

**HEIDELBERG TOWNSHIP
LEBANON COUNTY, PENNSYLVANIA**

RESOLUTION NO. 877

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HEIDELBERG TOWNSHIP, LEBANON COUNTY, PENNSYLVANIA, REESTABLISHING FEES FOR THE SUBMISSION AND REVIEW OF SUBDIVISION AND LAND DEVELOPMENT PLANS AND FOR THE INSPECTION OF IMPROVEMENTS REQUIRED TO BE CONSTRUCTED AS A PART OF A SUBDIVISION OR LAND DEVELOPMENT PLAN; REESTABLISHING FEES TO BE CHARGED IN CONNECTION WITH THE ADMINISTRATION OF THE HEIDELBERG TOWNSHIP SUBDIVISION AND LAND DEVELOPMENT ORDINANCE

WHEREAS, the Board of Supervisors of Heidelberg Township, Lebanon County, Pennsylvania, is required to review plans and documents submitted by developers to determine compliance with applicable Township ordinances and regulations, including but not limited to the Township's Subdivision and Land Development Ordinance and Stormwater Management Ordinance; and

WHEREAS, Section 2317 of the Second Class Township Code (the "Township Code"), 53 P.S. § 67317, provides that no person may construct, open or dedicate any road or drainage facilities for public use unless the Board of Supervisors has reviewed and approved a plan; and

WHEREAS, the Township incurs costs in the review of plans proposing the installation of new streets and drainage facilities and documentation necessary to ensure that the Township will obtain clear title to such facilities upon dedication; and

WHEREAS, the Township Engineer, Township Solicitor or other professional consultants retained by the Township perform technical reviews of such plans and documents at a cost to the Township; and

WHEREAS, the Pennsylvania Municipalities Planning Code, Act of 1968, P.L. 805, No. 247, as reenacted and amended, 53 P.S. § 10101 *et seq.*, provides that municipalities may charge fees for review of subdivision, land development and stormwater management site plans by the municipality's professional consultants; and

WHEREAS, the inspection of improvements required to be installed in subdivisions or land developments may be done by the Township staff or by the Township Engineer or other professional consultants retained by the Township; and

WHEREAS, the Township Engineer or other professional consultants perform such inspections at a cost to the Township and when the Township staff performs such inspections, there is a cost to the Township as that employee is not performing general municipal work which may benefit the entire Township but rather is providing services which benefit a particular developer; and

WHEREAS, Section 705 of Heidelberg Township's Subdivision and Land Development Ordinance, Ordinance 104, provides that the Board of Supervisors of Heidelberg Township shall establish by Resolution a collection procedure and schedule of fees to be paid by applicants under said Ordinance; and

WHEREAS, the Board of Supervisors is authorized to adopt fees to be paid by applicants to reimburse the Township for expenses incurred in the processing of applications, the review of plans and documents, and for expenses incurred in the inspection of improvements; and

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED by the Board of Supervisors of Heidelberg Township, Lebanon County, Pennsylvania, that the following Subdivision and Land Development Fee Schedule shall be adopted:

Section 1. Minor Subdivisions Not Involving New Lots (Lot Add-Ons, Annexations, Land Exchanges, etc)

A.	Application Fee	\$75.00
B.	Deposit Amount	\$1,500.00

Section 2. Sketch Plan (Optional for Minor Subdivisions)

A.	Application Fee	\$100.00
B.	Deposit Amount	\$1,250.00

Section 3. All Subdivisions and Residential Land Developments
(Apartment complex, rental townhouses, etc.)

A. Application Fees

# of Lots/Units	Preliminary Plan Fee	Final Plan Fee	Preliminary/Final Plan Fee
1-5	\$100.00 + \$10.00 per lot	\$100.00 + \$10.00 per lot	\$200.00 + \$20.00 per lot
6-10	\$200.00 + \$10.00 per lot	\$200.00 + \$10.00 per lot	\$400.00 + \$20.00 per lot
11-20	\$250.00 + \$10.00 per lot	\$250.00 + \$10.00 per lot	\$500.00 + \$20.00 per lot
21-50	\$300.00 + \$10.00 per lot	\$300.00 + \$10.00 per lot	\$600.00 + \$20.00 per lot
51-100	\$350.00 + \$10.00 per lot	\$350.00 + \$10.00 per lot	\$700.00 + \$20.00 per lot
101+	\$500.00 + \$10.00 per lot	\$500.00 + \$10.00 per lot	\$1,000.00 + \$20.00 per lot

