

FEE RESOLUTION

A resolution establishing fees for the filing of applications and permits for the Borough of Mechanicsburg.

[Res. 11-2004, 6/15/2004; as amended by Res. 12-2004, 8/3/2004; by Res. 22-2004, 11/1/2004; by Res. 13-2005, 7/5/2005; by Res. 02-2006, 3/21/2006; by Res. 12-2009, 9/1/2009; by Res. 02-2010, 4/6/2010; by Res. 03-2010, 4/6/2010; by Res. 04-2010, 4/6/2010; by Res. 09-2011, 8/2/2011; by Res. 11-2012, 8/21/2012; by Res. 16-2013, 5/22/2013; by Res. 34-2013, 12/17/2013; by Res. 01-2016, 1/4/2016; and by Res. 04-2017, 2/7/2017]

SUBJECT

FEE

BUILDINGS

A. Building Permits For New Construction and Renovations

1. The fee for a building permit for the construction or alteration of a building or structure shall be at the rate of \$46 for the first \$1,000 of fair market value of the work and \$10 for each additional \$1,000, or fraction thereof, of fair market value of the work. It shall not be relevant in determining fair market value that no, or less than normal, actual cost may be involved because of the applicant doing the work himself or herself, obtaining materials free or for some other reason. Charges incurred by the Borough for outside assistance in reviewing a permit application or making inspections shall be paid by the applicant.

In addition, a surcharge, in the amount currently authorized by the State of Pennsylvania, will now be collected for each UCC building permit issued locally. This money will be remitted quarterly to the Department of Community and Economic Development and will be used to subsidize code official training.

2. Commercial Building Permit Plan Review Fees:
 - i. Commercial plan review \$80 per hour
 - ii. * Requests for "expedited 5-day residential plan review," add 50% of the above permit fees to the total fee.
3. Residential Building Permit Plan Review Fees (residential plan review included in total permit fee):
 - i. * Requests for "expedited 5-day residential plan review," add 50% of the above permit fees to the total fee. Residential expedited requests must be in writing, addressed to the BCO, and included in the complete plan review submission, as per PA UCC Regulation.

B. Building Permit Inspections

Residential

SUBJECT	FEE
Residential unit/structure, 1 inspection visit	\$60
All reinspections	\$60
Residential electrical inspection	\$75
Electrical "cut-in" inspections	\$85
Commercial	
Commercial building, 1 inspection visit	\$80
All reinspections	\$80
Commercial electrical inspection	\$100
Electrical "cut-in" inspections	\$110
C. Issuance of Certificate of Compliance	
Includes scheduling, filing, recordkeeping, follow-up and certificate issuance	\$10 per unit

RESIDENTIAL RENTAL HOUSING INSPECTIONS

A. Inspections

Single-unit structure, 1 visit	\$50
Multiple-unit structure, 1 visit	\$40 per unit
First follow-up inspection (if required)	Included in above
Second return inspection	\$50
Third and subsequent inspections	\$50

B. Issuance of Certificate of Compliance

Includes scheduling, filing, recordkeeping, follow-up and certificate issuance	\$10 per unit
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C. Discount for Early Payment

Residential rental bills that are paid in full by October 15 with an inspection date scheduled before March 1 will be given a discount of 10% of the initial inspection fee. To receive the discount, the residential rental bill and inspection date selection must be remitted from the September 1 billing.

D. Penalty for Late Payment

Residential rental bills not paid and scheduled by August 31 of the billing year will be subjected to a penalty fee of 10% on the total bill.

HIGHWAY OCCUPANCY PERMITS

A. Permit Issuance Fees

These fees are applied to the administrative costs incurred in reviewing the application and plan(s) and issuing and processing the permit, including the preliminary review of the site location identified in the application, whether or not a permit is issued and processed.

Schedule Item No.		Unit Fee
1.	Application Fee	
	(a) Utility installation	\$200
	(b) Driveways	
	(1) Minimum use (e.g., single-family dwellings, apartments with 5 or fewer units)	\$35
	(2) Low volume (e.g., office buildings, car washes)	\$50
	(3) Medium volume (e.g., motels, fast-food restaurants, service stations, small shopping plazas)	\$150
	(4) High volume (e.g., large shopping centers, multi-building apartments or office complexes)	\$250
	(c) Other (e.g., bank removal, sidewalk and curb replacement)	\$50
2.	Supplement Fee (each 3-month time extension) (each submitted change)	
	(a) Minimum use	\$25
	(b) Low volume	\$75
	(c) Medium volume	\$125
	(d) High volume	\$175
3.	Emergency Permit Card (each card)	\$15
4.	Exemptions (see below for list of exemptions)	

B. General Permit Inspection Fees

These fees are applied to the costs incurred in the preliminary review of the location covered by the permit, and/or spot inspection of the permitted work, and/or subsequent inspection after the permitted work has been completed to ensure compliance with Borough specifications and permit provisions.

