

**FAWN TOWNSHIP
YORK COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2-2024

**A RESOLUTION OF FAWN TOWNSHIP ESTABLISHING A FEE SCHEDULE FOR
CHARGES ESTABLISHED AND COLLECTED BY THE TOWNSHIP FOR VARIOUS
MATERIALS AND SERVICES**

NOW THEREFORE, BE IT RESOLVED, that Fawn Township sets forth the following fee schedule:

Tax Collector Fees

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| Tax Certification | \$25.00 per certification |
| Tax Certification – Express Request (required within 24 hours) | \$25.00 additional for each express request |
| Duplicate Real Estate Tax Bill or Receipt | \$10.00 per bill or receipt |

Sewage Enforcement Officer Fees

Fees for Enforcement of Pennsylvania Sewage Facilities Act

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| Sewage Permit Application | \$100.00 |
| • Including site coordination and contractual interface | |
| Soil Description | |
| First Probe | \$90.00 |
| Second Probe | \$60.00 |
| Any probe thereafter on same lot | \$60.00 |
| Percolation Test | \$200.00 per test |
| Partial or Final Inspections | \$90.00 |
| Sewage Permit Issuance | \$130.00 |
| • Including design review and stake out verification | |

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| Observe percolation test conducted by others | \$200.00 |
| Site inspection or visit to site (per inspection) | \$90.00 |
| Inspection of Existing Sewage System for Subdivision Non-Building Waiver/Form B | \$165.00 |
| <ul style="list-style-type: none"> • Including plan review | |
| Component I, Mini Module Review | \$110.00 |
| Component II, or Component III Module Review | \$110.00 |
| Letter of verification of testing by sewage enforcement officer | \$150.00 per lot |
| <ul style="list-style-type: none"> • Including site inspection | |
| Enforcement or related work not covered by scheduled fees | \$50.00 per hour |
| Well Permit | \$160.00 |
| Seepage Pit Fee | \$160.00 |
| <ul style="list-style-type: none"> • Including application, sizing of infiltration volume, permit issuance, and inspection | |

* Applicants are responsible for the preparation of probe holes and percolation holes with an excavator of their choice and to provide water buckets as needed.

Zoning Officer Fees

Zoning permits for single-family homes (new or additions) and commercial buildings (new or additions), including UCC review work:

\$850.00

Zoning permits for all new residential or commercial accessory structures and uses (Sheds, Garages, Pools, Decks, Home Occupations, Residential or Commercial Fences, etc.):

\$175.00

Temporary use and occupancy certificates, if justified and reasonably decided by the Codes Enforcement Officer:

\$150.00

*Temporary use and occupancy certificates are not mandatory and are issued at the discretion of the Codes Enforcement Officer.

Hourly rate (includes complaint investigations, administration time, plan reviews, meeting attendance, etc.):

\$55.00 per hour

Municipal Administration Fee \$25.00

*Applied to all Zoning & UCC permits

DCED Fee \$4.50

*Applied to all UCC permits

Agricultural buildings \$200.00

Permit Renewal Fee \$100.00

Permit Cancellation Fee \$150.00

*This will apply if a permit is canceled after the review process has begun. Any plan review charges invoiced by the Third Party Administrator for UCC permits will also be the applicant's responsibility.

Added costs for work started without a permit. All enforcement costs are added to the total permit fees:

\$55.00 x time involved plus postage

Extra inspection costs, per each trip to the site above two inspections:

\$55.00

All inspections must be paid prior to the issuance of a use and occupancy certificate.

All permits require two inspections: one stakeout inspection and one final inspection.

All permits include a final use certificate.

Driveway permits and address assignments are handled by the Township office.

A permit is not required for an agricultural fence.

Uniform Construction Code Fees

As established and published on the Township website by Commonwealth Code Inspection Service, Inc.

Township Utility Roadway Crossing Fee

The Township shall collect a fee as determined by the Pennsylvania Department of Transportation for processing the application and another fee for making the inspection. Those fees will be determined pursuant to Utility Permit fees allowed by second class townships in accordance with 53 P.S. § 2322.

