

**HOPEWELL TOWNSHIP
YORK COUNTY PA
BOARD OF SUPERVISORS
MINUTES FOR JANUARY 6, 2020
MUNICIPAL BUILDING
7:00 PM**

Chairman Aaron Manifold called the January 6, 2020 Board of Supervisors meeting to order at 7:00 p.m. Also in attendance were Supervisors David Wisnom and John O'Neill, Solicitor Andrew Miller, Manager Kristy Smallwood and Treasurer Katie Miller.

Chairman Manifold asked if anyone in the crowd was recording the meeting. No one was recording the meeting. Chairman Manifold stated the Board held executive session prior to the meeting to discuss personnel.

Supervisor Wisnom motioned to appoint Kristy Smallwood as temporary secretary. Supervisor O'Neill seconded the motion. Motion carried. Supervisor O'Neill motioned to appoint Aaron Manifold as temporary chairman. Supervisor Wisnom seconded the motion. Motion carried. Supervisor Wisnom motioned to nominate Aaron Manifold for chairman and John O'Neill as vice-chairman. Supervisor O'Neill seconded the motion. Motion carried. Supervisor Wisnom motioned to appoint Kristy Smallwood as secretary. Supervisor O'Neill seconded the motion. Motion carried. Supervisor Wisnom motioned to appoint Katie Berry as treasurer. Supervisor O'Neill seconded the motion. Motion carried.

Appointments for 2020

Supervisor Wisnom motioned to approve the attached list. Chairman Manifold seconded the motion. Motion carried. Chairman Manifold motioned to approve the Manager's Bond in the amount of \$100,000.00. Supervisor O'Neill seconded the motion. Motion carried.

2020 State Convention

Supervisor Wisnom motioned to authorize that any board member, township manager, secretary or treasurer to attend and that the manager will be the voting delegate. Supervisor O'Neill seconded the motion. Motion carried.

County Convention

Supervisor O'Neill motioned for approval of attendance and mileage reimbursement for any officials who attend. Supervisor Wisnom seconded the motion. Motion carried.

Affirm

Supervisor Wisnom motioned to confirm. Chairman Manifold seconded the motion. Motion carried.

Approval of Minutes

Supervisor O'Neill motioned to approve the December 2019 Board of Supervisors Meeting minutes. Supervisor Wisnom seconded the motion. Motion carried.

Treasurer's Report/Invoices

Supervisor Wisnom motioned to approve the December 31, 2019 Treasurer's Report and invoices. Chairman Manifold seconded the motion. Motion carried.

Roads Report

Three bids were received for the 2005 Dump Truck that was advertised for sale. North Hopewell Township has also indicated their intention to bid. Supervisor O'Neill motioned to reject the bids that were received. Supervisor Wisnom seconded the motion. Motion carried. Chairman Manifold motioned to accept the offer from North Hopewell in the amount of \$19,500 for the 2005 dump truck with plow and spreader. Supervisor O'Neill seconded the motion. Motion carried. Chairman Manifold motioned to authorize the manager and Road Master to be able to complete any and all paperwork to sell the truck to North Hopewell Township. Supervisor O'Neill seconded the motion. Motion carried.

The new snow plow will be here in one to two weeks.

The Road Crew has been working on prepping Kilgore Road to be widened in the future. There are new signs in place on Wolfe Road. Valley Road is now open. The Road Crew has also been doing winter maintenance.

SALDO

Bridgeview

John Huenke and Jason Brenneman were present to offer an alternative so the development can move forward with building permits. The YCCD has requested additional calculations regarding the infiltration systems and seepage pits. Comments were received and revisions were resubmitted.

Chairman Manifold asked who is responsible for maintenance if they are not evenly distributed. The HOA will be responsible for all the BMPs and stormwater management. Solicitor Miller says that the HOA documents seem to be clear about who is responsible for what.

Supervisor O'Neill does not want to do a blanket approval without any revised plans.

A new sewage planning module has been requested.

Supervisor Wisnom again mentioned that the Township will be requesting some funds to pave a portion of Shaw Road.

