



# LOWER POTTS GROVE TOWNSHIP

2199 BUCHERT ROAD, POTTSTOWN, PA 19464  
 ADMINISTRATIVE OFFICES: 610-323-0436 FAX: 610-323-3824  
 POLICE DEPARTMENT 610-323-1508 FAX: 610-323-2611

## Resolution 453-U (A) May 18, 2023

A Resolution of the Board of Commissioners of Lower Pottsgrove Township, Montgomery County, Pennsylvania Amending and Establishing certain fees, deposits, and escrows payable to the township. Whereas it is the desire of the board of commissioners of the township to hereby amend and establish all fees and escrows currently set forth in the code of ordinances of the township of lower Pottsgrove as hereinafter referenced by this resolution.

Now, therefore, be it and it is hereby resolved by the board of commissioners of lower Pottsgrove township that all fees and escrows set forth in the township code of ordinances are repealed and replaced with the following:

### POLICE DEPARTMENT

<u>REPRINTS</u>	<u>FEES</u>
Accident Photos (from non-professional sources)	
1 CD with 20 Photos	\$25.00
1 CD with over 20 photos	\$50.00
Video	\$100.00/Video

<u>REPORTS</u>	<u>FEES</u>
-Accident Reports (State Form)	\$15.00/ Report
-Employment Fingerprinting	\$15.00/Person
-Non-Reportable Accident Report	\$15.00/Report
-Search Fee	\$10.00/Report
<i>For a visual review of any incident, offense or accident report dated more than thirty 30 days from the date of request</i>	

<u>CRIME VICTIM RIGHT OF ACCESS REQUEST</u>	<u>FEES</u>
-Electronic storage devices such as DVDs, flash drives, external hard drives	\$250.00
-Retrieval	\$6.25/fifteen minutes
-Redactions	\$6.25/fifteen minutes
-Photocopying	\$0.25/page for black & white \$0.50/page for color
-Legal Work	\$17.50/fifteen minutes
-Postage	Cost

<u>CIVIL MATTERS</u>	<u>FEES</u>
<i>Civil Disposition</i>	\$95.00/ Hour
-Lower Pottsgrove Township-Minimum of two hours	
-All Counties (Except Philadelphia)- Minimum of four hours	
-Philadelphia- Minimum of five hours	
<i>Officers who are forced to wait more than 20 minutes after their scheduled deposition time are instructed to leave unless accommodations are made</i>	

**POLICE DEPARTMENT (continued)**

<i>Civil Testimony</i>	\$95.00/Hour
-All Counties (Except Philadelphia) - Minimum of four hours	
-Philadelphia- minimum of five hours	
<b>ALL FEES INCLUDE PORT TO PORT FROM LOWER POTTS GROVE POLICE HEADQUARTERS</b>	

<u>PRIVATE CONTRACT POLICE</u>	<u>FEES</u>
For each Officer	\$95.00/Hour
For each Vehicle	\$25.00/Hour

<u>LICENSES</u>	<u>FEES</u>
Solicitation Permit	\$700.00/ for first employee
<i>Six Month License Fee (non-refundable)</i>	\$250.00/ for each additional employee

<u>POLICE EMPLOYMENT</u>	<u>FEES</u>
Patrol Application Fee	\$45.00

**FIRE SERVICE**

<u>FIRE SERVICES</u>	<u>FEES</u>
Fire Investigation Report	\$45.00
Fire Investigation Photos:	
-One CD with up to 20 Photos	\$25.00
-One CD with over 20 Photos	\$50.00
Bonfire	\$25.00

**CODE ENFORCEMENT**

<u>USE AND OCCUPANCY PERMIT</u>	<u>FEES</u>
-New Residential Unit	\$85.00
-New Industrial/Commercial/Non-Residential	\$90.00
-Residential Additions/ Renovations or similar use	\$30.00
-Residential Accessory Buildings/Garages, barns, etc.	\$30.00
-Industrial/Commercial/Non-Residential	\$90.00
Renovations/Alterations/Tenant Fit Outs/Change in Use/New Ownership/New Tenant	
-Sheds for other Use Groups-Non- Residential Uses	\$90.00
-Special Events/Temporary Uses as Determined by Code Enforcement (tent sales, job trailers, circus performances, carnivals, dances, etc.)	\$90.00