B. Deposit Amounts

# of Lots/Units	Preliminary Plan Deposit	Final Plan Deposit	Subdivision or Preliminary/Final Plan Deposit
1-5	\$1,250.00 + \$65.00 per lot	\$1,250.00 + \$20.00 per lot	\$2,500.00 + \$85.00 per lot
6-10	\$2,000.00	\$2,000.00	\$4,000.00
11-20	\$5,000.00	\$1,500.00	\$6,500.00
21-50	\$6,000.00	\$2,000.00	\$8,000.00
51-100	\$7,500.00	\$2,500.00	\$10,000.00
101+	\$10,000.00	\$5,000.00	\$15,000.00

C. The fees and deposit amounts set forth above do not include the required Storm Water Management and Earth Disturbance Ordinance review associated with the Subdivision or Residential Land Development.

D. For multifamily dwellings, apartments, retirement communities, mobile home parks, or other rental communities, each individual apartment, dwelling, or mobile home shall be considered as a separate unit.

E. For projects submitted as a combined Preliminary/Final Plan, fees shall be paid in cumulative (i.e. both the preliminary fee and final fee shall be paid to the Township upon submission).

Section 4. Land Development other than Residential (Commercial, Industrial, Institutional, etc.)

A. Application Fees

Acres	Application Fee
0-2.00	\$200.00
2.01-5.00	\$250.00
5.01-10.00	\$350.00
10.01-15.00	\$500.00
15.01-25.00	\$600.00
25.01-50.00	\$750.00
50.01-100.00	\$1,000.00
100.01+	\$1,500.00

B. Deposit Amounts

Acres	Deposit Amount
0.2.00	\$2,000.00
2.01-5.00	\$2,500.00
5.01-10.00	\$3,500.00
10.01-15.00	\$4,000.00
15.01-25.00	\$4,500.00
25.01-50.00	\$5,000.00
50.01-100.00	\$7,500.00

100.01+	\$10,000.00 + \$10.00 per acre over 100 acres
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- C. The acreage of the tract shall be based upon the lot size of the tract undergoing land development, the acreage of disturbed land area stipulated in the Erosion and Sedimentation Control Permit application (as applicable), or the NPDES Permit application (as applicable), whichever is greater.
- D. The fees and deposit amounts set forth above do not include the required Storm Water Management and Earth Disturbance Ordinance review associated with the Subdivision or Land Development.

Section 5. Application Fees Nonrefundable.

The *application* fees established by this Resolution are non-refundable. These fees shall be used to reimburse the Township for its administrative expenses in connection with the processing of the application, including, but not limited to, receiving plans; administrative reviews; time extension monitoring and processing; verbal and written communications with Township consultants, applicants and applicant's representatives; scheduling of actions; administering waivers from Ordinance requirements; transmittal and storage of plans and reports; postage and other similar expenses.

Section 6. Posting of Deposit for Reimbursement of Township Expenses in Processing Subdivision and Land Development, Stormwater Management, and Other Applications.

- A. Each applicant shall deposit with the Township a sum in the amount as set forth in Sections 1, 2, 3, and 4 of this Resolution ("Deposit Amount") at the time of filing an application for approval of a subdivision or land development plan. The Deposit Amount shall be used to reimburse the Township for all engineering, inspection and legal fees incurred in the review of the plan, inspection of the improvements, preparation and recording of any appropriate deeds or documents, and any other expenses which the Township may incur in the connection with the processing of the application and development of the property set forth in Sections 9, 10, 11, and 13 below. The Township shall be irrevocably authorized to withdraw from time to time any monies deposited in the Deposit Amount by the applicant/developer in order to pay expenses and fees incurred by the Township.

- B. At such point as the Deposit Amount has been reduced to one-half of the amount posted by the applicant at the time of filing the application, or less, as a result of withdrawals as herein provided, then, and in that event, and at that time, the Township shall bill the applicant/developer an amount sufficient to restore the Deposit Amount to the original sum. In the event the Deposit Amount is insufficient at any time to pay such costs, the Township shall bill applicant/developer for the actual or anticipated additional costs. Applicant/developer shall pay any invoices within thirty (30) days of receipt. In the event the Deposit Amount is in excess of the Township's costs, the Township shall refund such excess monies, without interest, to the Developer upon completion of the development of the property. No further review, administration or action on a plan shall occur until such bill is paid by the applicant/developer.

Section 7. Fees and Deposit Payable with Application.

