

RESOLUTION NO. 23-2025

A RESOLUTION OF MANOR TOWNSHIP TO SET FEES FOR PERMITS, REVIEWS, DOCUMENTS AND SERVICES; AND RESTATING A FEE SCHEDULE IN ACCORDANCE WITH THE REQUIREMENTS OF THE MANOR TOWNSHIP SUBDIVISION AND LAND DEVELOPMENT ORDINANCE AND THE PENNSYLVANIA MUNICIPALITIES PLANNING CODE.

BE IT RESOLVED: The Board of Supervisors of Manor Township establishes the following fee schedule:

Pavilion Rental	\$50.00 Resident / \$125 Non-Resident
Park Rental Deposit (for Tournaments, etc)	\$100.00 (Refundable Per Policy)
Meeting Room Rental	\$50.00
Grading Permits	\$50.00 per application
Driveway Permits	\$50.00 per application
Sign Permits	\$75.00 per application
Temporary Occupancy Permits	\$50.00 per application
Electrical Permits	\$25.00 per application
Mechanical Permit	\$25.00 per application
Communications Tower/Eqpt Fee	\$500 single application up to five collocated antennas \$100 per antenna thereafter \$1,000 per application for new pole \$270 per site recurring facility fee
Tax Certifications	\$15.00 per request
Accident/Crash Report	\$15.00 per request
Zoning Ordinance	\$20.00 per book \$ 3.00 per disc
Zoning Map	\$ 6.00 per map
Park & Recreation Open Space Plan	\$20.00 per book
Comprehensive Plan	\$30.00 per book \$40.00 per book mailed \$ 3.00 per disc
Township Map	\$ 6.00 per map
Stormwater Ordinance	\$ 5.00 per book
Municipal Waste Hauling Permit Fee	\$ 25.00 per year
Copy Fee (Black & White)	\$.25 per copy- 1 st 1,000, (\$.20 per copy over 1,000)
Copy Fee (Color)	\$.50 per copy
Large Format Copy	
11"x17"	\$.75 B&W \$ 1.00 C
18"x24"	\$ 1.70 B&W \$ 2.99 C
24"x36"	\$ 3.59 B&W \$ 5.89 C
30"x42"	\$ 5.29 B&W \$ 8.89 C
34"x44"	\$ 6.29 B&W \$ 9.89 C
36"x48"	\$ 7.29 B&W \$11.89 C
Facsimile Fee	\$ 1.50 per fax
Certification of a Record	\$5 per record
Electronic Copy Fee	\$.25 per megabyte
Demolition Permit Fee ≥ 500 Sq Ft	\$50.00 (Ag Exemption)

Permit Renewal Fee	\$50.00
Zoning Information Fee	\$25.00
Fireworks Permit	\$25.00
Recycling Bins	\$ 2.00 per bin
Lost Dog Charges	\$50.00 penalty plus \$10.00/day
Act 22 Request	\$50 per hour of video; Min. \$50 charge
Fingerprint Request	\$25- Resident; \$50- Non-Resident
OLDS Admin Fee	\$ 5.00 per pump-out collected by hauler
Labor Rates	\$45.00 per hour
Loader/Grader/Backhoe	\$135.00per hour
Roller/Sealer, Chipper, Skid Loader & Air Compressor	\$95.00 per hour
Tractor + Mower/Broom	\$95.00 per hour
Dump Truck	\$75.00 per hour
Tandem Dump Truck	\$95.00 per hour
Disruptive Conduct Ordinance Appeal #1	\$100 (returnable for successful appeal)
Disruptive Conduct Ordinance Appeal #2	\$250 (returnable for successful appeal)
Compost	\$15.00 per scoop + \$35 resident fee if delivered \$45 non-resident neighboring township \$45-\$75 non-resident delivery
Sewer Tapping Fee	\$1,000
Utility Application Fee	\$50*
Other HOP General Permit Inspection Fee	\$20 (e.g. bank removal, sidewalk, curb)*
Surface Opening Fee (ROW Opening) less than 36 Square Feet*	
Opening in pavement (no sooner than 5 years after constructed)	\$30
Opening in shoulder	\$15
Opening outside pavement and shoulder	\$10
Surface Opening (ROW Opening) greater than 36 Square Feet (Increments of 100ft)*	
Opening in pavement (no sooner than 5 years after constructed)	\$40
Opening in shoulder	\$20
Opening outside pavement and shoulder	\$10
Above Ground Facilities (e.g. poles, guys and/or anchors if installed independently or poles)*	
Up to 10 physically connected above ground facilities (each continuous group	\$20
Additional above ground physically connected facilities (each pole)	\$2
Supplement ROW Fee (6 mo time extension)	\$10
Right-of-Way Use Fee	\$270 Annually
No-Impact Home Based Business	\$50
Zoning Hearing Board	
Special Exception	\$400 fee plus advertising costs \$200 per each additional hearing
Variance	\$400 fee plus advertising costs \$200 per each additional hearing
All Other Hearings	\$500 fee plus advertising costs
Supervisors Hearing	
Conditional Use	\$400 fee plus advertising costs \$200 per each additional hearing
Rezoning	\$500 fee plus advertising costs
UCC Appeals Hearing	\$500 fee plus advertising costs
All Other Hearings	\$500 fee plus advertising costs

