit may also require an escrow or PSA as directed by the Twp Engineer; grading permits in lieu of land development require an approved cost estimate & escrow. See PSA section below for details when applicable.
Tent Permit-Required for 700 sq. feet with open sides & 400 sq. feet with sides closed	\$150.00

Zoning Permits. Zoning permits are required for all new construction, alterations, decks, fences, accessory structures, and other; if a building permit is also required the building permit fee includes the zoning review and is not a separate or additional fee. If a building permit is not required, then the zoning permit fee below applies.

Type	Fee
Residential	\$150
Non-residential	\$250
Home Businesses Use & Occupancy	\$150
Signs (up to 40 square feet)	\$150
Signs (over 40 square feet as per ZHB approval)	\$250

Fire. The fees associated with fire safety and inspections are as follows:

Type	Fee
False Fire Alarms: # w/in 12 Calendar Months	
2	\$50 / false alarm
3	\$100 / false alarm
4 or 5	\$200 / false alarm
6 or more	\$1,000 / false alarm
Residential	
Fire Safety Sprinkler Permit (residence over 2,000 square feet) Includes inspection	\$500
Fire Alarm Installation Permit includes inspection fee	\$400
Non-residential	
Fire- Wet Ansul System or Other	\$250
Fire Safety Sprinkler System- New	\$700- \$400 inspection fee + \$300 permit fee
Fire Safety Sprinkler System- Add on	\$500- \$300 inspection fee + \$200 permit fee
Fire Alarm Installation Permit includes inspection fee	\$400

Police.

Type	Fee
Security False Alarms: Number within 12 Calendar Months	
3	\$35 / False Alarm
4	\$50 / False Alarm
5 or more	\$100 / False Alarm
Home Alarm Permit	\$100
Peddlers/Canvassers License (Issued by Police)	\$40 per day/per person or \$60 per week/per person
Police Report	\$15.00
Police Special Event Services/Special Detail-Officer & Vehicle	Overtime rate of the highest paid Sergeant per officer per hour

Other General Fees.

Type	Fee
Banner	\$25
Copying	\$0.25 per page
Copying-Wide Format	\$4.50 per page
Fireworks	\$150
Returned Check Fee	\$25
Special Events	See fees in Special Events under Park & Rec Fees

Sewer Fees. The fees associated with on-site septic systems and public sewer systems are set forth in this section as follows:

Type	Fee
Public Sewer	
Sewer Connection	\$250
Sewer Lateral Inspection	\$150
Sewer Quarterly Rental Rate	See Sewer Rate Resolution

Parks & Recreation.

Facilities and Fields Fees. There are set fees for the use of Township Fields and Facilities. Fees for field use and facilities shall be as follows:

Type/Facility	Resident Fee	Nonresident Fee	Business Group Fee
<u>Security Deposit:</u> Required for all facility use, includes game area	\$200	\$200	\$200
<u>Penllyn Woods</u> Community Building	\$60 per hour	\$95 per hour	\$130 per hour
<u>Picnic Pavilions</u> Up to 4 hours	\$40	\$75	\$125
Up to 8 hours	\$70	\$125	\$200
Electricity	\$20	\$20	\$20
<u>Baseball/Soccer Fields</u> Youth Associations Nonprofit Groups	N/A	N/A	N/A
<u>Baseball/Soccer Fields</u> Individual: one-time use	\$50	\$75	\$85
<u>Baseball/Soccer Fields</u> Team: full season (5 consecutive weeks of play or more), one day a week use	\$220	\$250	\$250
<u>Baseball/Soccer Fields</u> One week (Mon-Fri) consecutive use	\$370	\$400	\$420
<u>Basketball, Tennis, Volleyball Courts</u> Individual- one time only	\$30	\$40	\$75
<u>Basketball, Tennis, Volleyball Courts</u> Team: full season (5 consecutive weeks of play or more), one day per week use	\$150	\$175	\$200
<u>Basketball, Tennis, Volleyball Courts</u> One-week consecutive use (Mon-Fri)	\$300	\$300	\$300

Special Event Fees

Police Services: Police Officers and Vehicles	Overtime rate of highest paid Sergeant per hour per officer
Public Works: Public Works staff and trucks	\$40 per hour per employee regular pay; Overtime Rate \$60 per hour per employee

Zoning Fees.

Conditional Use Fees. Conditional Use applications submitted to the Board of Supervisors c/o the Zoning Officer shall have the following fees.

Type	Fee	Escrow
Residential	\$1,500	\$2,500
Non-Residential	\$2,500	\$2,500
Additional Hearing	\$500 each	N/A

Rezoning/Zoning Ordinance Amendment Fees. Rezoning requests or Zoning Ordinance Amendments submitted to the Board of Supervisors c/o the Zoning Officer shall have the following fees. Costs include copies of transcripts as requested, solicitor, stenographer, etc.