- A. All filing fees and any required deposit must be submitted to the Township with plan applications. Plan applications shall not be accepted without fees and required deposits, and neither the Township Planning Commission nor the Heidelberg Township Board of Supervisors shall act on a plan application submitted without a fee and, if required, a deposit. The fees imposed by this Resolution are in addition to any fees imposed by the Lebanon County Planning Department pursuant to Section 502 of the Pennsylvania Municipalities Planning Code for its review of plans or by any municipal authority or public utility as established by such authority or utility for review of plans showing improvements, extensions, or connections to the authority's or the utility's facilities. All fees and required deposits shall be paid by check or money order made payable to Heidelberg Township. Where applicable, two checks are required for each submission of plans, one for the application fee and the other for the Deposit Amount.
- B. Major Revisions to Plans. If a major revision to a plan is submitted, the applicant shall submit, with the revised plan, a fee equal to one-half of the original application fee plus one-half of the original deposit amount for that particular plan stage.

Section 8. Recording Fees.

Any costs relating to the reduction of final plans for the purpose of recording the same with the Recorder of Deeds of the County of Lebanon and any recording fees shall be paid by the applicant.

Section 9. Reimbursement for Plan and Document Review Expenses.

Applicants shall reimburse the Township for all reasonable and necessary charges incurred by the Township's professional consultants, including but not limited to the Township Engineer and Township Solicitor, for the review and any report or reports to the Township on an applicant's application, plans, supporting data, proposed agreements relating to the maintenance of improvements or open space, financial security, and similar matters, if any, in connection with subdivisions and land developments and stormwater management applications. Such review fees shall be the actual fees charged by the Township Engineer, Township Solicitor, or other professional consultant for the services performed. The filing of a plan or application under the Heidelberg Township Subdivision and Land Development Ordinance, Stormwater Management Ordinance, Zoning Ordinance, other governing ordinance and/or Section 2317 of the Second Class Township Code shall constitute an implied agreement by the applicant to pay such expenses. Fee schedules for the Township's professional consultants and Township administration are attached hereto as Exhibit "A". Such fee schedules may be modified from time to time upon approval by the Heidelberg Township Board of Supervisors.

Section 10. Reimbursement for Inspection of Improvements when such Inspection is Performed by the Township Engineer or other Professional Consultant.

Developers shall reimburse the Township for all reasonable and necessary charges incurred by the Township's professional consultants or the Township Engineer for inspection of the improvements required to be constructed under the Subdivision and Land Development Ordinance or Stormwater Management Ordinance and any report or reports to the Township thereon. Such inspection fees shall be the actual fees charged by the Township Engineer or other professional consultant for the services performed.

Section 11. Reimbursement for Inspection of Improvements when such Inspection is Performed by Township Personnel.

In some circumstances, inspection of improvements may be performed by personnel employed by the Township. If the inspection is performed by Township personnel, developers shall reimburse the Township for all reasonable and necessary charges incurred by the Township for inspection of the improvements required to be constructed under the Subdivision and Land Development Ordinance or Stormwater Management Ordinance and any report or reports to the Township thereon.

Section 12. Resolution of Fee Disputes.

In the event the developer disputes the amount of any plan review or inspection fees or expenses imposed pursuant to Sections 9, 10, or 11 above, the developer shall, within ten (10) days of the billing date, notify the Township Secretary that such fees are disputed as unreasonable or unnecessary within such time period as may be established in the Pennsylvania Municipalities Planning Code ("MPC"), in which case the Township shall not delay or disapprove a subdivision or land development due to the developer's dispute of the fees. Disputes shall be resolved in accordance with the procedure set forth in Article V of the MPC.

Section 13. Additional Expenses.

All expenses incurred by the Township prior to street dedication for the installation, maintenance or operation of street signs, traffic control signs, traffic control lights, street lights and any other signs or lights which are necessitated by the developer's land development or subdivision shall be charged to and paid by the developer. The actual cost of all supplies and equipment, including signs, poles and other materials shall be paid by the developer. If the Township is required to provide snow removal service on a street not accepted by the Township, the developer shall be charged the reasonable and customary commercial rate for such service plus the actual cost of all materials used.

Section 14. Payment of bills.

- A. All bills for outstanding administrative, legal and engineering review fees shall be paid by the applicant/developer before the plan is recorded.
- B. All bills for outstanding administrative legal, engineering and inspection fees shall be paid by the applicant/developer prior to the final release of financial security and/or dedication of public improvements.

Section 15. The Board of Supervisors reserves the right to revise the fees in this Resolution at any time by resolution.

Section 16. This Resolution shall not be deemed to repeal any other resolution of this Township establishing fees or charges. This Resolution shall be interpreted to amend only those fees expressly set forth in this Resolution, and all other fees and charges imposed by all other resolutions are hereby ratified and confirmed.