## CODE ENFORCEMENT (continued)

<u>MISCELLANEOUS CODE ENFORCEMENT</u>	<u>FEES</u>
<b><u>PLAN REVIEW</u></b>	
<i>Residential</i>	\$75.00
<i>Commercial</i>	\$175.00
<i>Plan review fee is used when code enforcement officer deems necessary</i>	
<b><u>PA UCC FEE</u></b>	\$4.50
<b><u>Commercial Contractor Registration</u></b> <i>(General, Electrical, Plumber and Mechanical)</i>	\$75.00
<b><u>Residential Contractor Registration</u></b> <i>(not registered with State of Pennsylvania)</i>	\$75.00
<b><u>FAILURE TO OBTAIN PERMIT</u></b>	2x the permit fee
<b><u>FAILED INSPECTIONS</u></b>	
<i>Residential</i>	\$50.00
<i>Non-Residential</i>	\$50.00
<b><u>Snow Removal</u></b>	\$58.00/ hour
<b><u>Grass Cutting</u></b>	\$58.00/ hour

<u>NEW BUILDING PERMITS</u>	<u>FEES</u>
New Single-Family Dwelling	2% of total cost of construction plus U&O \$85.00 plus Plan Review Fee \$75.00
Multiple Family Dwelling (over 2 units)	2% of total cost of construction plus U&O Fee for each unit \$90.00 plus Plan Review Fee \$150.00
New Construction (Non-Residential)	2% of total cost of construction plus U&O Fee \$90.00 plus Plan Review Fee \$175.00

<u>ADDITIONS ALTERATIONS</u>	<u>FEES</u>
Residential Additions and Alterations	2% of total cost of construction plus U&O Fee \$30.00 <i>(\$28.00 Minimum fee plus U&amp;O Fee)</i>
Non-Residential Additions and Alterations	2% of total cost of construction plus U&O Fee \$90.00 Plan Review Fee \$175.00 <i>(\$62.00 Minimum fee plus U&amp;O Fee)</i>
Accessory Buildings over 600 sq. feet, Basements, Garages, or similar type of construction (Residential)	2% of total cost of construction plus U&O Fee \$30.00 <i>(28.00 Minimum fee plus U&amp;O Fee)</i>
Decks & Porches Height Over 30 Inches (Residential)	2% of total cost of construction plus U&O Fee \$30.00 <i>(\$28.00 Minimum fee plus U&amp;O Fee)</i>

Roof Replacement (Residential)	\$45.00
Inground Ground Pool (Residential)	\$100.00
Non-Residential Accessory Buildings or Structures	2% of total cost of construction plus U&O Fee \$90.00 plus Plan Review Fee 175.00 <i>(\$65.00 Minimum fee plus U&amp;O Fee)</i>
Non-Residential Roof Replacement	2% of total cost of construction plus U&O Fee \$90 <i>(\$65.00 Minimum fee plus U&amp;O Fee)</i>

<b><u>DEMOLITION PERMIT</u></b>	<b><u>FEES</u></b>
Demolition Permit (Residential)	\$250
Demolition Permit (Non-Residential)	\$250 for first 1,000 Square Feet and \$45 for each additional 500 Sq. Feet

<b><u>MOVING OF BUILDINGS</u></b>	<b><u>FEES</u></b>
Moving of Residential Buildings	2% of Total Cost
Moving of Non-Residential Buildings	2% of Total Cost

<b><u>UNDERGROUND/ABOVEGROUND STORAGE TANKS</u></b>	<b><u>FEES</u></b>
Underground/ Above Ground Storage Tanks (Residential)	2% of Total cost of installation/removal/modifications <i>(\$75.00 Minimum fee)</i>
Underground/ Above Ground Storage Tanks (Non-Residential)	2% of Total cost of installation/removal/modifications <i>(\$150.00 Minimum fee)</i>

<b><u>HOLDING TANKS</u></b>	<b><u>FEES</u></b>
Residential Holding Tank	\$5,000 deposit/financial security
Non-Residential Holding Tank	\$5,000 deposit/financial security

<b><u>MISCELLANEOUS OTHER CONSTRUCTION</u></b>	<b><u>FEES</u></b>
Miscellaneous Other Construction (Residential)	2% of Total Cost of Construction plus U&O Fee <i>(\$28.00 Minimum fee plus (U&amp;O Fee)</i>
Miscellaneous Other Construction (Non-Residential)	2% of Total Cost of Construction plus Plan Review Fee 175.00 <i>(\$65.00 Minimum Fee)</i>

