

**HOPEWELL TOWNSHIP
YORK COUNTY PA
BOARD OF SUPERVISORS
MINUTES FOR JANUARY 4, 2021
HELD VIA ZOOM DUE TO COVID 19
7:00 PM**

Supervisor O'Neill called the January 4, 2021 Board of Supervisors meeting to order at 7:00 p.m. Also in attendance were Chairman Aaron Manifold- via Zoom, Supervisor David Wisnom, Solicitor John Miller and Secretary/Treasurer, Katie Berry.

Supervisor O'Neill asked if anyone in the crowd was recording the meeting. No one was recording the meeting.

Supervisor O'Neill motioned to appoint Katie Berry as temporary Secretary. Supervisor Wisnom seconded the motion. Motion carried. Chairman Manifold motioned to appoint John O'Neill 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 O'Neill motioned to appoint Katie Berry as Secretary. Supervisor Wisnom seconded the motion. Motion carried. Supervisor Wisnom motioned to appoint Katie Berry as Treasurer. Supervisor O'Neill seconded the motion. Motion carried.

Appointments for 2021

Supervisor O'Neill motioned to approve the attached Appointment list. Chairman Manifold seconded the motion. Motion carried.

2021 State Convention

Chairman Manifold motioned to authorize any board member and Secretary/Treasurer wanting to attend, do so, as well as nominating John O'Neill will be the voting delegate. Supervisor O'Neill seconded the motion. Motion carried.

2021 York 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 Board Members

Supervisor Wisnom motioned to affirm Board Members as employees if needed. Chairman O'Neill seconded the motion. Motion carried.

Approval of Minutes

Supervisor Wisnom motioned to approve the December 3 2020 Board of Supervisors Meeting minutes. Supervisor O'Neill seconded the motion. Motion carried.

Treasurer's Report/Invoices

Chairman Manifold motioned to table the approval of the January Treasurers report and Invoices. Supervisor O'Neill seconded the motion. Motion carried.

Roads Report

First snow storm was successful. Before the snow the newest truck had a major product failure with the Radiator and cooling system. The repair was fully covered by warranty including the tow bill.

Repairs were also done on the newest snow plow. There were issues with the original installation. The Road Crew completed the repair on site.

SALDO

Green Valley Farms

Supervisor O'Neill motioned to table until all legal documents are ready. Chairman Manifold seconded the motion. Motion carried.

Solicitor's Report

Ordinance #01-2021- Amendment for Recreation Fees.

Chairman Manifold motioned to adopt Ordinance 1-2021. Supervisor John O'Neill seconded the motion. Motion Carried.

Resolution #01-2021

This resolution updates the tax related fees for 2021 and the rate of compensation for the tax collector. None of the fees have changed. Supervisor Wisnom motioned to adopt Resolution 01-2021. Supervisor O'Neill seconded the motion. Motion carried.

Resolution #02-2021

This resolution adopts certain fees and charges for 2021. See exhibit A. Supervisor Wisnom motioned to adopt Resolution 02-2021. Chairman Manifold seconded the motion. Motion carried.

Resolution #03-2021

This resolution appoints Peoples Bank as the depository institution for 2021. Supervisor Wisnom motioned to adopt Resolution 03-2021. Supervisor O'Neill seconded the motion. Motion carried.

Haugh Road, Lot 4

3 Ordinance waivers to be approved:

1. Supervisor Wisnom motioned to approve waiver 23-306. B1, Supervisor O'Neill seconded the motion. Motion carried.
2. Supervisor Wisnom motioned to approve waiver 23-306. B2, Supervisor O'Neill seconded the motion. Motion carried.
3. Supervisor Wisnom motioned to approve waiver 23-306. B7, Supervisor O'Neill seconded the motion. Motion carried.

Supervisor O'Neill motioned to adopt the Stormwater Agreement for Haugh Road, Lot 4. Supervisor Wisnom seconded the motion. Motion carried

Chairman O'Neill made a motion for the Solicitors office to create and distribute a release to be signed by the home owners due to the distance between the septic and the well, being located less than 100 feet apart from one another. Supervisor O'Neill seconded the motion. Motion carried.

