

UPPER GWYNEDD TOWNSHIP  
MONTGOMERY COUNTY, PENNSYLVANIA

**RESOLUTION NO. 1-2023**  
**RESOLUTION ESTABLISHING A FEE SCHEDULE**

**WHEREAS**, the Board of Commissioners is authorized by various Upper Gwynedd Township Ordinances to establish a Fee Schedule; and

**WHEREAS**, it is necessary that an appropriate Fee Schedule be established sufficient to defray all expenses that may be incurred by the Township in connection with consideration of the various applications and permits; and

**WHEREAS**, the Upper Gwynedd Township Board of Commissioners last revised the Fee Schedule by Resolution 10-2022.

**NOW, THEREFORE** it is hereby resolved by the Upper Gwynedd Township Board of Commissioners that Resolution No. 10-2022 is hereby rescinded and that the following Fee Schedule be established.

**FURTHER**, it is hereby resolved that the following Fee Schedule shall be effective immediately.

**BOARD OF COMMISSIONERS**

- |  |            |
|--|------------|
| 1. <u>ZONING CLASSIFICATION HEARING:</u> | \$1,800.00 |
| <u>ESCROW:</u>                           | \$5,000.00 |
| 2. <u>CURRATIVE AMMENDMENT FEE:</u>      | \$3,500.00 |
| <u>ESCROW:</u>                           | \$5,000.00 |
| 3. <u>CONDITIONAL USE APPLICATIONS</u>   |            |
| a. All residential uses:                 | \$1,000.00 |
| Escrow:                                  | \$1,000.00 |
| Plus advertising costs                   |            |
| b. All non-residential uses:             | \$2,500.00 |
| Escrow:                                  | \$5,000.00 |
| Plus advertising costs                   |            |

## **ZONING HEARING BOARD**

### **1. VARIANCES, SPECIAL EXCEPTIONS, AND INTERPRETATIONS**

- a. On an existing owner-occupied dwelling or accessory structure/use thereto not involved in a subdivision: \$600.00
- b. All other residential property: \$700.00
- c. All other applications: \$1,200.00

Plus advertising costs if more than one hearing is required to be advertised.

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.

The Township shall keep a stenographic record of curative amendment and zoning hearing board hearings. 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 the Board of Commissioners, the Zoning Hearing Board, or any other party, the 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.

## **UNIFORM CONSTRUCTION CODE BOARD OF APPEALS**

### **1. VARIANCES, EXTENSIONS OF TIME, OR APPEAL OF BUILDING CODE OFFICIAL'S DECISION**

- a. Hearing before the Board of Appeals (Residential):  
\$700.00
- b. Hearing before the Board of Appeals (Non-Residential):  
\$900.00

Note: PA Department of Labor and Industry is responsible for conducting hearings for appeals to the accessibility code and standards

## SUBDIVISION AND LAND DEVELOPMENTS

1. SKETCH PLAN REVIEW:
  - a. Sketch Plan Fee: \$600.00  
Escrow: \$1,000
2. SUBDIVISION
  - a. Preliminary Plan Approval: \$1,000.00 plus \$20.00/lot  
Escrow \$10,000
  - b. Final Plan Approval: \$500.00
3. MINOR SUBDIVISION (maximum 2 lots)
  - a. Preliminary Plan Approval: \$500.00  
Escrow: \$5,000
  - b. Final Plan Approval: \$250.00
4. LAND DEVELOPMENT OF A SINGLE INDUSTRIAL, COMMERCIAL, OFFICE, RECREATION, PROFESSIONAL, OR SHOPPING CENTER USE
  - a. Preliminary Plan Approval: \$1,000.00  
Escrow: \$10,000.00
  - b. Final Plan Approval: \$500.00
5. MINOR LAND DEVELOPMENT
  - a. Preliminary Plan Approval: \$500.00  
Escrow: \$5,000.00
  - b. Final Plan Approval: \$250.00
6. BOUNDARY LINE ADJUSTMENT/MINOR DISTURBANCE
  - a. Plan Approval \$500.00  
Escrow \$2,500.00

\*If applicant requests Preliminary/Final approval to be combined, then both the Preliminary & Final fees (above) will be required.