Land Use Permits in Designated Floodplains

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| Residential or Agricultural Uses | \$75.00 |
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| Commercial or Industrial Uses | \$150.00 |
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Applicants shall be responsible for the cost of all reviews of such applications by the Township's professional consultants, including, but not limited to, the Township's engineers and solicitor, as well as any and all fees required for any county, state, and/or federal reviews.

Uniform Construction Code of Appeals Fees

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| Fee for Appeal to York County Uniform Construction Code of Appeals | Amount set by York County for appeals |
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| Township Fee to cover expenses and costs of Township's Building Code Official to gather and file necessary paper work and attend the hearing | \$150.00 |
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Appeals/Applications to Zoning Hearing Board Fees

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| Fees for All Appeals, Applications to the Zoning Hearing Board | \$750.00 |
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Subdivision and Land Fees

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| Recreation Fee | \$1,200 per lot |
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| Subdivision Fee | \$325.00 per lot |
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| Yard Bond | \$1,500 (grading, seepage pits, seeding) |
| Driveway Permit | \$50.00 |
| Additional Driveway Inspections | \$25.00 each |
| Driveway Bond | \$1,000.00 |

Subdivision Review Fees

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| Legal Review Fees | The actual fees charged by the Solicitor at \$130.00 per hour as charged for other legal services rendered and costs charged by the courthouse for recording. |
| Township Engineer Fees | The actual fees charged by the Township Engineer at \$135.00 per hour as charged for other engineering services rendered. |

Determination of Dwelling Rights

Attorneys' fees in connection with the request for the determination of the number dwelling rights for a particular piece of real property will be \$250.00.

Right to Know Law Fees

The following fees shall be charged by Fawn Township for records provided or made available pursuant to the Right-To-Know Law, Act 3 of 2008. These approved fees are the same as have been approved by the Pennsylvania Office of Open Records, as set out in their website, www.openrecords.pa.gov.

Unless otherwise stated, all fees are due at the time the records are made available by the Township to the requester. At the time the Township notifies the requester that the records are available, the Township will notify the requester of the amount of fees that are due, and the requester shall pay all such fees when receiving the records, or, if the records are to be mailed, before they are mailed by the Township.

1. Black & White Copies (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)

\$0.25 per copy (first 1,000)

\$0.20 per copy (beyond 1,000)

2. Color Copies - \$0.50 per copy
3. Specialized Documents, including, but not necessarily limited to, non-standard sized documents and blueprints – Actual Cost
4. Records Delivered via E-mail or Other Electronic Method – No charge
5. CD/DVD – Actual Cost – Not to exceed \$1.00 per disc
6. Flash Drive – Actual Cost
7. Transmission by facsimile or other media – Actual Cost
8. Redaction – No charge
9. Conversion to paper, includes records only maintained electronically or in other non-print media – \$0.25 per page, if copied on 8.5”x11” paper
10. Photographing a Record – No charge
11. Postage – Actual Cost of USPS First-Class Postage
12. Official Certification of a record, at the request of the requester - \$5.00 per record
(This fee does not include notarization fees, if requested or required, which notary fees shall be in the amounts permitted by law.)
13. The Township, in its sole discretion, may waive fees when the requester duplicates the record, or the Township deems it is in the public interest to do so.
14. The Township shall provide a record to a requester in the medium requested if it exists in that medium; otherwise, it shall be provided in the medium in which it exists. See § 701.
15. If a separate statute authorizes the Township to charge a set amount for a certain type of record, the Township shall charge that statutory amount. For example, a Recorder of Deeds may charge a copy fee of 50 cents per uncertified page and \$1.50 per certified page (42 P.S. § 21051).
16. If a requester wishes to inspect rather than receive a copy of a record and the records contains both public and non-public information, the Township shall charge for the copies it must make of the redacted material in order for the requester to view the public record. The fee structure set out above will apply. If, after inspecting the records, the requester chooses to obtain the copies, no additional fee shall be charged.