Chairman Manifold granted permission to pull up thirty building permits so long as they amend the HOA document with the stormwater concept plan that is approved by the Township engineer and has been submitted to YCCD and provide the easements for the new sewer main run, and the contribution for Shaw Road. The building permits prior to YCCD must remain in the basin area and payment of all outstanding fees. The Township manager will approve the contribution figure for Shaw Road. These revisions will be documented in a conditional approval letter. Supervisor Wisnom seconded the motion. Supervisor O'Neill opposed the motion. Motion carried.

A conditional approval letter can be drafted and executed in order for them to obtain the building permits. Solicitor Miller can draft and circulate the conditional approval letter to the Board via email for their approval.

Solicitor Miller is suggesting these revisions and waive the requirement to do a revised plan in an amendment to the development agreement and record it on all parcels.

Solicitor's Report:

Resolution #01-2020

This resolution updates the tax related fees for 2020 and the rate of compensation for the tax collector. None of the fees have changed. Supervisor O'Neill motioned to adopt Resolution 01-2020. Supervisor Wisnom seconded the motion. Motion carried.

Resolution #02-2020

This resolution adopts certain fees and charges for 2020. Chairman Manifold asked if there is a way the Township could charge an additional fee for residents acting without the required permits. There is a penalty outlined in the UCC with \$1,000.00/day. Chairman Manifold motioned to adopt Resolution 02-2020. Supervisor O'Neill seconded the motion. Motion carried.

Resolution #03-2020

This resolution appoints PeoplesBank as the depository institution for 2020. Chairman Manifold motioned to adopt Resolution 03-2020. Supervisor Wisnom seconded the motion. Motion carried.

Other Business:

Real Estate Taxes

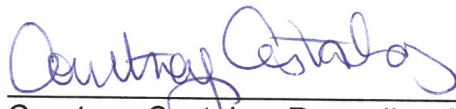
Supervisor O'Neill motioned to authorize approval of Return of Uncollected Real Estate taxes for 2019. Chairman Manifold seconded the motion. Motion carried.

Public Comment

None.

Chairman Manifold adjourned the meeting at 9:16 p.m.

Kristy Smallwood, Secretary



Courtney Costalas, Recording Secretary

APPOINTMENTS FOR 2020

<u>NAME</u>	<u>OFFICE</u>	<u>TERM</u>
Andy Miller, MPL Law Firm	Solicitor, Board of Supervisors	12/31/2020
Craig Sharnetzka, CGA Law Firm	Solicitor, Zoning Hearing Board	12/31/2020
David Wisnom	Board of Supervisors	12/31/2025
Joseph Reuter	Auditor	12/31/2025
Kristy Smallwood Katie Berry	Secretary/Manager Assistant Secretary	12/31/2020 12/31/2020
Katie Berry	Treasurer	12/31/2020
Kristy Smallwood Katie Berry	Open Records Officer Open Records Officer Alternate	12/31/2020 12/31/2020
Donnie McCauslin, Jr.	Road Foreman	12/31/2020
Chuck Webster	Planning Committee Member	12/31/2023
Cathy Esworthy	HARP Board Member	12/31/2021
Martin & Martin	Engineer	12/31/2020
Keith Hunnings, South Penn Code Consultants	Zoning/Codes Enforcement/BCO/Floodplain Administrator	12/31/2020
Commonwealth Code Inspection Agency	3rd Party Inspection Agency	12/31/2020
Pete Schilling, Commonwealth	Alternate BCO/Floodplain Administrator	12/31/2020
Keith Hunning Eric Swiger	Sewage Enforcement Officer Alternate Sewage Enforcement Officer	12/31/2020 12/31/2020
John O'Neill	Vacancy Board	12/31/2020
David Wisnom John O'Neill	YATB Representative YATB Alternate	12/31/2020 12/31/2020
Aaron Manifold David Wisnom	Eureka Consolidated Fire Rep. Eureka Consolidated Fire Rep. Alternate	12/31/2020 12/31/2020
David Wisnom John O'Neill	Local Gov't Advisory Committee Local Gov't Advisory Committee Alternate	12/31/2020 12/31/2020
David Wisnom Aaron Manifold	Eureka Liaison Committee Eureka Liaison Committee Alternate	12/31/2020 12/31/2020
Peoples Bank	Depository	12/31/2020
Gil Malone - Malone & Neubaum	Solicitor, Planning Committee	12/31/2020

