

RESOLUTION OF THE TOWNSHIP OF HEMLOCK,  
COUNTY OF COLUMBIA AND COMMONWEALTH OF PENNSYLVANIA

RESOLUTION NO. 01-02-2024B

Fee Schedule

**WHEREAS**, Hemlock Township incurs certain expenses in carrying out the administration of its municipal ordinances; and

**WHEREAS**, Hemlock Township wishes to recover a reasonable portion of these expenses from the applicant;

**NOW, THEREFORE BE IT RESOLVED**, that the following schedule of fees shall be utilized in the administration of the Hemlock Township Ordinances. No permit shall be issued nor hearing or meeting scheduled until the applicant has paid such fee to the Township.

**Subject Fees:**

Returned check fee	\$50
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**Administration and Government**

Tax Collector Fees §1-301	\$10 each. (Res 03142023)
Duplicate tax bills-	\$10 each (Res 03142023)
Attorney's Fees for Collection of Delinquent Claims §1-601	Refer to current year's resolution
Paralegal's and Law Clerk's Fees Established §1-602	Refer to current year's resolution
Copy Fees and requests of public records §1-704	\$0.25 per page per side
Certification of a record	\$1 per record
Solicitor fee for collection of municipal debts	Refer to current year's resolution

**Licenses, Permits and General Business Regulations**

Non-transferable License and Fee for a Junkyard	\$750
Annual Renewal Fee for junkyard permits	\$200
Transfer of liquor license from another municipality to Hemlock Twp.	\$750

**Motor Vehicles and Traffic**

Storage of a passenger vehicle	\$25 per day
Storage of any commercial vehicle	\$75 per day

**Streets**

Bonding of roads, application for inspections, and road cuts.	\$50
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**Subdivision and Land Development (SALDO)**

The fee for engineering review and inspection of subdivision and/or land plan development plans shall be equal to the charges assessed by the Township's consulting engineers based upon said engineers' current rate structure.

**SALDO Plan processing fees**

The following fees shall be paid to Hemlock Township at the time of plan submission of proposed subdivision or land development plans in accordance with the procedure set forth in §22-907.1.A of the Hemlock Township Subdivision and Land Development Ordinance. No plans shall be considered filed until the appropriate processing fee is received and no processing fees shall be refundable. There shall be no charge for the evaluation of sketch plan submissions.

### **Preliminary Plans**

The fee for processing all preliminary subdivision or land development plans

- |  |   |
|--|---|
| a) Subdivisions                                | \$200 per plan plus \$35 for each lot shown on the plans*.  |
| b) Land Developments- Residential Developments | \$400 per plan plus \$35 for each dwelling unit shown on the plans  |
| Nonresidential Developments                    | \$400 per plan plus \$35 for each 1,000 sq. ft. of building or structure gross floor area or portion thereof. |

### **Final Plans**

The fee for processing all final subdivision or land development plans shall be:

- |  |  |
|--|--|
| a) Subdivisions                                | \$100 per plan plus \$20 for each lot shown on the plans*.   |
| b) Land Developments- Residential Developments | \$200 per plan plus \$20 for each dwelling unit shown on the plans.                                  |
| Nonresidential Developments                    | \$250 per plan plus \$20 1,000 sq. ft. of building or structure gross floor area or portion thereof. |

\* Residue on subdivision plan is not included as a lot in the submission total lot number.

### **Preliminary & Final Plans in a Single Submission.**

The fee is a total of Preliminary and Final Plan fees added together.

### **Improvement Design Review Fees**

The applicant shall reimburse Hemlock Township for all reasonable and necessary charges by the Township Engineer and/or other Professional Consultants, including the municipal Solicitor, for review of site improvement or development designs in accordance with the procedure set forth in §22-907.1.B of the Hemlock Township SALDO. Initial funds necessary to cover expenses incurred in connection with the review of improvement designs by the Township Engineer or other Professional Consultants shall be paid to Hemlock Township at the time of plan submission; shall be placed in a special escrow account for the proposed subdivision or land development as set forth in §22-907.1.D. of the Hemlock Township SALDO.