Type	Fee
Zoning Map Amendment	\$1,800 + costs
Zoning Ordinance Text Amendment	\$1,800 + costs
Curative Amendments	\$3,500 + costs
Additional Hearings	\$650 each

Zoning Hearing Board Application Fees (excluding Curative Amendments). Fees are non-refundable regardless of the hearing outcome.

Type	Fee
Residential	\$1,200
Non-Residential	\$2,500
Other Matters	\$1,000
Sign	\$1,350
Validity Challenge	\$2,500
Additional Hearings (necessitated by applicant)	\$400
Postponement/Continuance (applicant's request)	\$120
Zoning and Floodplain Certification	\$50

Land Use Fees.

Land Development and Subdivision Filing Fees. Fees in the amount set forth in this section shall be paid when filing a preliminary land development application or a preliminary/final subdivision application. In addition, an escrow account is required to be established to cover the cost of professional services rendered in conjunction with any application. The remaining funds will be returned at the time of escrow closure. Escrows are explained in detail below.

Land Development Fees. The fees for land development include an application fee which is the set amount plus the calculated fee based on the per square footage rate.

Acres Affected	General Fee	Escrow
0-2.5 acres	\$2,500	\$5,000
2.5-5 acres	\$4,000	\$6,500
5-10 acres	\$5,000	\$8,500
10-20 acres	\$6,000	\$10,000
20-50 acres	\$7,500	\$11,500
50-100 acres	\$9,000	\$13,000
PLUS Gross Floor Area in SQ. Ft.	Fee Per 1,000 Square Feet	
0 to 49,000	\$50	
50,000 to 299,000	\$40	
300,000 or more	\$30	
Traffic Impact Fee	See Code (Part 12, Title 8)	N/A
Final Plan Filing Fee	No application fee will be charged for filing an improvement construction plan or record plan, unless no preliminary plan has been filed, in which case the fees established for preliminary plans will apply.	Based on approved estimate of costs from Township Engineer

Subdivision Fees. The subdivision fee includes a flat application fee plus a calculated fee based on the per lot rate. Prior to recording a subdivision plan, each developer shall submit digital plans.

Number of Lots	General Fee	Escrow
Lot Line Adjustment	\$1,800	N/A
Minor = 1 to 2	\$1,800	\$5,000
Major = 3 to 5	\$4,500 + \$250 per lot	\$5,500
Major = 6-10	\$5,000 + \$250 per lot	\$7,500
Major = 11-50	\$5,000+ \$300 per lot	\$10,000
Major = 51-100	\$5,000 + \$350 per lot	\$11,500
Major = 101 and over	\$5,000 + \$400 per lot	\$13,000
GIS Parcel Map Update	Included in app fee	
Traffic Impact Fee	See Code (Part 12, Title 8)	

Professional Service Agreements / Escrows.

Professional Consultants Fees. The Township shall be reimbursed for the charges of its professional consultants in connection with any land use or permit matter as specified in this resolution. The Township also requires a Professional Services Agreement (PSA) with associated fees to be paid by anyone wishing to meet with and discuss potential land use items with any of the professional consultants prior to the filing of a formal application.

A cash escrow is required to guarantee payment of:

- The services of the Township Engineer, as provided in the Subdivision and Land Development Ordinance, being Title Four of the Planning and Zoning Code, plus all costs for other engineering and professional certification as deemed necessary.
- The services of the Township Solicitor for legal services incidental to the preliminary and final approval of plans of each subdivision or land development, or section thereof, and specifically including, but not limited to, the review of all plans, correspondence and permits; the preparation of subdivision and escrow agreements, easements, covenants and deeds; the attendance at any meetings with the Board of Supervisors, the Planning Commission, the Township Engineer, the developer or the developer's representatives in connection with the development; and any telephone conferences in connection with any of the above. The same expectation is maintained for the services rendered by the Township Engineer and the Township Planner/Zoning Officer and any other professional land use consultant in conjunction with a subdivision or land development.
- The actual costs of all drainage, water and/or material tests.
- Legal fees, advertising and other costs involved in the dedication of streets and public improvements to the Township.
- The administrative costs of processing subdivision and land development escrow account release request as follows: 10% of the total amount of every escrow release request of less than \$500 and in the amount of \$50 for every escrow release request in excess of \$500. Such charge shall be due and payable at the time as any escrow release is submitted to the Township for processing.
- The costs set forth in this subsection shall be estimated and escrowed at 10% of the total construction cost of the public improvements required to be built under the improvement construction plan(s) of the final plans, unless in the judgment of the Township Engineer a greater amount is necessary to secure the payment of the expenses which the Township is likely to incur in connection with the subdivision. Such estimate shall be escrowed with the Township in cash and shall be placed, by the Township, in an interest-bearing account with the interest accruing for the benefit of the developer. The Township may draw upon the escrow as necessary to reimburse itself for the fees and costs set forth in this resolution. Simultaneously with each such draw from the escrow by the Township, the Township shall send the developer an invoice (marked "paid") for the amount drawn, specifying the particular fee, cost or expense for which the Township has drawn payment for reimbursement. The developer shall at no time permit the required cash escrow to be reduced below an amount reasonably estimated by the Township Engineer to be necessary to reimburse the Township for the remaining fees, costs, and expenses which the Township is reasonably likely to incur prior to the completion of the subdivision or land development. Within 10 days of the developer's receipt of notice from the Township that the balance of the escrow is deemed inadequate to cover the reasonable costs and expenses likely to be incurred by the Township, the developer shall post such additional moneys as have been specified in the notice. Subject to the dispute resolution procedure set forth in the Pennsylvania Municipalities Planning Code, as amended, the refusal to post such moneys as shall be requested by the Township shall be deemed a breach of the developer's obligations under the improvement agreement and shall entitle the Township to withhold any requested inspections or permits until such time as the escrow has been increased as requested by the Township.