2020 FEES

SUBDIVISION/LAND DEVELOPMENT	\$300 OR \$25/ACRE BEING SUBDIVIDED. THE GREATER OF THE TWO
	Escrow deposit \$2,500.00 for smaller subdivision \$5,000.00 for larger subdivision (not to fall below \$2,500.00)
ZONING OR SALDO BOOK	\$15.00
CONSTRUCTION SPECS MANUAL	\$12.00
COMPREHENSIVE PLAN BOOK	\$40.00
AG REVIEW COMMITTEE	\$100.00 (\$25 each member)
ZONING HEARING BOARD HEARING	\$800.00
REZONING REQUEST	\$1,000.00
REVIEW OF PLAN BY BOS OR PC	\$25.00
REC FEE	\$2,500.00 per lot or building unit
ENGINEER FEES	Principal - \$103 Professional - \$93 Designer - \$85 Technical - \$70 Subprofessional - \$63
RECORDING FEES	Subdivision/Land Development Plan - \$50 Agreement - \$50 Both - \$75
FLOODPLAIN FEES	The land use permit fee shall be calculated as one-half the fee for a zoning permit as calculated according to the Township's approved fee schedule. This fee shall include one inspection. Each additional inspection thereafter shall be \$50 per inspection. Fees for any additional inspection or review required by the zoning officer, Township Engineer or Township Solicitor shall be at the approved hourly rates for each.

SEWAGE ENFORCEMENT OFFICER

[2020 SPCC SEO Fee Schedule.pdf](#)

TAX COLLECTOR

Tax Certifications - \$25
Speedy Tax Certifications - \$30 (within 24 hrs)
Research Fee - \$10/item
Duplicate real estate tax bill - \$10; tax receipt -\$1
Returned checks - \$50

SOLICITOR

\$140/hour
\$110/hour for paralegal services

SOUTH PENN CODE CONSULTANT

[2020 SPCC Fee Schedule.pdf](#)

COMMONWEALTH CODE INSPECTION
SERVICE, INC.

[2020 CCIS fees.pdf](#)

RIGHT-TO-KNOW

[2020 RTK fees.pdf](#)

YORK COUNTY PLANNING COMMISSION

[2020 YCPC fees.pdf](#)

Hopewell Township
Sewage Enforcement Officer

2020 SPCC Fee Schedule w/Cesspool Fee Amendment

Deep Soil Probe (Limit of 2 per test or lot)	\$100.00
Percolation Test (per 6 hole test)	\$200.00
Design Review and Permit Issuance	\$120.00
Interim Scarification Inspection	\$60.00
Installation Inspection	\$60.00
Final Inspection	\$90.00
Site Investigation (proof of prior testing or planning module)	\$90.00
Subdivision Plan Review	\$60.00/hr.
Complaint or Violation Investigation	\$60.00/hr.
Correction Inspection (for violation)	\$60.00/hr.
Township Meeting Attendance/Correspondence	\$60.00/hr.
Court Hearing and Preparation	\$60.00/hr.
General	\$60.00/hr.
Minor Repair Permit (includes issuance and inspection)	\$150.00
Dig percolation holes (per 6 hole test)	\$250.00
Supply water to site (per test site)	\$250.00
Cesspool Inspection for On-Lot Management	\$ 75.00

