

**UPPER GWYNEDD TOWNSHIP**  
**MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 31-2010**

**RESOLUTION RESCINDING RESOLUTION 25-92 AND REGULATING FEES CHARGED FOR: HEARINGS BEFORE THE ZONING HEARING BOARD; ZONING AND CURATIVE AMENDMENT HEARINGS AND CONDITIONAL USE HEARINGS BEFORE THE BOARD OF COMMISSIONERS; ZONING AND SUBDIVISION AND LAND DEVELOPMENT, BUILDING AND USE AND OCCUPANCY PERMITS; PLUMBER REGISTRATIONS AND PLUMBING PERMITS; HEATING, VENTILATING AND AIR CONDITIONING PERMITS; AUTOMATIC PROTECTIVE DEVICES AND INSTALLATION PERMITS; LICENSING OF GAMES OF SKILL MACHINES; STREET EXCAVATION AND OCCUPANCY PERMITS AND ESCROWS; LINE AND GRADE PERMITS; UTILITY POLES; FLOOD PLAIN CERTIFICATIONS; IN-LAW AGREEMENTS; PEDDLER OR SOLICITATION PERMITS; AND, SETTING THE FEES TO BE CHARGED FOR EACH OF THE ABOVE.**

**WHEREAS**, the Board of Commissioners has previously adopted fee schedules for the Zoning Code, Subdivision and Land Development Code, Building and Plumbing Code, Automatic Protective Devices, Games of Skill, Street Excavation and Occupancy Permits, by Resolution 25-92, and now deems it necessary to revise and change the fees charged.

**NOW, THEREFORE, BE IT RESOLVED:**

1. That Resolution 25-92 be and hereby is rescinded in its entirety and the following fee schedule adopted effective immediately.
2. The following fees shall be charged for matters before the **Zoning Hearing Board**:
  - A. **Variances, Special Exceptions and Interpretations:**
    - (1) On an existing owner-occupied dwelling or accessory thereto not involved in a subdivision: \$ 450.00
    - (2) All other residential property: \$ 700.00
    - (3) All commercial property: \$ 900.00
    - Plus escrow of: \$ 450.00
    - (4) If the hearing extends beyond the initial three hours, an additional fee of \$ 100.00 for each hour or part thereof will be charged by the Township

In the event a transcript is requested by any party or the Zoning Hearing Board, applicant shall pay all costs of transcription of the hearing, including 50 % of the attendance fees of the Court Reporter and the Board shall be provided with an original and copy of the transcript.

Any part of the escrow fund not used will be refunded to the applicant.

3. The following fees shall be charged for **Hearings before the Board of Commissioners:**

**A. Zoning Classification Hearing Fee:** \$1,100.00

Plus escrow of: \$1,100.00

- (1) If the hearing extends beyond the initial two hours, an additional fee of \$ 75.00 for each half hour or part thereof will be charged by the Township.
- (2) Should the escrow amount be used, the applicant shall be responsible for all additional costs. Any part of the escrow not used shall be refunded to the applicant.

**B. Curative Amendment Fee:** \$1,100.00

Plus escrow of: \$1,100.00

- (1) If the hearing extends beyond the initial two hours, an additional fee of \$ 75.00 for each half or part thereof will be charged by the Township.
- (2) The Commissioners shall keep a stenographic record of curative amendment hearings and transcript, and copies of graphic or written material received into evidence shall be made available to any party at cost. In the event that a transcript is requested by any party, or the Board of Commissioners, applicant shall pay all costs of transcription of the Hearing including 50% of the attendance fees of the Court Reporter and the Board shall be provided with an original and a copy of the transcript.
- (3) Should the escrow amount be used, the applicant shall be responsible for all additional costs. Any part of the escrow not used shall be refunded to the applicant.