<b><u>BLASTING</u></b>	<b><u>FEES</u></b>
Blasting	\$160.00

<b><u>SIGNS</u></b>	<b><u>FEES</u></b>
Non-Residential Sign Permits	2% of Total Cost-plus Application Fee \$100.00 plus U&O Fee \$90.00
Temporary Signs (pennants, balloons, and off-premises signs)	\$100.00
Civic Event Signs	\$50.00 returnable deposit plus \$100.00 Event

<b><u>PLUMBING</u></b>	<b><u>FEES</u></b>
New/Replacement/Repair (Residential)	2% of Total Cost of Construction
Sewer Lateral New, Repair & Removal	\$150.00
New/Replacement/Repair/Sprinkler (Non-Residential)	2% of Total Cost of Construction plus Plan Review Fee \$175.00 <i>(\$65.00 minimum)</i>

<b><u>MECHANICAL</u></b>	<b><u>FEES</u></b>
New/Replacement/Repair (Residential)	2% of Total Cost of Construction <i>(\$20.00 Minimum Fee)</i>
New/Replacement/Repair (Non-Residential)	2% of Total Cost of Construction plus Plan Review Fee \$175 <i>(\$65.00 Minimum Fee)</i>

<b><u>ELECTRICAL PERMIT</u></b>	<b><u>FEES</u></b>
New/Upgrade Service (Residential)	\$80.00
Rough Electrical (Residential)	\$80.00
Final Electrical (Residential)	\$80.00
Pool Electrical (Residential) Rough & Final	\$160.00
Solar (Residential) Rough & Final	\$160.00
Generator (Residential) Rough & Final	\$160.00
<u>Electrical Permit</u> (Non-Residential)	2% of Total Cost of Construction plus Plan Review Fee \$175.00 <i>(\$65.00 Minimum)</i>

## ZONING

<u>ZONING PERMIT</u>	<u>FEES</u>
Residential patios, decks height under 30 inches, accessory structures 225-600 sq. ft	\$50.00
Residential accessory structures, patios under 225 sq. ft	\$40.00
Residential Fences	\$40.00
Road/Right-of-way Excavation/Opening Permit	\$40.00 plus \$2.00 per sq. feet <i>(Plus, engineering and inspection costs)</i>
Off pavement, in the right-of-way	\$25.00 plus \$2.00 per sq. ft <i>(\$20.00 minimum)</i>
Curb and Sidewalk Permit (construction, repair, reconstruction)	\$45.00
New Driveway with or without curb	\$70.00 plus Professional Service Escrow of \$500
Alteration of Existing Driveway	\$50.00 plus Professional Service Escrow of \$500

<u>Application to the Zoning Hearing Board</u>	<u>FEES</u>
Residential Properties	\$775.00
Non-Residential Properties	\$1,600.00
Continuance Fee	\$350.00
<b>Appeal from Zoning Officer Decision or other Zoning Hearings</b>	
Residential Properties	\$775.00
Non-Residential Properties	\$1,600.00
Challenges to the Validity of the Zoning Ordinances	\$2,500.00
<b>Application to the Board of Commissioners for Zoning</b>	
Amendments to Zoning Map or Twp. Ordinances (application fee)	\$775.00
Escrow	\$5,000.00
Curative Amendments	\$2,500.00
Conditional Use	
Residential	\$775.00
Non-Residential	\$1,600.00
<b>Zoning Officer</b>	
Preliminary opinion of the Zoning Officer	\$1,000.00

*Matters in which more than one hearing session is held shall be charged for all additional costs incurred by the Township except legal, technical consultants or expert witness.*

## ZONING (continued)

<b>Construction Code Board of Appeals</b>	<b><u>FEES</u></b>
Filing of appeal or application to the construction code Board of Appeals	
Residential Appeals	\$1,250.00
Non-Residential Appeal	\$2,100.00
Continuance Fee	50% of original fee
<i>(Continued for additional applicant testimony)</i>	
<b><u>LIQUOR LICENSE</u></b>	<b><u>FEES</u></b>
Liquor License Transfer Hearing	\$1,600.00