Other Business:

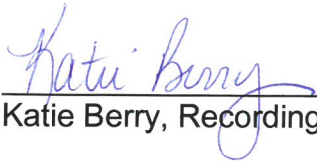
2020 Act 537 Update

20 non-compliant residents. Multiple reminder letters to pump their septic systems for Act 537, District 3 were sent. Supervisor O'Neill motioned to instruct the Solicitors Office to take the next legal steps. Chairman Manifold seconded the motion. Motion carried.

Public Comment

Chairman Manifold thanked the Board Members and Secretary for their understanding as he recovers from being sick.

Supervisor Manifold adjourned the meeting at 7:33 p.m.



Katie Berry, Recording Secretary

APPOINTMENTS FOR 2021

<u>NAME</u>	<u>OFFICE</u>	<u>TERM</u>
Andy Miller, MPL Law Firm	Solicitor, Board of Supervisors	12/31/2021
Craig Sharnetzka, CGA Law Firm	Solicitor, Zoning Hearing Board	12/31/2021
Katie Berry	Secretary	12/31/2021
Katie Berry	Treasurer	12/31/2021
Katie Berry	Open Records Officer	12/31/2021
Donnie McCauslin, Jr.	Road Foreman	12/31/2021
Joseph Shanabrough	Planning Committee Member	12/31/2024
Thomas Malkie	Planning Committee Member	12/31/2024
Dale McPherson	Zoning Hearing Committee Member	12/31/2023
Gerry Lucas	HARP Board Member	1/1/2023
Martin & Martin	Engineer	12/31/2021
Keith Hunnings, South Penn Code Consultants	Zoning/Codes Enforcement/BCO/Floodplain Administrator	12/31/2021
Commonwealth Code Inspection Agency	3rd Party Inspection Agency	12/31/2021
Pete Schilling, Commonwealth	Alternate BCO/Floodplain Administrator	12/31/2021
Keith Hunning	Sewage Enforcement Officer	12/31/2021
Eric Swiger	Alternate Sewage Enforcement Officer	12/31/2021
John O'Neill	Vacancy Board	12/31/2021
David Wisnom	YATB Representative	12/31/2021
John O'Neill	YATB Alternate	12/31/2021
Aaron Manifold	Eureka Consolidated Fire Rep.	12/31/2021
David Wisnom	Eureka Consolidated Fire Rep. Alternate	12/31/2021
David Wisnom	Local Gov't Advisory Committee	12/31/2021
John O'Neill	Local Gov't Advisory Committee Alternate	12/31/2021
David Wisnom	Eureka Liaison Committee	12/31/2021
Aaron Manifold	Eureka Liaison Committee Alternate	12/31/2021
Peoples Bank	Depository	12/31/2021
Gil Malone - Malone & Neubaum	Solicitor, Planning Committee	12/31/2021

HOPEWELL TOWNSHIP

RESOLUTION NO. 2-2021

A RESOLUTION ADOPTING CERTAIN FEES AND CHARGES OF HOPEWELL TOWNSHIP, YORK COUNTY

WHEREAS, Hopewell Township (“Township”) is a second class township duly organized and existing under the Second Class Township Code; and

WHEREAS, the Township is authorized to establish and collect certain fees in order to conduct the business of the Township; and

WHEREAS, the Township now desires to establish and collect such fees in the amounts set forth by this Resolution.

NOW, THEREFORE, BE IT RESOLVED and it is hereby resolved as follows:

SECTION 1. The Township hereby adopts and approves the fee schedule attached hereto as Exhibit “A” as the schedule of applicable Township fees until such time as the schedule is amended or superseded.

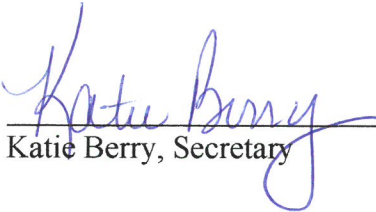
SECTION 2. The provisions of this resolution and attached fee schedule shall be severable, and if any of its provisions or the application of any of its provisions shall for any reason be held to be unconstitutional, illegal, or invalid, such unconstitutionality, illegality, or invalidity shall not affect or impair the validity of any of the remaining provisions of the resolution and attached fee schedule, and it is hereby declared as the intent of the Township that

this resolution would have been enacted as if such unconstitutional, illegal or valid provision was not included.