**C. Conditional Use Applications**

(1)	All residential Uses:	\$ 660.00
	Plus Escrow of:	\$ 660.00
	Plus Advertising Costs	
(2)	All Non-Residential Uses:	\$ 1,100.00
	Plus Escrow of:	\$ 1,100.00
	Plus Advertising Costs	

4. The following fees shall be charged for applications made for all **Subdivision Approvals or Reviews:**

A.	<b>Sketch Plan Review:</b>	\$ 600.00 Escrow
	Review by Township Staff only. Initial meeting with Engineer and/or Solicitor	
	Additional time will be billed at prevailing hourly rates plus 20% administrative charges.	
B.	<b>Preliminary Plan Approval:</b>	\$ 600.00
	Escrow Amount:	\$ 1,000.00 plus \$ 20.00 / lot
C.	<b>Final Plan Approval:</b>	\$ 200.00 plus \$ 20.00 / lot

The purpose of the Escrow, which is held in a non-interest bearing account, is to guarantee that all legal and engineering costs are paid by the applicant. A separate check shall be required for the payment of this fee. All legal and/or engineering costs will be billed monthly and are payable to the Township within thirty (30) days of said billing. Should costs not be paid in full each month, the Township will stop further processing of work on the project.

At the time of Final Plan Approval, this escrow amount shall be closed and refunded to the applicant, after it has been determined that there are no outstanding charges.

D. Application for a **2-Lot Residential Subdivision**

Preliminary Plan:	\$ 350.00 plus
Plan Approval Escrow: (for legal and engineering costs)	\$ 550.00
Final Plan	\$ 150.00

5. The following fees shall be charged for **Land Development of a Single Industrial, Commercial, Office, Recreation, Professional or Shopping Center Uses:**

A. Sketch Plan Review:	\$ 600.00 Escrow
Review by Township Staff only. Initial meeting with Engineer and/or Solicitor.	
Additional time will be billed at prevailing hourly rates plus 20% administrative charges.	
B. <b>Preliminary Plan Approval:</b>	\$ 600.00
Escrow Amount:	\$ 1,100.00
C. <b>Final Plan Approval:</b>	\$ 250.00

The purpose of the Escrow, which is held in a non-interest bearing account, is to guarantee that all legal and engineering costs are paid by the applicant. A separate check shall be required for the payment of this fee. All legal and/or engineering costs will be billed monthly and are payable to the Township within thirty (30) days of said billing. Should costs not be paid in full each month, the Township will stop further processing of work on the project. At the time of Final Plan Approval, this escrow amount shall be closed and refunded to the applicant, after it has been determined that there are no outstanding charges.

6. The following fee shall be charged for those uses established by the Zoning Ordinance which require review by the Board of Commissioners for **Use and Occupancy Approvals or Building Plan Approval:**

A. <b>Application Fee of:</b>	\$ 120.00 plus
Escrow of:	\$ 120.00

The purpose of the Escrow, which is held in a non-interest bearing account, is to guarantee that all legal and engineering costs are paid by the applicant. A separate check shall be required for the payment of this fee.

All legal and/or engineering costs will be billed monthly and are payable to the Township within thirty (30) days of said billing. Should costs not be paid in full each month, the Township will stop further processing of work on the project. At the time of Final Plan Approval, this escrow amount shall be closed and refunded to the applicant, after it has been determined that there are no outstanding charges.

7. The following fees shall be charged for matters before the Uniform Construction Code Board of Appeals.

A. **VariANCES, Extension of Time, or Appeal of a Building Code Official's Decision**

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|-----|--|-----------|
| (1) | A hearing with the Board of Appeals<br>(Residential)       | \$ 700.00 |
| (2) | A hearing before the Board of Appeals<br>(Non-Residential) | \$ 900.00 |

8. The following charges shall be made on Applications for **Building Permits and Use and Occupancy Permits:**

A. **One and Two-Family Dwellings:**

- |     |  |           |
|-----|--|-----------|
| (1) | For the first 1,500 square feet of floor area<br>(including basement and/or cellar and attached garage, but excluding any attic or crawl space under six feet (6') in height): | \$ 350.00 |
| (2) | For each additional 500 square feet, or portion thereof:   | \$ 110.00 |
| (3) | All dimensions used in calculation the above square foot areas shall be the outside dimensions.  |           |

B. **Apartments:** Fees for "A" above including all common area plus \$100.00 per family unit.

C. **Mobile Homes (Modular Homes in a Mobile Home District)**

- |     |   |           |
|-----|---|-----------|
| (1) | For the first 1,000 square feet of floor area | \$ 120.00 |
|-----|---|-----------|