Hopewell Township 2020 Proposed SPCC Fees

SOUTH PENN CODE CONSULTANTS LLC

CERTIFIED SEWAGE ENFORCEMENT OFFICER, BUILDING CODE OFFICIAL,
ZONING OFFICER, CODES OFFICIAL

DATE: DECEMBER 23, 2019

230 North Main Street, Shrewsbury, PA 17361
Phone 717-942-2248 Fax 717-942-2476
Keith@SouthPenn.net

FEE	BREAKDOWN	RESIDENTIAL	COMMERCIAL
ZONING PERMITS	<p>FOR ALL CONSTRUCTION OR USE PERMITS IN HOPEWELL TWP - FLAT RATE (EX. Decks, Patios, Sheds, accessory structures, solar panels, wells, driveways, and windmills, Ag Buildings, Change of Use and Occupancy</p> <p style="text-align: center;">DEMO FEE - FLAT RATE</p> <p style="text-align: center;">RESIDENTIAL NEW HOME CONSTRUCTION/ADDITIONS \$75.00 +\$.40 per Sq. Ft for habitable living space. Excludes unfinished areas like basements and attics, hallways, stairs, Garages, Closets + ANY UCC INSPECTION FEES IF REQUIRED (SEE BUILDING INSPECTORS FEE SCHEDULE)</p> <p style="text-align: center;">And Or</p> <p style="text-align: center;">COMMERCIAL CONSTRUCTION NEW OR ADDITIONS \$150.00 + Total Sq. Ft Sq. Ft x \$.40 (No exceptions, No exclusions) + ALL UCC FEES CHARGED BY BUILDING INSPECTION AGENCY AND L&I</p> <p style="text-align: center;">All Permits require 2 inspections. 1 Stakeout inspection and 1 Final Inspection All permits include Final Use certificate in Fee. (Bottom Portion of Permit)</p>	<p>100.00</p> <p>100.00</p> <p>\$75.00+ \$.40 x Sq. Ft. + UCC FEES IF APPLICABLE (SEE BUILDING INSPECTORS FEES)</p>	<p>200.00</p> <p>\$150.00+ \$.40 x Sq. Ft. + UCC FEES APPLY (SEE BUILDING INSPECTORS FEES)</p>
Temporary Use & Occupancy Fee	Additional Fee to provide a Temporary U&O if requested. This fee is in addition to any escrow that may be required to guarantee completion of any outstanding work that is required to be completed.	\$100.00	\$350.00
BCO FEE	ALL UCC REQUIRED PERMITS	\$50.00	\$200.00
DCED FEE	ALL UCC PERMITS (FEE GOES TO STATE FOR TRAINING)	\$4.50	\$4.50

ZONING OFFICER FEE PER HOUR	FOR ATTENDANCE AT MEETINGS, PLAN REVIEW, RESEARCH, COMPLAINT INVESTIGATION, PHONE CONSULTATION, ETC.	\$60.00 PER HOUR	\$60.00 PER HOUR
EXTRA INSPECTION FEE	FOR ANY EXTRA INSPECTIONS OVER TWO WITH PERMIT ISSUANCE OR INSPECTIONS BY REQUES	\$60.00	\$60.00
STORMWATER BMP INSPECTIONS	TWO INSECTIONS REQUIRED FOR EACH BMP INSTALLED	\$120.00	\$120.00

Commonwealth Code Inspection Service, Inc.

40 W. 11th Ave., Suite F
York, Pa. 17404

717-846-2004 Phone
717-846-2294 Fax

January 1, 2017
Residential Inspection Prices

Residential inspection prices are for dwellings 0 to 2500 square feet. Dwellings over 2500 square feet will be charged an additional ten dollars per 100 square feet, which will be added to the total basic inspection fee. Fees are for a maximum of one inspection per category; additional inspections shall be billed at the minimum rate.

Footings.....	\$50.00	
Foundations.....	\$50.00	
Framing rough.....	\$50.00	
Plumbing rough.....	\$50.00	
Mechanical rough.....	\$50.00	
Electrical rough/service.....	\$50.00	
Energy rough	\$50.00	
Sprinkler rough.....	\$50.00	
Drywall.....	\$50.00	
Final.....	\$50.00	Including sprinkler if applicable
	\$500.00	Inspection Fees with Sprinkler
	\$450.00	Inspection Fees without Sprinkler
Application / processing Fee:	\$15	

Additional inspection fees may be assessed at not less than \$50.00 per visit as required due to the complexity, number of visits, or execution of the work being done. Small-scale projects will be priced depending on the complexity of the project, the length of the project, and the number of inspections required. Some examples are:

Mobile homes (or \$50 per trip).....	\$300.	Not Over 200Amp	\$60
HUD Foundations.....	\$100	Over 200 Amp - 400 Amp	\$75
Decks (2 trips; over 30").....	\$100.	Over 400 Amp Commercial Fee Applies	
Sheds (Over 1000 Sq. Ft. (1 trip only).....	\$50.	Investigations	\$55
Fences (over 6').....	\$50.	Return Trips	\$50
Daycares (up to six kids).....	\$75	Duplicate Certificate Issuance.....	\$25
Daycares (over six kids up to 24).....	\$100	Sewer Laterals.....(per inspection).....	\$50
Foster Homes	\$65	Sewage Pits.....	\$50
Swimming Pools		Grease Traps.....	\$50
Above Ground	\$100		
In Ground	\$150		
Electrical Service			

Residential Plan reviews

Residential R-3 & R-4 plan review fees are calculated as follows:

General residential (R-3 & R-4) housing and additions -	\$50.
Small alterations (residential decks, fences over 6', porches, sheds, small additions etc...)-	\$25.
Sprinkler - NFPA 13R	\$0 (included in regular plan review)
Sprinkler - IRC	\$25

Commonwealth Code Inspection Service, Inc.