SECTION 3. This Resolution shall be effective immediately.

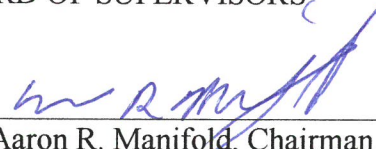
RESOLVED this 4th day of January, 2021.

ATTEST:




Katie Berry, Secretary

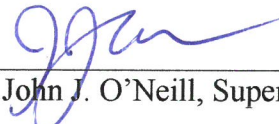
HOPEWELL TOWNSHIP
BOARD OF SUPERVISORS

By: 

Aaron R. Manifold, Chairman

By: 

David T. Wisnom, Supervisor

By: 

John J. O'Neill, Supervisor

(SEAL)

EXHIBIT A

2021 FEES

SUBDIVISION/LAND DEVELOPMENT	\$300 OR \$25/ACRE BEING SUBDIVIDED. THE GREATER OF THE TWO
	Escrow deposit 3% of the estimated costs of secured improvements or \$5,000, whichever is greater for all subdivisions (escrow shall not to fall below 1% of the estimated costs of secured improvements or \$2,500.00, whichever is greater)
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	\$3,200.00 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

[2021/2021 SEO fees.pdf](#)
(also see attached)

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

\$145/hour
\$115/hour for paralegal services

SOUTH PENN CODE CONSULTANT

[2021/2021 SPCC Zoning Fees.pdf](#)
(also see attached)

COMMONWEALTH CODE INSPECTION
SERVICE, INC.

[2021/2021 CCIS fees.pdf](#)
(also see attached)

RIGHT-TO-KNOW

[2021/2021 RTK fees.pdf](#)
(also see attached)

YORK COUNTY PLANNING COMMISSION

[2021/2021 YCPC fees.pdf](#)
(also see attached)

Hopewell Township
Sewage Enforcement Officer

2021 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 2021 Proposed SPCC Fees

SOUTH PENN CODE CONSULTANTS LLC

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

DATE: JANUARY 2021

1382 Seven Valleys Rd., York, PA 17408
Phone 717-942-2248 Fax 717-942-2476
info@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>150.00</p> <p>150.00</p> <p>\$175.00+ \$.40 x Sq. Ft. + UCC FEES IF APPLICABLE (SEE BUILDING INSPECTORS FEES)</p>	<p>250.00</p> <p>\$250.00+ \$.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.	\$150.00	\$350.00
BCO FEE	ALL UCC REQUIRED PERMITS	\$75.00	\$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	\$75.00	\$75.00
STORMWATER BMP INSPECTIONS	TWO INSECTIONS REQUIRED FOR EACH BMP INSTALLED	\$150.00	\$150.00

Commonwealth Code Inspection Service, Inc.

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

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

January 1, 2020

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	
<u>Final</u>	<u>\$50.00</u>	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, 2020

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*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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	1.02
	Square foot cost of construction	67
	Estimated construction value (30000 X 1.02 X 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).

Office of Open Records – Official RTKL Fee Schedule

Updated October 15, 2018

Record Type / Delivery Method	Fee
Black & White Copies	Up to \$0.25 per copy. ¹
Color Copies	Up to \$0.50 per copy. ²
Specialized Documents ³	Up to actual cost.
Records Delivered via Email	No additional fee may be imposed. ⁴
CD / DVD	Up to actual cost, not to exceed \$3.00 per disc.
Flash Drive	Up to actual cost.
Facsimile	Up to actual cost. ⁵
Other Media	Up to actual cost.
Redaction	No additional fee may be imposed. ⁶
Conversion to Paper	Up to \$0.25 per page. ⁷
Photographing a Record	No additional fee may be imposed. ⁸
Postage	Up to actual cost of USPS first-class postage.
Certification of a Record	Up to \$5.00 per record. ⁹

¹ 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.

² 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. Note that a requester may ask for black and white copies even if the original is in color and color copies are available.

³ Including, but not necessarily limited to, non-standard sized documents and blueprints.