Schedule for New Residential, Commercial, Industrial and Agricultural Zoning Permits:
 \$50.00 flat fee for the first \$15,000.00 of assessed valuation.
 \$200.00 flat fee for \$15,000.01 to \$75,000.00 of assessed valuation.
 \$5.00 per \$1,000.00 for assessed valuation in excess of \$75,000.00.
 Maximum cap of \$1,000.00 for any zoning permit.

Minor Land Disturbance Plan Review \$100 fee

Schedule of Fees for Major Storm Water Review

Gross Site Area (Acres or Part Thereof)	Admin Fee	Rate Schedule Review Fee	Total
1	\$100	\$400	\$500
2	\$100	\$450	\$550
3	\$100	\$500	\$600
4	\$100	\$550	\$650
5	\$100	\$600	\$700
6	\$100	\$650	\$750
7	\$100	\$700	\$800
8	\$100	\$750	\$850
9	\$100	\$800	\$900
10	\$100	\$850	\$950
11	\$100	\$900	\$1,000
12	\$100	\$950	\$1,050
13	\$100	\$1,000	\$1,100
14	\$100	\$1,050	\$1,150
15	\$100	\$1,100	\$1,200
16	\$100	\$1,150	\$1,250
17	\$100	\$1,200	\$1,300
18	\$100	\$1,250	\$1,350
19	\$100	\$1,300	\$1,400
20	\$100	\$1,350	\$1,450

WHEREAS, the Pennsylvania Municipalities Planning Code authorizes developers to be billed by a municipality for the costs of their professional consultants; and

WHEREAS, Section 701 of the Subdivision and Land Development Ordinance provides that the Board of Supervisors shall establish by Resolution a collection procedure and schedule of fees to be paid by the applicant at the time of the submission of all plans; and

WHEREAS, the following Fee Schedule is designed to reimburse the Township for its costs and professional services in its review of the submitted plans.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. The following is the schedule of fees to be paid by the applicant at the time of submission of all plans:

RATE SCHEDULE

Plan Type	Administrative Fee	Deposit Account
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Sketch	\$200	\$500
Lot Add On	\$400	\$1000
Revised Final Plan	\$400	\$1000
Subdivision Plan with 1 to 3 lots with no public improvements or Land Development Plans for one additional dwelling unit	\$600	\$2000
All other Subdivision and Land Development Plans	\$700	\$2000

2. Fees for modification requests that are included with the original submission of a subdivision or land development plan application package shall be processed at no additional charge to the applicant.

3. Additional modification requests submitted during the processing of a subdivision or land development plan shall require the submission of the deposit account fee as provided for sketch plans.

4. Modification requests not submitted with or during the processing of a subdivision or land development plan shall include the administrative and deposit account fee as provided for sketch plans.

5. The administrative fee is non-refundable.

6. The deposit account is for engineering costs outlined by Section 701 of the Manor Township Subdivision and Land Development Ordinance. If actual costs are less than the deposit, a refund will be issued. If actual costs are higher than the deposit, the additional costs shall be paid by the applicant.

7. In the event that any outside consultants or specialists are required by to be hired by the Township Land Planning Engineer, their time will be billed at cost plus fifteen percent (15%).

8. In the event the fees provided for by this Resolution are not paid by the applicant within thirty (30) days of the invoice, a late fee of 1.25% per month shall accrue on the unpaid balance of any outstanding invoice.

ADOPTED AND RESOLVED this 1st day of December, 2025.

ATTEST


J. Ryan Strohecker
Township Manager




MANOR TOWNSHIP


Allan R. Herr, Chairman


James T. Keck, Vice-Chairman


Missy E. Phelan


John D. Wenzel


George B. Mann

*Permit issuance fees and general permit inspection fees can be deemed not payable at the discretion of Manor Township by any of the following:

1. The commonwealth
2. Political subdivisions of the commonwealth
3. Government authorities organized under the laws of the commonwealth
4. The federal government
5. Charitable organization that are in compliance with Act No.337, approved August 9, 1963, P.L. 628 as amended (churches, hospitals, schools, charitable institutions, veterans; organization, non-profit organizations)
6. Utility facility owners for:
 - a. The installation of streetlights at the request of PennDOT or the political subdivision
 - b. The replacement or renewal of their facilities prior to a township resurfacing project after notice from the township
 - c. The removal of poles and attached appurtenances
 - d. Facilities moved at the request of PennDOT or the political subdivision
 - e. The reconstruction or maintenance of their facilities that occupy the right-of-way under private status.