### **Preliminary Plans\***

- |  |         |
|--|---------|
| Subdivisions   |         |
| a) Subdivisions with five or fewer lots or dwelling units.           | \$500   |
| b) Subdivisions with six to 10 lots or dwelling units                | \$1,500 |
| c) Subdivisions with more than 10 lots or dwelling units             | \$2,500 |
| Land Developments  |         |
| a) Land Developments of 1,000 sq. ft. or less of gross floor area    | \$500   |
| b) Land Developments with 1,001 to 10,000 sq. ft of gross floor area | \$1,500 |
| c) Land Developments exceeding 10,000 sq. ft. of gross floor area    | \$2,500 |

### **Final Plans\***

- |   |         |
|---|---------|
| Subdivisions  |         |
| a) Subdivisions with five or fewer lots or dwelling units             | \$500   |
| b) Subdivisions with six to 10 lots or dwelling units                 | \$1,500 |
| c) Subdivisions with more than 10 lots or dwelling units              | \$2,500 |
| Land Developments   |         |
| a) Land Developments of 1,000 sq. ft. or less of gross floor area     | \$500   |
| b) Land Developments with 1,001 to 10,000 sq. ft. of gross floor area | \$1,500 |
| c) Land Developments exceeding 10,000 sq. ft. of gross floor area     | \$2,500 |

\* The applicant may be required to provide additional funds, beyond those fees itemized above, to the Township for placement into the plan's escrow account where necessary to cover unforeseen plan complexities and/or additional reviews.

### **Improvement Inspection Fees**

Where site improvements are required by Hemlock Township to be installed as a condition of final approval of a subdivision or land development plan, said improvements must be inspected by the Township Engineer in accordance with §22-604 of the Hemlock Township SALDO upon their completion. The applicant shall reimburse Hemlock Township for all reasonable and necessary expenses associated with the inspection of the required improvements by the Township Engineer and/or other Professional Consultants in accordance with the procedure established in §22-907.1.C of the Hemlock Township SALDO. Initial funds necessary to cover the costs of the inspection of improvement installation by the Township Engineer or other Professional Consultants shall be paid to Hemlock Township prior to final plan approval or prior to the release of an Improvement.

Guarantee or other financial security guaranteeing satisfactory improvement installation; shall be placed in a special escrow account for the proposed subdivision or land development as set forth in §22-907.1.D of the Hemlock Township SALDO; and shall be as follows:

- a) Streets\*
- b) Stormwater Management Facilities\*
- c) Curbs Sidewalks Street Signs, etc.\*

\* Fees charged for the inspection of improvement installations shall be 10% of the amount of the developer's Improvement Guarantee or, where no such Guarantee is used or where only a limited security is provided, fees for inspection shall be based on time and materials, as determined by the Township Engineer, on a case-by-case basis. The applicant may also be required to provide additional funds, beyond those fees itemized above, to the Township for placement into the plan's escrow account where necessary to cover unforeseen installation complexities and/or additional inspections.

### **County Plan Review Fees**

The applicant shall be responsible for assuming all costs associated with the review of their subdivision or land development plans by the Columbia County Planning Commission.

### **Zoning Permits**

For the purposes of calculating fees for Zoning Permits for principal and accessory buildings or structures, gross floor area shall be defined as the sum of all of the floors of a building measured from the exterior face of exterior walls, or from the centerline of a wall separating two buildings, including interior parking space for motor vehicles, all basement or cellar area with a floor-to-ceiling height of five (5) or more feet, and the area of all covered or enclosed porches, decks, patios or terraces.

### **Residential Building or Structures, new construction and additions:**

For the purposes of calculating fees for Zoning Permits for principal and accessory buildings or structures, gross floor area shall be defined as the sum of all of the floors of a building measured from the exterior face of exterior walls, or from the centerline of a wall separating two buildings, including interior parking space for motor vehicles, all basement or cellar area with a floor-to-ceiling height of five (5) or more feet, and the area of all covered or enclosed porches, decks, patios or terraces

A \$50 nonrefundable fee is required at the time of application submission PLUS \$0.30 per square foot of gross floor space (Incl. basements, decks, porches, garages, etc.)