⁴ If a requester asks to receive records which require redactions in electronic format, an agency may print the records to provide for secure redaction, then scan them in for delivery by email. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

⁵ If an agency must print records to send them by facsimile, the agency may charge the fees noted above for B&W copies.

⁶ If a requester seeks records requiring redaction, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

⁷ If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for 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. *See § 1307(d).*

⁸ This assumes the requester is using his or her own camera, such as a cellphone camera, to photograph the records. *See Muenz v. Township of Reserve, OOR Dkt. AP 2015-1021, 2015 PA O.O.R.D. LEXIS 1176.* If redaction is required prior to the requester being granted access to photograph records, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

⁹ Under the RTKL, an agency may impose “reasonable fees for official certification of copies if the certification is at the behest of the requester and for the purpose of legally verifying the public record.” The OOR recommends no more than \$5 per record to certify a public record. Certification fees do not include notarization fees.

Additional Notes

Fees May Be Waived: All fees established herein may be waived at the discretion of the agency.

Medium Requested: A record being provided to a requester shall be provided in the medium requested if it exists in that medium; otherwise, it shall be provided in the medium in which it exists. *See § 701.*

Other Statutory Fees: If a statute other than the RTKL governs the amount an agency may charge for a certain type of record, the other statute controls. 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). Police departments may charge up to \$15 for a copy of a vehicle accident report (75 Pa.C.S. §3751 (b)(2)); the Philadelphia Police Department may charge up to \$25 per copy (Id. at (b)(3)). State police are authorized to charge "\$5 for each copy of the Pennsylvania State Police full report of investigation." (75 Pa.C.S. §1956(b)). Other examples include the History Code, the Municipalities Planning Code, and the Criminal History Record Information Act.

Inspection of Redacted Records: If a requester wishes to inspect, rather than receive copies of, records which contain both public and non-public information, the agency may redact the non-public information. An agency may not charge the requester for the redaction itself. However, an agency may charge (in accordance with the OOR's Official Fee Structure) for any copies it must make in order to securely redact the material before allowing the requester to view the records. If, after inspecting the records, the requester chooses to obtain the copies, no additional fee may be charged.

Enhanced Electronic Access: If an agency offers enhanced electronic access to records in addition to making the records accessible for inspection and duplication by a requester, the agency may establish user fees specifically for the provision of the enhanced electronic access. The user fees for enhanced electronic access may be a flat rate, a subscription fee for a period of time, a per-transaction fee, a fee based on the cumulative time of system access, or any other reasonable method and any combination thereof. Such fees shall not be established with the intent or effect of excluding persons from access to records or duplicates thereof or of creating profit for the agency. **NOTE: Fees for enhanced electronic access must be reasonable and must be pre-approved by the OOR. Please [submit enhanced electronic access fee requests to the OOR.](#)**

Fee Limitations: Except as otherwise provided by statute, the RTKL states that no other fees may be imposed unless the agency necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee may be imposed for an agency's 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. An agency may not charge staff time or salary for complying with a RTK request. No fee may be charged for an agency's response letter.

Prepayment: Prior to granting a request for access in accordance with the RTKL, an agency may require a requester to prepay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100. Once a request is fulfilled and prepared for release, the OOR recommends that an agency obtain payment prior to releasing the records.

Questions: If you have any questions regarding the OOR's Official Fee Structure, please [contact the OOR](#) (email: openrecords@pa.gov, telephone: 717-346-9903).

York County Planning Commission 2021 Schedule of Fees

Review Fees for Subdivision Plans

Subdivision Plans (excluding sketch plans): \$550.00 base fee *plus* \$50.00 per lot/dwelling unit created as a result of the subdivision*

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, with signatures*** - \$550 base fee plus \$30.00 per lot/dwelling unit created as a result of the subdivision*

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, with signatures*** - \$550 base fee plus \$30.00 per dwelling unit*

All Other Land Development Plans (excluding certain accessory buildings) based on building footprint:

\$ 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

Where a Preliminary Land Development Plan has been reviewed, a Final Land Development Plan review fee of \$550 will be charged *if a copy of the **approved Preliminary Plan accompanies the Final Plan submission***. If a land development plan is submitted with the subdivision of land, a fee for both the subdivision and the land development will be charged in accordance with this fee schedule.

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 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

*not to exceed \$3,000.00