40 West 11th Avenue
York, Pa. 17404

717-846-2004 Phone

717-846-2294 Fax

January 1, 2017

CONSOLIDATED COMMERCIAL FEE SCHEDULE

Commercial Inspection Fees

The fee schedule for inspections is based upon the latest building valuation data report of square foot construction costs published by the ICC valuation service, with a regional modifier applied. Actual cost submitted to, and accepted by, the Municipality may also be used.

Large projects that require long term multiple inspections (progressive inspections) are calculated as follows:

Projects with a total construction cost of \$0.00 to \$499,999.99*

$$\begin{array}{r} \text{Total construction cost X .002 = insurance cost} \\ + \quad \text{Estimated length of project in weeks X \$50. = labor \& \text{ travel cost} \\ = \quad \text{Total} \\ \text{or} \quad \text{no less than \$30. Per trip based on scope and complexity of the project.} \end{array}$$

Projects with a total construction cost of \$500,000.00 to \$2,000,000.00*

$$\begin{array}{r} \text{Total construction cost X .002 = insurance cost} \\ + \quad \text{Estimated length of project in weeks X \$50. = labor \& \text{ travel cost} \\ = \quad \text{Total} \end{array}$$

Projects with a total construction cost of > \$2,000,000.00 to \$6,000,000.00*

$$\begin{array}{r} \$4000.00 + [(\text{Total construction cost} - \$2,000,000) \text{ X } .0009] = \text{insurance cost} \\ + \quad \text{Estimated length of project in weeks X \$45. = labor \& \text{ travel cost} \\ = \quad \text{Total} \end{array}$$

Projects with a total construction cost of > \$6,000,000.00 to \$10,000,000.00*

$$\begin{array}{r} \$7600.00 + [(\text{Total construction cost} - \$6,000,000) \text{ X } .0008] = \text{insurance cost} \\ + \quad \text{Estimated length of project in weeks X \$40. = labor \& \text{ travel cost} \\ = \quad \text{Total} \end{array}$$

Projects with a total construction cost of > \$10,000,000.00 to \$30,000,000.00*

$$\begin{array}{r} \$10800.00 + [(\text{Total construction cost} - \$10,000,000) \text{ X } .00075] = \text{insurance cost} \\ + \quad \text{Estimated length of project in weeks X \$40. = labor \& \text{ travel cost} \\ = \quad \text{Total} \end{array}$$

Projects with a total construction cost of > \$30,000,000.00 to \$50,000,000.00*

$$\begin{array}{r} \$25800.00 + [(\text{Total construction cost} - \$30,000,000) \text{ X } .0007] = \text{insurance cost} \\ + \quad \text{Estimated length of project in weeks X \$40. = labor \& \text{ travel cost} \\ = \quad \text{Total} \end{array}$$

Projects with a total construction cost of >\$50,000,000.00 to \$100,000,000.00*

$$\begin{aligned}
 & \$39800.00 + [(Total\ construction\ cost - \$50,000,000) \times .00065] = \text{insurance cost} \\
 + & \underline{\text{Estimated length of project in weeks} \times \$40. = \text{labor \& travel cost}} \\
 = & \text{Total}
 \end{aligned}$$

Projects with a total construction cost of >\$100,000,000.00 to \$200,000,000.00*

$$\begin{aligned}
 & \$72300.00 + [(Total\ construction\ cost - \$100,000,000) \times .0006] = \text{insurance cost} \\
 + & \underline{\text{Estimated length of project in weeks} \times \$40. = \text{labor \& travel cost}} \\
 = & \text{Total}
 \end{aligned}$$

Projects with a total construction cost of >\$200,000,000.00 to \$350,000,000.00*

$$\begin{aligned}
 & \$132000.00 + [(Total\ construction\ cost - \$200,000,000) \times .00055] = \text{insurance cost} \\
 + & \underline{\text{Estimated length of project in weeks} \times \$40. = \text{labor \& travel cost}} \\
 = & \text{Total}
 \end{aligned}$$