Residential Accessory Structures (up to 200 sq. ft.) require a \$50 nonrefundable fee at the time of application submission PLUS \$0.25 per square foot of space over 200 square feet.

**Commercial and Industrial (Non-residential) Buildings or Structures.**

Fees for the issuance of a Zoning Permit for the construction, erection, placement, addition or alteration of a principal or accessory non-residential building or structure shall be as follows except as maybe provided otherwise below:

A \$100 nonrefundable fee is required at the time of application submission PLUS \$0.35 per square foot of gross floor space.

**Agricultural Buildings or Structures.**

Fees for the issuance of a Zoning Permit for the construction, erection, placement, addition or alteration of a principal or accessory building meeting the Zoning Ordinance's definition of an Agricultural Building or Farm Building shall be as follows, except as may be provided otherwise below:

A \$50 nonrefundable fee is required at the time of application submission PLUS \$0.25 per square foot of gross floor space.

**Signs**

The fee for a Zoning Permit for the placement or erection of all signs shall be as follows.

There shall be no Permit required however for those signs exempted in §27-707.C of the Township Zoning Ordinance. Fees noted below are per sign.

<u>General Use Signs.</u>	\$25
The fee authorizing any of the General Use Signs §§27-704.A, 27-705.A, and 27-706.A of the Township Zoning Ordinance.	
<u>Institutional Signs.</u>	\$100
The fee authorizing any of the Institutional Signs §§27-704.B, 27-705.B, and 27-706.B of the Township Zoning Ordinance.	
<u>Business Identification Signs.</u>	\$200
The fee authorizing any Business Identification Signs §§27-704.C, 27-705.C, and 27-706.C of the Township Zoning Ordinance.	
<u>Business or Industrial Complex Identification Signs</u>	\$400
The fee authorizing a Business or Industrial Complex Identification Sign §27-705.D of the Township Zoning Ordinance.	
<u>Product or Service Advertising Signs</u>	\$100
The fee authorizing Product or Service Advertising Signs as provided in §27-705.E of the Township Zoning Ordinance.	
<u>Advertising Sign Boards (Billboards).</u>	\$500
The fee for Advertising Sign Boards or Billboards as provided in §27-705.F of the Township Zoning Ordinance.	

**Swimming Pools**

The fee for the installation of a an above-ground swimming pool	\$25
The fee for the installation of a an inground swimming pool	\$50

**Kiosk or Food Truck**

The fee for placement of a kiosk or Food Truck for seven consecutive days only	\$50
The annual fee for placement of a kiosk or Food Truck	\$150

**Fences and Other Incidental Uses or Structures**

The fee for the erection or placement of a fence or any other incidental use or structure not covered by this Fee Schedule.	\$50
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<b>Non-construction/Change of Use/Occupancy</b> The fee for situations where no construction is involved, including a change of use, change of a nonconforming use or change of owner or lessee. Also includes fee for Home Occupations.	\$50
<b>Lot or Tent Sales</b> The fee for a non-permanent use or structure governed by §27-434	\$100
<b>Temporary Zoning Permits</b> Non-permanent use or structure to be used for the placement or utilization of non-permanent structures governed by §27-434	\$50
<b>Seasonal Zoning Permits</b> The fee per year or season, as applicable for a seasonal zoning permit for those uses set forth in §§27-424.D and 27-425.F. Fee is per Recreational vehicle.	\$25
<b>Motor Vehicle Salvage or Reclamation Facility</b>	\$200 per year
<b>Demolition</b> The fee for the demolition of any building or structure in the Township.	\$50
<b>Peddlers Permit</b>	\$75
<b>Wireless cell installation</b> Fee with application for new installation Annual permit	\$500 \$200 + \$100 per cellular connection
<b>Penalty</b> Zoning permit fees shall be doubled for the failure to obtain the necessary permit prior to initiation of construction (these fees are not in lieu of other enforcement penalties set forth in the Zoning Ordinance and the PA Municipalities Planning Code.	
<b>Sewer Permit</b>	\$20
<b>Driveway Permit</b>	\$50
<b>Student Housing License Permit</b>	\$100
<b>Student Housing License Permit Renewal</b>	\$25 per year
<b>Student Housing Occupancy Permit</b>	\$20 per person, per year, & per change of occupants
<b><u>Certificates</u></b>	
<b>Certificate of Compliance</b> There shall be no fee charged for the issuance of a certificate of compliance where the request for such certificate is preceded by the issuance of a zoning permit for the use. A fee shall be charged for a certificate of compliance where <i>(Res. 04-09-2019A, Revised by Res 01-02-2024A)</i>	\$100

the request for such certificate is not preceded by the issuance of a zoning permit for the use. This fee is also for Zoning Verification letters.