## SUBDIVISION AND LAND DEVELOPMENT

<u>MINOR SUBDIVISION/LAND DEVELOPMENT PLAN</u>	<u>FEES</u>
Lot Line Revision/Simple Conveyance (same number of lots)	\$550.00 and \$2,500.00 Escrow
Subdivision of two lots	\$500.00 and \$2,500.00 Escrow
Minor Lot Development	\$1,000.00 and \$5,000.00 Escrow
<b><u>LAND DEVELOPMENT APPLICATION</u></b>	
Sketch Plan <i>(any remaining escrow will be applied to other phases)</i>	\$125.00
<b>Residential</b>	\$1,500.00 plus \$60.00 per lot/dwelling
<b>Nonresidential</b>	\$500.00 plus \$30 per 1,000 sq. ft. proposed
<b>Additional Reviews</b> <i>(Beyond 5 reviews per phase i.e. preliminary, final)</i>	\$100.00 must accompany each submission
<b><u>LAND DEVELOPMENT ESCROW</u></b>	
Sketch Plan <i>(any remaining escrow will be applied to other phases)</i>	\$500.00
Residential/Nonresidential	\$1,500.00 plus \$60.00 per lot/dwelling unit
3 to 50 lots/units	\$7,500.00
51 to 100 lots/units	\$10,000.00
101 plus lots/units	\$15,000.00
<b>Nonresidential</b>	\$125.00 per 1,000 sq. ft. proposed escrow, minimum \$500 escrow
<b>Additional Reviews (beyond 5 reviews per phase i.e., preliminary, final)</b>	\$100.00 must accompany each submission
<b><u>REQUEST FOR RELIEF FROM LAND DEVELOPMENT PROCESS</u></b>	\$300.00 plus \$2,000 escrow
<b><u>POST APPROVAL GRADING PERMIT FEES</u></b>	
Residential (single building and one acre or less graded)	\$655.00 (Includes Reviews and Inspection Fees)
Individual Lot as part of approved subdivision/land development project during site development with established and up-to-date escrow account	\$65.00 - inspection fees will be deducted from developer's escrow account
Nonresidential, more than one residential building, and/or more than one acre graded	\$160.00- plus \$50.00 each additional acre and \$85.00 per acre escrow (minimum \$500.00)
<b><u>ACT 209 TRANSPORTATION SERVICE AREA</u></b>	\$1,220.00 per peak hour trip

*(Grading, Driveway Opening, Road Excavation, and Curb/Sidewalk Permits are included except for individual residential lots. Individual residential lots shall receive individual grading permits at time of construction.)*



## RIGHT TO KNOW

<u>COPIES</u>	<u>FEES</u>
Copies (A photocopy is either a single copy or one side of a double-sided black and white standard 8.5." x 11" page)	\$0.25/page(side)
Large Format	\$15.00/sheet
Certification of a Record	\$5.00
Specialized documents (For example, but not limited to, blueprints, color copies, Non-standard sized documents)	Actual Cost
Redaction Fee	No Charge
Conversion to Paper	If a record is only maintained electronically or in other non-paper media, duplication fee shall be limited to the lesser of the fee or 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. (Sec. 1307.d)
Postage Fees	Actual Cost of Mailing
Statutory Fee	Actual Cost
Enhanced Electronic Access	Actual Cost

Prepayment All costs over \$100 must be paid prior to preparation of open records documents.  
For open record requests under \$100 payment must be received before records will be released. (Sec. 1307.h)

## HOURLY RATE FOR TOWNSHIP PROFESSIONAL CONSULTANTS

-Solicitor/Attorney	\$150.00
-Special Attorney	\$160.00
-Special Attorney Litigation	\$200.00
-Labor Counsel Service Partner	\$305.00
-Labor Counsel Service Associates	\$275.00
-Authority Solicitor	\$195.00
-Zoning Hearing Board Solicitor	\$160.00
-Civil Service Commission Solicitor	\$160.00
-McCarthy Municipal Engineer/Senior Engineer	\$142.00
-McCarthy Senior Plan Reviewer	\$134.00
-McCarthy Professional Land Surveyor	\$130.00
-McCarthy Project/Staff Engineer	\$128.00
-McCarthy Crew Chief/Surveyor	\$120.00
-McCarthy Senior Designer	\$120.00
-McCarthy Project Designer	\$110.00
-McCarthy Engineer /Project Technician	\$96.00
-McCarthy Administrative/Clerical	\$49.00
-McCarthy Senior Construction Manager	\$140.00
-McCarthy Senior Construction Observation	\$122.00
-McCarthy Construction Observation	\$98.00
-Ebert Principal Engineer	\$110.75
-Ebert Senior Engineer	\$98.00
-Ebert Project Engineer	\$95.25
-Ebert Engineer	\$92.75
-Ebert Planning Specialist	\$92.50
-Ebert Assistant Engineer I	\$77.50
-Ebert Assistant Engineer II	\$67.50
-Ebert Assistant Construction Representative	\$67.00
-Ebert Draftsperson "CADD"	\$61.50
-Ebert Designer I	\$55.00
-Ebert Designer II	\$48.50
-Ebert Office Services	\$46.50
-Technicon Commercial/Building Inspector	\$71.50
-Montgomery County Planning Commission	As per MCPC Fee Schedule

Direct expenses including mileage: printing and reproduction for lengthy documents; or printing of many copies shall be billed at cost. Small numbers of copies will not be billed. Professional and technical services furnished by others, postage, express mail delivery, travel, accommodations, and subsistence, shall be billed at cost plus 10%. An overtime charge of 20% applies to the above hourly rates for time worked before and after the normal workday (7 a.m. and 6 p.m.) and on weekends and holidays.