Highway Occupancy Permit Fees. The following fees are applied to the administrative costs incurred in reviewing the permit application and processing the permit; also includes preliminary site review whether or not a permit is issued and processed.

Permit Issuance Fees

Permit Application Fees

Application Fee	\$75.00
Utility Application (Gas, Sewer, Water, Electric, etc.)	\$150.00

General Permit Inspection Fees

Driveways onto Township Dedicated Roadways

Minimum Use	\$50.00
Single Family Dwellings, Apartments 4 or fewer units, less than 25 Cars	
Low Volume	\$75.00
Apartment Buildings, Small Office Buildings more than 25 cars but less than 500	
Medium Volume	\$100.00
Motels, Restaurants, Service Stations, Small shopping complexes more than 500 Cars but less than 1000.	
High Volume	\$125.00
Large shopping centers, multiple building apartments, condos, or offices more than 1000 cars daily.	

<u>Other</u>	\$40.00
Curbing, Sidewalk, embankment removal etc.	

<u>Permit Extension or Changes</u>	\$30.00
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<u>Emergency Permit</u>	\$40.00
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Surface Openings

Calculated on the total amount of linear feet of installation in 100-foot increments.

Opening in Pavement	\$75.00
Opening in Shoulder	\$60.00
Opening outside pavement and shoulder	\$40.00

Note: If longitudinal opening simultaneously occupies two or more areas identified above, only the higher fee will be charged. Linear distances shall be measured to the nearest foot.

Of less than 36 Square Feet (Service Connections or Utility Repairs)

Opening in Pavement.....	\$75.00
Opening in Shoulder	\$60.00
Opening outside pavement and shoulder	\$40.00

Above Ground Facilities

Poles, Anchors, Guide Cables, etc.

Up to 10 physically connected above ground facilities (each continuous group) **\$35.00**

Additional above-ground physically connected facilities (each) **\$5.00**

Crossings

Overhead, tipples, conveyors or pedestrian walkways and under-grade subways or mines **\$100.00**

Seismograph - Vibrosis Method (prospecting for oil or gas)

First Mile... **\$75.00**

Each additional Mile or fraction thereof **\$20.00**

Test Holes in Pavement & Shoulder (Each Hole) \$25.00

Exemptions

Highway Occupancy Permit fees are not payable by any of the following:

- 1) The commonwealth.
- 2) Political subdivisions of the commonwealth, except when placing a facility within more than 100 total linear feet of pavement. In that case, the application and inspection fees for pavement openings will be charged.
- 3) Government authorities organized under the laws of the commonwealth.
- 4) The Federal Government
- 5) Charitable organizations that are in compliance with Act No. 337 approved August 9, 1963, P.L. 628, as amended (churches, hospitals, schools, charitable institutions, veteran organizations, non-profit organizations).
- 6) Utility facility owners for:
 - A. The installation of streetlights at the request of Penn Dot or political subdivision.
 - B. The replacement or renewal of their facilities prior of a Township resurfacing project after notice from the Township.
 - C. Facilities moved at the request of Penn Dot or political subdivision.
 - D. The construction or maintenance of their facilities that occupy the right of way under private status.

Additional Fees

1. If the Township determines that the permitted work is of sufficient magnitude the Township may require that the permittee post an escrow or bond guaranteeing the completion and restoration of Township owned facilities.
2. 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 shall be charged for additional salary, overhead and expenses incurred by each assigned inspector and the Township.