Section 17. The provisions of this Resolution are severable, and if any section, sentence, clause, part or provision hereof shall be held to be illegal, invalid or unconstitutional by any court of competent jurisdiction, such decision of the court shall not affect or impair the remaining sections, sentences, clauses, parts or provisions of this Resolution. It is hereby declared to be the intent of the Board of Supervisors that

this Resolution would have been adopted if such illegal, invalid or unconstitutional section, sentence, clause, part or provision had not been included herein.

Section 18. This Resolution shall take effect and be in force immediately as provided by law.

DULY ADOPTED the 27 day of August, 2019, by the Board of Supervisors of Heidelberg Township, Lebanon County, Pennsylvania, in lawful session duly assembled.

Attest. [Signature]
Secretary

HEIDELBERG TOWNSHIP
Lebanon County, Pennsylvania

By: [Signature]
Paul K. Fetter, Chairman

[TOWNSHIP SEAL]

HANOVER ENGINEERING ASSOCIATES, INC
2019 MUNICIPAL PROFESSIONAL FEE SCHEDULE

<u>DESCRIPTION</u>	<u>HOURLY RATE</u>
<u>CHIEF ENGINEER</u>	\$ 114.00
<u>ENGINEER</u>	
Senior Engineer	112.00
Registered	107.00
Graduate (Nonregistered)	92.25
<u>CERTIFIED PLANNER</u>	107.00
<u>REGISTERED GEOLOGIST / SENIOR SCIENTIST</u>	107.00
<u>REGISTERED LANDSCAPE ARCHITECT</u>	107.00
<u>TRAFFIC SPECIALIST</u>	107.00
<u>REGISTERED SURVEYOR</u>	100.50
<u>ENVIRONMENTAL</u>	
Environmental Specialist	94.50
Environmental Technician	82.50
<u>GIS (GEOGRAPHIC INFORMATION SYSTEMS) WORK</u>	
GIS Specialist	87.50
GIS Technician	70.00
<u>DESIGN / DRAFTING / TECHNICAL WORK</u>	
Senior Designer/Senior Technician	91.50
Design/Calculations/Technician	86.50
Draftsperson 1 (CAD Drafting)	70.00
<u>GROUND PENETRATING RADAR / GLOBAL POSITIONING SERVICE FIELD PERSON</u>	102.50
<u>ZONING OFFICER / CODES ENFORCEMENT</u>	87.00
<u>SURVEY CREW</u>	
Two-Person Crew (2 @ \$76.00 each)	152.00
Three-Person Crew (3 @ \$63.00 each)	189.00
One-Person Crew w/Robotic Equipment	119.00
3D Scanning w/One-Person Crew	180.00
<u>CONSTRUCTION OBSERVER / SEWAGE OFFICER</u>	
Highway, Heavy, Commercial, or Residential Construction	76.25
Highway, Heavy, Commercial, or Residential Construction (Senior)	78.50
Certified Sewage Enforcement Officer	88.50
Onlot Sewer Percolation Test (Pass or Fail)	Lump Sum 480.00
Observe Percolation Test	Lump Sum 360.00
<u>SECRETARIAL / WORD PROCESSOR</u>	46.00
<ol style="list-style-type: none"> 1. Travel to and from the job site is chargeable time, with project mileage at \$0.52 per mile. 2. Overtime is charged at 1.5 times base rate. 3. Ordinary overhead expenses are included in the above rates. 4. Extraordinary expenses required specifically for a particular project will be billed at direct cost plus 5%. Examples of these expenses include soil borings costs or testing laboratory charges. All such additional expenses are to be specifically approved by the client prior to their use. 5. A special rate of \$175.00 per hour is established for formal hearings and court appearances as an expert witness for a Professional Engineer, Geologist, Surveyor, or other professional. 6. Cost for plan copies is \$0.55 per square foot (black & white); \$2.00 per square foot (color). 7. Cost for Mylars is \$1.65 per square foot (black & white); \$6.00 per square foot (color). 8. Cost for photocopies is \$0.25 per page (black & white); \$0.55 per page (color). 9. Field equipment usage will be charged as follows: Sewage Flow Meter - \$12.00/day, Traffic Counter - \$55.00/day, GPS Locator - \$23.50/day, RTKGPS - \$215.00/day, SUB-RTKGPS - \$50.00/day. 10. Push Camera - \$12.00/hour for Televising; \$15.00/hour for Televising and Locating Services. 	

HEIDELBERG TOWNSHIP FEE SCHEDULE
FOR SUBDIVISION AND LAND DEVELOPMENT MATTERS

Solicitor's fee for all legal work	\$165.00 per hour (or as set forth in the Township's most recent Fee Resolution)
Township administration	5% of all reimbursable fees and expenses