The purpose of the escrow for **Board of Commissioners** and hearings, and **Subdivision and Land Use** applications is to guarantee that all legal and engineering costs are paid by the applicant. Applicants will be required to enter into a professional services agreement with the Township agreeing to pay said costs incurred by Township consultants as a result of their application. A separate check shall be required for the payment of this escrow and an escrow account will be established for the applicant. A nonrefundable 15% administrative fee shall be automatically deducted from all escrow deposits. The escrow fund shall be replenished by the applicant or his/her agent when it has been drawn to within 10% of its initial amount and a decision has not been rendered on the plan by the Board of Commissioners or upon submission of any revised Subdivision or Land Development Plan. Failure to replenish said escrow account, the Township will stop further processing of work on the project. After it has been determined that there are no outstanding charges, any part of the escrow not used shall be returned to the applicant. The escrow is held in a noninterest-bearing account.

### USE AND OCCUPANCY

1. COMMERCIAL INDUSTRIAL AND INSTITUTIONAL USE AND OCCUPANCY PLAN  
REVIEW AND INSPECTION: \$120.00  
INSPECTION FEE: \$120.00
2. COMMERCIAL, INDUSTRIAL, AND INSTITUTIONAL USE AND OCCUPANCY PERMIT  
FEE: \$55.00
3. APARTMENT – CHANGE OF OWNERSHIP: \$55.00

### ZONING

1. ZONING PLAN REVIEW FEE:
  - a. Residential Structures \$50.00
  - b. Non-Residential Structures \$150.00
2. ZONING PERMIT FEE \$50.00
3. ZONING AND CODE COMPLIANCE VERIFICATION FEE
  - a. Residential dwelling or parcel: \$150.00/unit
  - b. Non-Residential dwelling or parcel: \$250.00/ parcel
4. FEMA MAP DETERMINATION LETTER: \$50.00

### ZONING (Continued)

5. RELATED PARTY AGREEMENT: \$180.00  
(FORMERLY IN-LAW)
6. FENCE PERMIT THAT REQUIRES ENCROACHMENT AGREEMENT  
\$180.00

### BUILDING

***FEES LISTED IN THE BUILDING SECTION ARE IN ADDITION TO ANY APPLICABLE PLUMBING, ELECTRICAL, AND ZONING FEES. FEES DOUBLED WHEN WORK BEGINS WITHOUT A PERMIT. A \$4.50 UCC FEE IS ADDED TO EACH PERMIT.***

1. BUILDING, ELECTRICAL, PLUMBING, MECHANICAL PERMIT PLAN REVIEW FEE
  - a. Residential Permits: \$50.00
  - b. Commercial Permits: \$135.00
2. ONE AND TWO FAMILY DWELLINGS
  - a. For the first 500 square feet (SF) of floor area (including basement and/or cellar and attached garage, but excluding any attic or crawl space under six (6) feet in height:  
\$600.00
  - b. For each additional 500SF or portion thereof:  
\$200.00
3. APARTMENTS
  - a. For the first 500 **square feet** (SF) of floor area (including basement and/or cellar and attached garage, but excluding any attic or crawl space under six (6) feet in height:  
\$ 600.00
  - b. For each additional 500 SF or portion thereof:  
\$200.00
  - c. Number of units: \$100/unit
4. MODULAR HOMES IN A MOBILE HOME DISTRICT