5.	Driveways	
	(a) Each low-volume driveway	\$50
	(b) Each medium volume driveway	\$50

(c)	Each high-volume driveway	\$50
6.	Surface Openings (These fees are calculated on the total linear feet of the opening being permitted within different areas of the right-of-way.)	\$50
(a)	Total linear feet of opening, each (100-foot increment or fraction thereof):	
(1)	Opening in pavement	\$50
(2)	Opening in shoulder	\$25
(3)	Opening outside pavement and shoulder (within unimproved right-of-way)	\$25
(b)	If a longitudinal opening simultaneously occupies 2 or more highway areas identified in Subsection 6(a), only the higher fee will be charged. Linear distances shall be measured to the nearest foot	
7.	Surface Openings of Less than 36 Square Feet (e.g., service connections performed independently of underground facility installation, pipeline repairs, boring or jacking pits) (each opening)	
(a)	Opening in pavement	\$40
(b)	Opening in shoulder	\$25
(c)	Opening outside pavement and shoulder	\$25
	If an opening simultaneously occupies 2 or more highway areas identified in Subsection 7(a) through (c), only the higher fee will be charged.	
8.	Aboveground Facilities (e.g., poles, guys and/or anchors if installed independently of poles)	
(a)	Up to 10 physically connected aboveground facilities (each continuous group)	\$25
(b)	Additional aboveground physically connected facilities (each pole with appurtenances)	\$5
9.	Crossings (e.g., overhead tipples, conveyors or pedestrian walkways and undergrade subways or mines)	\$100
10.	Seismograph - Vibroseis Method (e.g., prospecting for oil, gas)	
(a)	First mile	\$100
(b)	Each additional mile or fraction thereof	\$5
11.	Nonemergency Test Holes in Pavement or Shoulder (each hole)	\$25
12.	Other (e.g., bank removal, sidewalk and curb)	\$25

C. Required Financial Security

Financial security in the form of cash escrow deposit, irrevocable letter of credit backed by a federally chartered financial institution or a bond issued by a corporate surety authorized by the Pennsylvania Insurance Commission is required for all projects. Upon written request to the Borough after 12 months from the date of completion, these fees will be released to the applicant after the permitted work has been inspected to ensure compliance with Borough specifications and permit provisions.

- 13. Pavement Cuts
 - (a) Per square foot of opening up to 100 square feet \$25
 - (b) Per square foot of opening thereafter up to 200 square feet \$10
- 14. Shoulder Cuts
 - (a) Per square foot of opening up to 100 square feet \$10
 - (b) Per square foot of opening thereafter up to 200 square feet \$5
- 15. Horizontal Directional Drilling or Boring
 - (a) Base fee per boring \$250
 - (b) Per linear foot up to 50 linear feet \$10
- 16. Mobilization Fee
 - (a) 25% of the sum of above-listed items, not less than \$500

Where the proposed work exceeds the dimensions listed herein or the applicant has provided a single form of financial security for multiple permits, the applicant shall be required to submit an estimate of cost for the work in its entirety, all for the purpose of establishing a basis for the determination of the financial security amount. Borough staff will review the cost estimate and confirm the required financial security amount or require revisions, and the applicant shall post the same.

D. Exemptions

Permit issuance fees and general permit inspection fees are not payable by any of the following:

- (1) The commonwealth.
- (2) Political subdivisions of the commonwealth, except when placing a facility longitudinally within more than 100 total linear feet of pavement. In that case, the application and inspection fees for pavement openings will be charged.
- (3) Governmental authorities organized under the laws of the commonwealth.
- (4) The Federal Government.

- (5) 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 Borough resurfacing project after notice from the Borough.
 - (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.

E. Additional Inspection Fees

If the Borough determines that the permitted work is of sufficient magnitude or importance to warrant assignment of 1 or more persons to inspect the permitted work on a more than spot inspection basis, the permit will so indicate, and the permittee shall be charged for additional salary, overhead and expenses incurred by each assigned inspector and the Borough.