Projects with a total construction cost of >\$350,000,000.00 to \$500,000,000.00*

$$\begin{aligned}
 & \$214500.00 + [(Total\ construction\ cost - \$350,000,000) \times .0005] = \text{insurance cost} \\
 + & \underline{\text{Estimated length of project in weeks} \times \$40. = \text{labor \& travel cost}} \\
 = & \text{Total}
 \end{aligned}$$

The inspection fees for Mechanical, Plumbing, Electrical, Energy, Accessibility and Fire Protection are computed at 25 percent of the Building Inspection fee for each discipline.

Inspection Fee Example:

Type of Construction: 2C
Use Group: B

Height: 1 story, 12 feet
Area/Floor: 10,000 sq. ft.

Solution		
1	Gross square footage: 1 story X 10,000 square feet	10,000 sq. ft.
2	Compute estimated construction value	
	Type of construction factor	1.02
	Gross area modifier	67
	Estimated construction value (30000 X 1.02 X 67)	\$683,400.00
3	Compute plan review fee	
	Building: \$683,400. X .002	\$1,366.80
	Mechanical, Plumbing, Electrical: (.25 X \$1366.80) X 3	\$1,025.10
4	Total inspection fees	\$2,391.90
5	Commonwealth Discount fee: X .80 (if applicable**)	\$1,914

* Pricing schedules assume that the project will not cause an increase in our Insurance costs.

** Discounts may be given for warehouses, building shells, or repetitive work at the discretion of the plan review and inspection departments

Commercial Plan Reviews

We will perform commercial plan reviews. Our Commercial Plan review fees are calculated according to the ICC Valuation Service or actual cost of construction as follows:

Estimated Construction Value \$ 0. to \$ 1,250,000. = Construction value X .0015 (\$150 Minimum)

Estimated Construction Value \$ 1,250,000. to \$ 5,000,000. = \$1,875. + (.0005 X construction value over \$1,250,000.)

Estimated Construction Value over \$5,000,000. = \$3,750. + (.0004 X construction value over \$5,000,000.)

Plan review for mechanical, plumbing, electrical, energy, accessibility and fire protection is computed at 25% of the building plan review fee for each discipline. (\$150 minimum)

Special pricing may be given to buildings such as warehouses due to their relative simplicity or structures with repetitive features such as high rise buildings

Plan Review Fee Example:

Type of Construction: 2C
 Use Group: B
 Height: 3 stories, 35 feet
 Area/Floor: 10,000 sq. ft.

Solution		
1	Gross square footage: 3 stories X 10,000 square feet	30,000 sq. ft.
2	Compute estimated construction value	
	Regional Modifier	
	Square foot cost of construction	1.02
	Estimated construction value (30000 X 1.02 X 67*	67
		\$2,050,200.00
3	Compute plan review fee	
	Building: \$1,875 + (2,050,200 - \$1,250,000) X (.0005)	\$2,275.00
	Mechanical, Plumbing, Electrical: (.25 X \$2,275) X 3	\$1,706.25
4	Total ICC Based plan review fee	\$3,981.25

(Gross area modifier of 67 as example, actually based on the average building cost per square foot in the geographic area.)

This formula does not reflect changes that ICC may have made to their fee schedule. We will use other plan review services that meet our criteria for consistent quality and charge the same or less than ICC reviews.

Plan reviews covering the requirements of mechanical and plumbing codes are available, each for a fee of 25% of the applicable building code review fee. Plan reviews for the requirements of the electrical code shall be provided at a fee of 35% of the applicable building code review fee, excluding reviews for any use included in the I (Institutional) use group classification. Reviews done for the excluded use classification shall be based upon the degree of complexity

A preliminary plan review is available for a fee of 50% of the full plan review fee cost.

Preliminary plan review addresses such code requirements as: use and occupancy classification, type of construction, height and area calculations, means of egress, and fire restrictive construction requirements.

The preliminary plan review fee shall be credited towards the cost of a complete building code plan review conducted by Commonwealth Code Inspection Service, Inc.

CHECKS FOR PLAN REVIEW FEES SHALL BE MADE PAYABLE TO: Commonwealth Code Inspection Service, Inc. (CCIS).