### **BUILDING (Continued)**

- a. For the first 1,000 SF of floor area: \$120.00
  - b. For each additional 100 SF floor area: \$10.00
5. RESIDENTIAL ALTERATIONS, ADDITIONS, REPAIRS, REMODELING, AND ACCESSORY BUILDINGS OR STRUCTURES
- a. First \$1000.00 project cost: \$60.00
  - b. Each \$1,000.00 project cost thereafter: \$10.00
  - c. Minimum Fee: \$ \$60.00
6. SWIMMING POOLS AND THEIR REQUIRED FENCES  
(Electrical and Mechanical Permits also required for in-ground and above-ground pools)
- a. In-ground pools: \$150.00
  - b. Above-ground pools: \$75.00
7. PREFABRICATED SHEDS THAT DO NOT REQUIRE FOOTINGS, FOUNDATION, AND FRAMING: \$100.00
8. DECKS \$150.00
9. PATIOS \$60.00
10. ROOFING:
- a. Residential: \$110.00
  - b. Commercial:
    - Each \$1000.00 project cost: \$100.00
    - Each \$1,000.00 project cost thereafter: \$10.00
    - Minimum Fee: \$200.00
11. STUCCO \$140.00
12. FOR ALL OTHER CONSTRUCTION:
- Fee = 1% of Construction Cost up to \$1,000,000.00 (1M)  
.5% of Construction Cost thereafter  
Minimum Fee: \$1,000.00                      Maximum Fee: \$40,000.00



## **BUILDING (Continued)**

Example: \$950,000.00 Project ( $\$950,000.00 \times .01$ ) = \$9,500.00

\$2.5M Project ( $\$1M \times .01$ ) =	\$10,000.00
<u>(<math>\\$1.5M \times .005</math>) =</u>	<u>\$7,500.00</u>
	\$17,500.00

In addition, plumbing, mechanical, electrical, plan review, zoning, and occupancy permit fees will be assessed.

12. DEMOLITIONS: \$200.00

13. SIGNS (GROSS SIGN AREA OF ALL SIGNS PER APPLICATION)

- |                       |          |
|-----------------------|----------|
| a. Less than 40 SF    | \$150.00 |
| b. Greater than 40 SF | \$250.00 |

14. CERTIFICATE OF OCCUPANCY

Certificate of Occupancies issued for new structures and additions/alterations only. See page 3 for change of occupancy, change of use, and change of ownership.

- |                              |          |
|------------------------------|----------|
| a. Residential New Structure | \$75.00  |
| b. Commercial New Structure  | \$125.00 |
| c. Alterations Additions     | \$50.00  |
| d. Temporary                 | \$50.00  |
- (Additional fees assessed upon permanent issuance)

15. BUILDING PERMIT EXPIRATION, CANCELLATION FEES

Applicants who are requesting the return of fees for expired/cancelled building permits must send their request in writing within 6 months of permit issuance. In the event a permit is cancelled/withdrawn, a plan review and administrative fee shall be assessed at 10% of the total permit fee, with a minimum of \$50.00.

## PLUMBING

### 1. PLUMBING PERMITS

- a. For each set of drawings and ground plans submitted for a new building:  
    \$\$75.00 plus  
    \$10/fixture
- b. For each set of drawings submitted for any alteration, additions, replacement, and/or removal of fixtures:  
    Residential:     \$70.00  
    Commercial:    \$125.00  
  
Each additional fixture over three (3):     \$10.00
- c. Residential Sewer Repair Replacement: \$85.00
- d. Water and/or sewer connection inspection fee:  
    Residential:     \$80.00, >100 feet     \$100.00  
    Commercial:    \$125.00, >100 feet    \$150.00
- e. Garbage Disposal:                         \$20.00
- f. Water Softener:                            \$30.00

### 2. COMMERCIAL FIRE PROTECTION

- a. Sprinkler and Ansul Systems:            \$125.00 plus  
    (\$1000.00 maximum)                    \$5.00/head
- b. Standpipe System:                        \$85.00/standpipe
- c. Fire Alarm Permits:                     \$125.00 plus  
    \$3.00/initiating device

### 3. REGISTRATION OF PLUMBERS

- a. Initial registration of master plumbers: \$50.00
- b. Renewal registration of master plumbers\*:  
    \$30.00
- c. Initial registration of journeymen plumbers:  
    \$30.00



## PLUMBING (Continued)

- d. Renewal registration of journeymen plumbers\*:  
\$15.00

\* The renewal registration shall be applicable only if application is made therefor prior to January 31<sup>st</sup> of the year following the year in which the applicant has registered with Upper Gwynedd Township.