	(2)	For each additional 100 square feet of floor area	\$ 10.00
<b>D.</b>		<b>Alterations and Additions to Residential Property,</b>	
	(1)	\$120.00 plus \$ .25 per square foot of area	
<b>E.</b>		<b>Swimming Pools and their required fences:</b>	
	(1)	For in-ground pools:	\$ 170.00
	(2)	For above-ground pools:	\$ 30.00
	(3)	Escrow to insure electrical inspection and vacuum breaker value (returned when completed):	\$ 200.00
<b>F.</b>		<b>Accessory Buildings of 500 square feet or more (detached garages and pole barns, etc.)</b>	\$ 85.00 + \$ .10 per sq. ft.
<b>G.</b>		<b>Decks and Patios 30 inches or more above grade</b>	
	(1)	Up to 200 square feet	\$ 45.00
	(2)	For each additional square foot	\$ .20
<b>H.</b>		<b>Zoning Permits</b>	
	(1)	Accessory Buildings of less than 500 square feet	\$ 30.00
	(2)	Decks and Patios (uncovered) less than 30 inches above grade	\$ 30.00
<b>I.</b>		<b>For all other construction:</b>	
	(1)	For the first \$10,000.00 of estimated cost:	\$150.00
	(2)	For each additional \$1,000.00 of estimated costs up to \$50,000.00:	\$ 15.00
	(3)	For each additional \$1,000.00 over \$50,000.00 estimated cost or portion thereof up to \$100,000.00:	\$ 12.00
	(4)	For each additional \$1,000.00 over \$100,000.00 estimated cost or portion thereof up to \$500,000.00:	\$ 10.00

- (5) For each additional \$1,000.00 over \$500,000.00 estimated cost or portion thereof up to \$1,000,000.00: \$ 8.00
- (6) For each additional \$1,000.00 estimated cost or portion thereof over \$1,000,000.00 up to \$2,000,000.00 \$ 4.00
- (7) For each additional \$1,000.00 of estimated cost or portion thereof over \$2,000,000.00 \$ 3.00

In lieu of the charge set forth in this subsection only, the following may be substituted at the request of the owner and with the approval of the Board of Commissioners:

- a. Prior to the issuance of a Building Permit, a certification shall be submitted by a registered engineer that the building has been designed in compliance with the requirements of the Upper Gwynedd Township Building Code and will be in compliance with all applicable Township Codes and State regulations. An agreement shall be submitted indemnifying Upper Gwynedd Township from all claims which may, can or do arise which are attributable to the construction being different from the plans and specifications.
- b. After construction and prior to issuance of a Use and Occupancy Permit, a certification shall be submitted by the registered engineer that construction has been in accordance with the plans as submitted. Copies of plans indicating changes from the original for which the permit was issued shall be submitted.

- (8) For completely interior alterations not involving footings or roof work, the permit fee shall be fifty percent (50%) of that listed in 1 to 6 above.

J. **Demolitions:** \$ 110.00

K. **Signs (for each sign):** \$ 30.00

L. **Use and Occupancy Permits:**

(1) Commercial, Industrial and Institutional: \$ 55.00

(2) Apartments - Change of Ownership: \$ 30.00

(3) Single-Family Dwellings (fee included in Building Permit Fee)

M. Persons requesting the return of fees for Building Permits which have expired shall receive the fee paid less an administrative fee which is as follows:

(1) For permit fees of less than \$225.00: \$ 25.00

(2) For permit fees of greater than \$226.00: \$ 50.00

9. The following charges shall be made for **Registration of Master and Journeyman Plumber**, and for the **Filing of Drawings, Plans and Certifications** in connection with plumbing work in accordance with Ordinance 64-1, as amended.

A. **Registration of Plumber:**

- (1) Initial Registration of Master Plumbers: \$ 50.00
- (2) Renewal Registration of Master Plumbers: \$ 30.00
- (3) Initial Registration of Journeyman Plumbers: \$ 30.00
- (4) Renewal Registration of Journeyman Plumbers: \$ 15.00
- (5) No charge for Apprentice Registration
- (6) The renewal registration shall be applicable only if application is made therefor prior to January 31st of the year following the year in which the applicant has been registered by the Township of Upper Gwynedd.