FEEES FOR RECORDS PURSUANT TO THE RIGHT-TO-KNOW LAW

The following fees shall be charged by Hopewell 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, openrecords.state.pa.us. **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 the 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. Photocopying records (one page is either a single-sided copy or one side of a double-sided black and white copy of a standard 8.5" x11" page) printing from electronic media, copying onto electronic media, – \$0.25 per page
2. Photocopying records (one page is either a single-sided copy or one side of a double-sided color copy of a standard 8.5" x11" page) printing from electronic media, copying onto electronic media, – \$0.35 per page
3. Official certification of a record if at the request of the requester – \$1.00 for each record
4. Specialized documents, including blueprints, non-standard sized documents – Actual cost
5. Transmission by CD/DVD – Actual cost, not to exceed \$3.00 per disc
6. Transmission by fax, flash drive, microfiche, or other media – Actual cost other electronic means or other means of duplication
7. Official certification of a record if at the request of the requester – \$5.00 for each record (This fee does not include notary fees, if requested or required, which notary fees shall be in the amounts permitted by law.)
8. Records only maintained electronically or in other non-print media – The lesser of the fee for duplication on paper as set out in ¶1, above, or the fee for duplication in the original media (unless the requester specifically requests that it be duplicated in the more expensive medium)
9. Postage fees – the actual cost of mailing the records
10. Complex and expensive data sets, including GIS or property assessment lists – To be established for each data set as requested, based on the reasonable market value of the same or related data sets.
11. The Township shall charge all costs actually incurred by it for complying with the request, except that no fee shall be imposed for the Township's review of a record to determine whether it is a public record subject to access.
12. If the Township's Right-To-Know Officer expects the fees for requested records to exceed \$100, then, prior to granting a request for access, the Township may require prepayment of the estimated amount of the fees.
13. 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.
14. If a requester wishes to inspect rather than receive a copy of a record and the record 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.
15. 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.

York County Planning Commission Schedule of Fees - Effective 1/1/2016

Review Fees for Subdivision Plans

Subdivision Plans (excluding sketch plans): \$550.00 base fee *plus* \$50.00 per lot/dwelling unit*

Final Plans: Where a Preliminary Plan is required, the following reduced fee will be charged for a Final Plan if a copy of the approved Preliminary Plan accompanies the Final Plan submission – \$550 base fee plus \$30.00 per lot/dwelling unit*

(*not to exceed \$3,000.00)

Review Fees for Land Development Plans

Residential Land Development Plans: \$550.00 base fee plus \$50.00 per dwelling unit*

Where a Preliminary Plan has been reviewed, the following fee will be charged for a Final Plan if a copy of the approved Preliminary Plan accompanies the Final Plan submission – \$550 base fee plus \$30.00 per dwelling unit*

(*not to exceed \$3,000.00)

All Other Land Development Plans (excluding certain accessory buildings):

\$ 550.00 for buildings and additions up to 2,000 square feet
\$1,050.00 for buildings and additions from 2,001 - 5,000 square feet
\$1,550.00 for buildings and additions from 5,001 - 10,000 square feet
\$1,800.00 for buildings and additions from 10,001 - 50,000 square feet
\$2,050.00 for buildings and additions from 50,001 - 100,000 square feet
\$2,300.00 for buildings and additions from 100,001 - 200,000 square feet
\$2,550.00 for buildings and additions from 200,001 - 500,000 square feet
\$2,800.00 for buildings and additions from 500,001 square feet and over
(Square footage is to be calculated as the equivalent of the building footprint.)

For a Change of Use Review to Existing Commercial/Industrial Buildings: \$500.00

Plans Proposing an Accessory Building on a Lot with an Existing Principal Building which does not Involve a New Access onto a Street: \$500.00

Fees for Participation in the Traffic Impact Study (TIS) Scoping Process

Review required when: a) required by PennDOT for access to state-maintained roads;
and/or b) YCPC review of TIS is requested by the municipality.

\$725.00

York County Subdivision and Land Development Ordinance

A pre-application meeting with YCPC staff is required for plans which are subject to the requirements of the County Ordinance. Please contact the YCPC office at (717) 771-9870 for more information.

Review Fee of Sewage Facilities Planning Modules (Component 4B)

\$200.00 per module