## MECHANICAL

### 1. HEATING, VENTILATION, AND AIR CONDITIONING

Residential HVAC Permit \$150.00

Commercial HVAC Permit:

- a. For the first \$1,000.00 of estimated cost:  
\$ \$70.00

- b. Each additional \$1,000.00 of estimated cost:  
\$10.00

Minimum Fee \$ \$70.00

## ELECTRICAL

### 1. ELECTRICAL PERMITS

- a. Initial rough inspection fee: \$70.00
- b. Final inspection fee: \$70.00
- c. Electrical Generator fee: \$225.00
- d. Solar Module Array \$275.00
- e. Electric Car Charger \$110.00

## INTERNATIONAL FIRE CODE

1. FIRE CODE OPERATIONAL PERMITS \$45.00

## **GRADING, EXCAVATION, AND FILLS**

### **1. GRADING PERMITS**

- a. Development or Redevelopment involving earth disturbance > 500 SF but < 5,000 SF and/or < 1,000 SF of new impervious surface:

\$500.00

- b. Development or Redevelopment involving earth disturbance > 5,000 SF and/or > 1,000 SF of new impervious surface:

\$1,000.00

Escrow: \$1,000.00

- c. Development or Redevelopment involving earth disturbance > 5,000 SF and/or > 1,000 SF of new impervious surface:

Single Lot New Dwelling

\$1,000.00

Escrow: \$5,000.00

- c, O&M Agreement

\$180.00

\*grading permits for active land development applications are set at \$500 due to already established escrow accounts in the land development process

## **POLICE REPORTS AND SERVICES**

### **1. ACCIDENTS AND CRIME REPORTS**

- a. Initial State Reportable  
Accident Report

\$22.00

- b. Local Non- Reportable  
Accident Report

\$15.00

- c. Supplemental accident report: \$5.00/page

- d. Letter and research detailing filing of an initial crime report:

\$15.00

## POLICE REPORTS AND SERVICES (Continued)

- e. Other reports – by attorney subpoena through the office of the Chief of Police:

\$15.00

- f. Additional supplemental continuation page:

\$5.00

### 2. POLICE PHOTOGRAPHS

- a. Roll of 3x5 photographs: \$50.00/roll

- b. Roll of 8x10 color photographs: \$30.00/roll

- c. Disc

\$100.00/disc

- e. Video

\$250/segment

### 3. FINGERPRINTING (NON-RESIDENT): \$15.00

### 4. SPECIAL DUTY: \$150.00/hr.

Note: Court and depositions, 4 hours minimum per officer, paid in advance. All other special duty requests, 2 hours minimum per officer, paid in advance.

### 5. ALARM PERMITS:

- a. Alarm Installer License Fee:

\$25.00 annual

- b. Alarm Permit Fee:

\$20.00 annual

### 7. PERMITS OR LICENSES TO PEDDLE AND SOLICIT

- a. Permit Fee – 30 days

\$100.00

**POLICE REPORTS AND SERVICES (Continued)**

F.B.I Background Check and recent 2x2 inch color photograph required at the time of application.

A one-time 30-day extension may be granted Chief of Police to solicitors deemed to have complied with all aspects of the ordinance.

**FIRE MARSHAL FEES**

1. FIRE REPORTS

- |                     |                  |
|---------------------|------------------|
| a. Copy:            | \$50.00          |
| b. Photo CD:        | \$25.00          |
| c. Photo (printed): | \$2.00 per photo |

Fire Reports prepared by the Fire Marshal do not include reports from assisting agencies, i.e. Police Departments or 3<sup>rd</sup> Party Investigators.