17. The Township shall charge all costs actually incurred by it for complying with the request. No fee may be imposed for the review of a record to determine whether the record is a public record subject to access under the RTKL. No fee may be charged for searching for or retrieval of documents. No fee may be charged for staff time or salary for complying with a request. No fee may be charged for a response letter.
18. If the Township's Right-to-Know Officer expects the fees for requested records to exceed \$100.00, prior to granting the request for access, the Township may require a requester to pre-pay an estimate of the fees.

Attorney Fees and Other Charges, Expenses and Costs for Collection of Delinquent Fees

Research and obtain current deed and mailing address for owner(s) of property in an effort to commence collection efforts against such owner(s) \$40.00

Collection letter to a single owner of a property. The collection letter fee plus the cost for postage will be assessed to an owner(s) of property for each occurrence of a delinquency for which a collection letter was sent to the owner(s). \$100.00 plus all costs for postage

If a property is owned by more than one (1) owner, the owners will be assessed the fees for obtaining the deed to the property, the fee for the first collection letter which includes postage costs, and \$40.00 for each additional collection letter sent to every record owner, plus all the costs of postage relating thereto. \$40.00 for each additional collection letter, plus all costs of postage

10 Day Notice letter(s) – This Notice will be sent to each owner who does not claim the collection letter sent via certified return receipt requested mail \$50.00 per Notice

Drafting and filing of Municipal Claim \$350.00 plus filing costs

Notice letter to owner(s) advising requesting permission to execute \$100.00

Title Search \$200.00

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| Preparation of Execution Documents | \$650.00 |
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* The customer's account will be assessed all filing costs as imposed by the York County Prothonotary's Office and Sheriff's Office related to filing of execution documents at the applicable rate of the time of the filing. As of the date of this Resolution, the filing fee for a Praecipe for Writ of Execution is \$55.00 and the Sheriff's advance fee is \$3,000.00. The costs and fees incurred for filing and service of the execution documents may be subject to change from time to time and vary upon case to case.

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| Satisfaction of Municipal Claim | \$125.00 |
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| Payoff letter which provides the owner(s) 30 days to remit payment prior to resuming collection efforts and includes an itemized statement | \$125.00 |
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| Agreement for payment plan | \$150.00 |
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| Demand letter to owner(s) advising they must resume payments immediately – per letter | \$100.00 |
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| Fee for non-sufficient funds – per occurrence | \$50.00 |
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| Notice letter demanding owner(s) to make good on check – per letter and costs for postage | \$40.00 plus postage |
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| Attorneys' fee to file Criminal Complaint for bounced check | \$100.00 |
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| Attorneys' fees to provided owner(s) with a replacement copy of Praecipe to Remove after case has been settled | \$50.00 |
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| Certification | \$20.00 |
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The attorneys' fees in connection with collection and enforcement of a lien(s) will be imposed at a rate of \$130.00 per hour which is based upon the actual time involved unless otherwise specified above.

Miscellaneous Fees

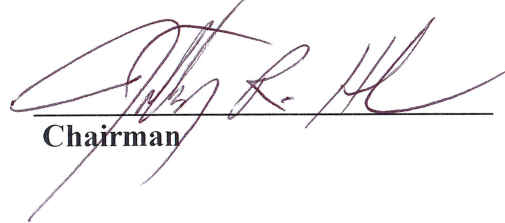
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| Check Returned by Bank for Any Reason | \$50.00 |
| Full copy of the Subdivision and Land Development Ordinance | \$40.00 |
| Full copy of the Zoning Ordinance | \$30.00 |
| Zoning Map | \$5.00 |
| Copies (black and white copy of standard 8.5"x11"page) | \$0.25 per page |

RESOLVED, this 2nd day of January, 2024

Attest:


Secretary

**FAWN TOWNSHIP
BOARD OF SUPERVISORS**


Chairman