B. The following fees shall be payable by applicant upon the **Filing of Plumbing Drawings, Plans and Requests for Certificates:**

- (1) For each set of drawings and ground plans submitted for a new building: \$ 60.00
  - For each fixture: \$ 10.00
- (2) For each set of drawings for any alterations, additions, replacement and/or removal of fixtures: \$ 45.00
  - Each additional fixture in excess of three (3): \$ 10.00
- (3) Sewer Connection Inspection Fee: \$ 55.00
- (4) Tapping Tool Rental Fee: \$ 40.00
- (5) Garbage Disposal (considered as two (2) fixtures): \$ 20.00
- (6) Water Softener (installer must be registered as journeyman plumber): \$ 30.00

- (7) Commercial Fire Protection
  - a. Sprinkler Systems \$100.00  
plus \$2.00 per head
  - b. Standpipe System \$ 85.00  
per standpipe
  
- 10. The following fees shall be payable by applicant upon the **Filing of Drawings, Plans and Application to Build for Heating, Ventilating and Air Conditioning:**
  - A. All systems relating to heating, ventilating, air conditioning, air purifying, exhaust air scrubbers or any other system related thereto:
    - (1) For the first \$1,000.00 of estimated cost: \$ 35.00
    - (2) For each additional \$1,000.00 or portion thereof in excess of \$1,000.00: \$ 11.00
    - (3) In no event shall this fee exceed \$1,500.00.
  
- 11. The following charges shall be payable by those using or installing **Automatic Protective Devices:**
  - A. Any person engaging in an alarm business within Upper Gwynedd Township shall at the time of making application for a license, pay a fee of \$30.00 annually.
  - B. Every user of an Automatic Protective Device shall pay the following fees:
    - (1) If the automatic protective device is connected to a designated trunkline: \$ 25.00  
Annually
    - (2) If the automatic protective device is connected to an "Answering Service" or "Central Station Protective System": \$ 15.00  
Annually
    - (3) If the automatic protective device emits an exterior warning signal designed to attract attention: \$ 15.00  
Annually
  
- 12. The following fees shall be charged for **Machines Operated as Games of Skill:**
  - A. Annual license fee of \$55.00 for each machine up to a total of twenty (20) machines on one license application.
  - B. Annual license fee of \$25.00 for each machine for number twenty-one (21), and thereafter, on one license application.

B. Annual license fee of \$25.00 for each machine for number twenty-one (21), and thereafter, on one license application.

13. The following fees shall be charged for permits for **Street Excavation and Occupancy, Line and Grade and Utility Poles:**

A. **Street Excavation and Occupancy**

(1)	All excavations in cartway or road shoulder:	\$ 70.00
	Plus an escrow of \$12.00/linear foot, minimum escrow:	\$200.00
(2)	All other excavations in Township rights-of-way:	\$ 45.00
	Plus an escrow of \$3.00/linear foot, minimum escrow:	\$ 50.00
(3)	Driveways:	\$ 65.00
	Plus escrow:	\$200.00
(4)	Driveway replacement or repair:	\$ 25.00
	Plus escrow, if excavating in Township right-of-way:	\$200.00
(5)	Curbing:	\$ 70.00
	Plus an escrow of \$12.00/linear foot, minimum escrow:	\$200.00
(6)	Curbing replacement:	\$ 25.00
	Plus an escrow of \$12.00/linear foot, minimum escrow:	\$150.00
(7)	Sidewalks:	\$ 45.00
	Plus escrow of \$3.00/linear foot, minimum escrow:	\$150.00
(8)	Sidewalk replacement:	\$ 25.00
	Renewal of permit:	\$ 5.00

B. **Line and Grade Permits**

Requests for Line and Grade will be billed at the rates charged to the Township by the Township Engineer, plus processing fee: \$ 15.00

**C. Utility Poles**

First Pole: \$ 15.00

Each Additional Pole: \$ 10.00

14. The following fee shall be charged for each **Flood Plain Certification Letter**:

Flood Plain Certifications: \$ 50.00

15. The following fee shall be charged for an **In-Law Agreement Document**:

In-Law Agreement: \$120.00

16. The following fees shall be charged for **Permits or Licenses to Peddle or Solicit**:

A. Any person, at the time of making application for a permit or license to peddle or solicit within Upper Gwynedd Township, shall pay a deposit of: \$ 20.00

If the application is approved, the \$20.00 deposit will be applied to the first month's permit fee.

If the application is not approved, the \$20.00 deposit will be refunded.

No deposit will be refunded once an application has been approved.

**B. Permit/License Fees**

(1) First month: \$ 20.00

(2) Each additional month: \$ 5.00

(3) Annual fee: \$ 60.00

**RESOLVED**, this 27<sup>th</sup> day of December 2010.

**BOARD OF COMMISSIONERS  
UPPER GWYNEDD TOWNSHIP**

By:   
President

Attest:   
Secretary