## PARKS & RECREATION FACILITY RENTALS

<b>FIELD RENTAL</b>	<b>FEES</b>
<i>Township Residents</i> <i>(single use, 8-hour time block)</i>	\$100.00 plus security deposit fee
Security Deposit Fee	\$50.00
<i>Non-Township Residents</i> <i>(single use, 8-hour time block)</i>	\$150.00 plus security deposit fee
Security Deposit Fee	\$50.00
Seasonal Facility Rental	\$285.00 plus seasonal security deposit fee
Seasonal Security Deposit	\$285.00

### ORDER OF PRIORITY FOR FACILITY RENTALS

- 1<sup>st</sup> Lower Pottsgrove Township Parks and Recreation events and activities
- 2<sup>nd</sup> Previous renters
- 3<sup>rd</sup> New renters

## SPECIAL EVENTS

<b>Permit</b>	<b>FEES</b>
Special Events example: parades, motorcades, block parties, 5K runs, car shows, fireworks, private events etc.	\$25.00/7 days
Plastic Barricades	\$3.00 each per day
Private Contract Fire Police	\$30.00/Hour for each Officer

## ADMINISTRATIVE COST

<b>ITEM:</b>	<b>FEES:</b>
-Standard B&W Copies (A photocopy is either a single copy or one side of a double-sided black and white standard 8.5"x11" page)	\$0.25 per page
-Color Copies	\$0.50 per page
-Faxes	\$0.50 per page
-Reproduction of large plans	As billed by Township Engineer
-CD Burning Fee	\$25.00
-Township Map	\$10.00
-Township Zoning Map	\$10.00
-Zoning Ordinance	\$30.00
-Subdivision & Land Development Ordinance	\$15.00
-Stormwater Management Ordinance, Inc. Swamp Creek SWO	\$20.00
-Comprehensive Plan (Printed copy)	\$50.00
-Comprehensive Plan (Disk)	\$5.00
-Mailing Requests	Applicable mailing rates per package
-Invoicing Fee	3% of invoice amount
-Late Payment Fees	Appropriate legal action will be taken; interest and legal costs will be charged to the applicant
-Administrative Fee	10% of total cost of bill paid on behalf of applicant if no escrow is posted in advance
-Returned Check Fees	\$30.00 per check
-Sewer Tap-In Fees, Residential	\$2,493.00 per EDU
-Sewer Tap-In Fees, Nonresidential	\$2,970.00 per first EDU; \$2,720.00 for each additional EDU
-Sewer Remediation Capacity	\$3,000.00 per EDU
-Sewer Rental Fee	\$136.00 per quarter (\$544.00 annually)
-Sewer Payment Certification Fee	\$20.00
-Trash Payment Certification Fee	\$20.00
-Utility Payment Certification Fee (Trash & Sewer)	\$40.00
-Sewer Lateral Inspection Fee Residential (Resale)	\$100.00
-Sewer Lateral Inspection Fee Commercial (Resale)	\$100.00
-Trash Collection Fee	\$64.00 per quarter (256.00 annually)
<i>Recycle Bins</i>	
-Replacement if damaged one is returned	\$10.00
-Replacement w/o trade or additional bin	\$13.00

**CREDIT CARD PAYMENTS**

Lower Pottsgrove Township offers the convenience of accepting MasterCard, Discover and Visa credit cards for Permits and Fees (sewer and trash fees are not included). The payment processing company charges a convenience fee of 2.65% or a \$3.00 minimum to cardholders who use this service.

FURTHER RESOLVED that this resolution shall become effective immediately upon enactment.  
RESOLVED this 18 day of May, 2023.

**LOWER POTTS GROVE TOWNSHIP  
BOARD OF COMMISSIONERS**

BY: Raymond W. Lopez  
Raymond W. Lopez, President

ATTEST: Nicole Varady  
Nicole Varady, Secretary