### **Certificate of Nonconformance**

\$50

The fee for the issuance of a Certificate of Nonconformance.

## **ZONING HEARINGS**

### **Residential Uses**

\$900

A fee shall accompany each application for a hearing before the Hemlock Township

Zoning Hearing Board involving:

- 1) the appeal of any decision made by the Township Zoning Officer or municipal engineer in the administration of the Zoning Ordinance
- 2) a request for a variance
- 3) a request for a special exception
- 4) a validity challenge of the Township Zoning Ordinance
- 5) a request for an interpretation of Zoning Ordinance provisions

### **Commercial and Industrial (Non-residential) Uses**

\$1,200

A fee shall accompany each application for a hearing before the Hemlock Township

Zoning Hearing Board involving:

- 1) the appeal of any decision made by the Township Zoning Officer or municipal engineer in the administration of the Zoning Ordinance
- 2) a request for a variance
- 3) a request for a special exception
- 4) a validity challenge of the Township Zoning Ordinance
- 5) a request for an interpretation of Zoning Ordinance provisions.

### **Additional fees:**

\$500

An additional fee shall be paid by the applicant where the Zoning Hearing Board is required to "continue" a hearing on an application resulting from a request of the applicant or because insufficient data or documentation was presented at the initial hearing. Where a "continuation" is necessary to sufficiently hear testimony on a proposed application or is called for by the Board, there shall be no additional charge assessed to the applicant.

## **TOWNSHIP SUPERVISORS MEETINGS**

### **Conditional Uses and Erosion and Sedimentation Control Appeals**

\$1,200

A fee, payable in advance, shall accompany each application for a hearing before the Hemlock Township Board of Supervisors involving:

- 1) a request for a Conditional Use
- 2) an appeal of the decision of the Township Zoning Officer or municipal engineer with reference to erosion and sedimentation control or stormwater management.

### **Ordinance Amendments or Curative Amendments**

\$1,200

A fee, payable in advance, shall accompany each application for a hearing before the Hemlock Township Board of Supervisors involving

- 1) a request for an amendment to the Township Zoning Ordinance and/or the Zoning Map
- 2) a request for a curative amendment to the Township Zoning Ordinance.

### **Additional fee**

\$500

An additional fee shall be paid by the applicant where the Supervisors are required to "continue" a hearing on an application resulting from a request of the applicant or because

*(Res. 04-09-2019A, Revised by Res 01-02-2024A)*

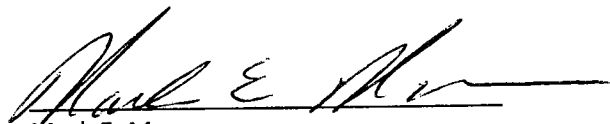
insufficient data or documentation was presented at the initial hearing. Where a "continuation" is necessary to sufficiently hear testimony on a proposed application or is called for by the Board, there shall be no additional charge assessed to the applicant.

**ENACTED AND RESOLVED** this second day of January 2024, by the Board of Supervisors of Hemlock Township, Columbia County, Pennsylvania.

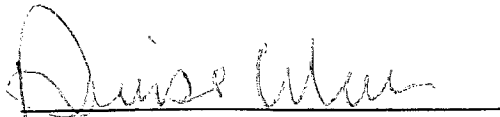
**TO BE EFFECTIVE** on this second day of January, 2024.

HEMLOCK TOWNSHIP

Attest:



Mark E. Morrow  
Chairman, Board of Supervisors



Denise Weaver  
Township Secretary

(SEAL)