2. PERIODIC FIRE INSPECTIONS:

- |                   |          |
|-------------------|----------|
| a. 0-2999 SF      | \$30.00  |
| b. 3000-4999 SF   | \$50.00  |
| c. 5000-9999 SF   | \$100.00 |
| d. 10000-29999 SF | \$125.00 |
| e. 30000-49999 SF | \$150.00 |
| f. 50000-99999 SF | \$250.00 |
| g. 100000> SF     | \$350.00 |

Included in the fee for inspections is the initial inspection, and up to 3 subsequent inspections for follow-up to correct any deficiencies that may have been noted. After the 3<sup>rd</sup> subsequent inspection, the following fees may be charged to cover expenses, and to ensure compliance with the adopted code. It is



the goal of the Fire Marshal's office to work with the owners and tenants of each building so as to not get to this point.

#### **FIRE MARSHAL FEES (Continued)**

h. 4 <sup>th</sup> Inspection:	\$50.00
i. 5 <sup>th</sup> Inspection:	\$100.00
j. 6 <sup>th</sup> Inspection:	\$200.00
k. 7 <sup>th</sup> Inspection:	\$400.00
l. 8 <sup>th</sup> Inspection:	\$800.00
m. 9 <sup>th</sup> Inspection:	\$1,600.00
n. 10 <sup>th</sup> Inspection:	\$3,200.00

Each additional inspection after 10 shall double the previous inspection charge.

#### **STREET EXCAVATION AND OCCUPANCY, LINE AND GRADE, UTILITY POLES**

##### **1. STREET EXCAVATION AND OCCUPANCY**

- a. All excavations in cart way or road shoulder:
  - \$70.00
  - Escrow: \$12.00/LF
  - Minimum Escrow: \$200.00
- b. All other excavations in Township rights of way :
  - \$45.00
  - Escrow: 3.00/LF
  - Minimum Escrow: \$50.00
- c. Driveways: \$65.00
  - Escrow: \$200.00
- d. Driveway replacement or repair: \$25.00
  - Escrow (if work is in right of way) \$200.00
- e. Curbing: \$70.00
  - Escrow: \$12.00/LF

Minimum Escrow: \$200.00

f. Curbing Replacement: \$25.00

**STREET EXCAVATION AND OCCUPANCY, LINE AND GRADE, UTILITY POLES**

**(Continued)**

Escrow: \$12.00/LF

Minimum Escrow: \$150.00

g. Sidewalks: \$45.00

Escrow: \$3.00/LF

Minimum Escrow: \$150.00

h. Sidewalk Replacement: \$25.00

i. Expired permit renewal: \$5.00

2. LINE AND GRADE PERMITS

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

3. UTILITY POLES

a. First pole: \$15.00

b. Each additional pole \$15.00

**TAX COLLECTOR FEES**

1. TAX COLLECTOR RECORD SEARCH AND CERTIFICATIONS

\$30.00/record

2. DUPLICATE TAX BILL FEE:

\$5.00/bill

**SEWER CERTIFICATIONS/RETURNED CHECKS**

1. SEWER CERTIFICATIONS

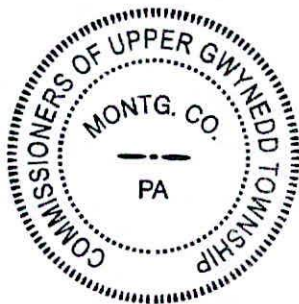
\$30.00/lot

2. RETURNED CHECKS

\$35.00/check

**RESOLVED**, this 17<sup>th</sup> day of January 2023

**BOARD OF COMMISSIONERS  
UPPER GWYNEDD TOWNSHIP**



By: Denise M. Hull  
Denise M. Hull, President

Attest: Sandra Brookley Zadell  
Sandra Brookley Zadell, Secretary