MOTOR VEHICLES AND TRAFFIC

Fees for the administration of Chapter 15 of the Code of Ordinances are imposed as follows, until amended or revoked by further resolution of the Borough Council:

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| 1. | Application fee referenced in Chapter 15 for a reserved on-street handicapped parking permit | \$50 |
| | Said fee shall be nonrefundable. | |
| 2. | Renewal fee for renewal of a previously approved on-street handicapped parking permit | \$25 |
| 3. | Signage fee referenced in Chapter 15, § 306E(3), for the purchase and installation of all required signage, paid by the applicant | As invoiced to the Borough of Mechanicsburg |

SHADE TREES

The following fees shall be paid for permits:

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| 1. | For the planting of each tree | No charge |
| 2. | For the pruning of each tree | No charge |
| 3. | For the removal of each tree | No charge |

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| 4. | For a formal hearing before the Shade Tree Commission | \$100 (may be waived in whole or in part by the Council, in its discretion) |
| 5. | Fee in lieu of replanting | The lowest price quote of 3 competitive quotes obtained by Borough staff, plus 15% |

SUBDIVISION AND LAND DEVELOPMENT

- A. Plans.** The fee shall be \$100 per plan plus \$20 per lot, per dwelling unit in a multiple-dwelling building, or per nonresidential use in a commercial building. The minimum fee shall be \$150 except for minor subdivisions. In the case of minor subdivisions, the fee shall be \$50.
- B. Construction Plan.** A fee of \$50 to accompany the application.
- C. Inspection.**
 - (1) A minimum of \$35 per hour for the first hour or portion thereof for inspection services performed by the Borough Inspector on the subdivision and/or improvement construction site and \$20 per hour for each additional hour or portion thereof required to perform the inspection. A Borough Inspector is any Borough staff member authorized by the Borough Manager to perform inspections of the construction or public improvements related to any plan submitted under Chapter 22 of the Mechanicsburg Borough Code.
 - (2) Professional consultant inspection fees will be billed to the applicant pursuant to §22-706 of the Mechanicsburg Code and Section 510(g) of the Pennsylvania Municipalities Planning Code.
- D. Review Fees.** Professional consultant review fees, as established pursuant to §22-705D of the Mechanicsburg Code, will be billed to the applicant
- E. Other Fees.**
 - (1) The applicant will reimburse the Borough for the cost of any advertising associated with the plan.
 - (2) Escrow deposit for preliminary or final plat review in the amount of \$1,500. Any costs incurred by the Borough in excess of the amount held in escrow shall be fully reimbursed by the applicant upon receipt of an itemized invoice including the date, time and service performed

- (3) A request to amend any portion of Chapter 22 of the Mechanicsburg Borough Code shall constitute an amendment request and require a fee of \$600.

WATER

Stormwater management	
Minor land disturbance, as outlined in §26-123(1)	\$200
Major land disturbance, as outlined in §26-123(2)	\$500

ZONING

1. Application fee for a zoning permit for the construction, placement, exterior alteration or exterior modification of a structure (as that term is defined in the Pennsylvania Municipalities Planning Code)	\$45
2. Application fee for the establishment, alteration, modification or change of use of land or structure	\$45
3. Application fee for a conditional use request	\$750
4. Application fee for a conditional use request in the Traditional Neighborhood District	\$5,000
5. Application fee for a special exception request or variance request to the Zoning Hearing Board	\$750
6. Application fee for an appeal from a determination of the Zoning Officer, including but not limited to the granting or denial of any permit, or failure to act on an application for a permit, the issuance of any cease-and-desist order or the registration or refusal to register any nonconforming use, structure or lot	\$750
7. Application for a fee for an appeal from the determination by the Borough Engineer or Zoning Officer with reference to the administration of floodplain or flood hazard provisions or for a variance therefrom	\$750
8. Application fee for a curative amendment	\$600
9. Application fee for a substantive challenge to Chapter 27 (Zoning), in whole or in part	\$750
10. Application fee for any other matter filed with the Zoning Hearing Board of the Borough of Mechanicsburg	\$750
11. Application fee for a Zoning Map change request	\$750
12. Application fee for a zoning text change request	\$750

13. Application fee for any other matter requiring the issuance of a zoning permit under the provisions of Chapter 27 \$45

OPEN RECORDS FEES, see §1-1201