

RESOLUTION NO. 20251202-1

**RESOLUTION OF THE TOWNSHIP OF ANNVILLE, LEBANON COUNTY,
PENNSYLVANIA, ESTABLISHING A FEE SCHEDULE FOR VARIOUS TOWNSHIP
FEES**

WHEREAS, the Board of Commissioners of Annville Township, Lebanon County, wish to establish a fee schedule for various Township matters.

WHEREAS this Resolution shall replace the Annville Township fee schedule that became effective December 2, 2025.

AND NOW, BE IT RESOLVED AND ENACTED, and it is hereby resolved and enacted, by the Board of Commissioners of Annville Township, Lebanon County, Pennsylvania, as follows:

The following shall be known as the “Annville Township Fee Schedule”:

Copies (per page)	\$0.50
Fax copies	\$0.50 (Right to Know)
True and Correct Certification	\$20.00
Zoning Ordinance book	\$50.00
Subdivision & Land Development Ordinance	\$50.00
Stormwater Ordinance	\$50.00
Floodplain Ordinance	\$50.00
Postage & Handling for mailing Ordinances	\$Actual cost
Zoning map	\$20.00
 Zoning Permit Admin Fee	 \$50.00
<u>Residential Construction</u>	
New residential dwellings	\$300.00
	\$200.00
Residential addition/alterations structures	
Residential Roof Solar Permit	\$250.00
	\$350.00
New/alterations construction with change in use	
<u>Commercial Construction</u>	
New Commercial Building	\$600.00
Commercial addition/alterations structures	\$500.00
New/alterations construction with change of use	\$550.00

The following structures, if the structure has a building area of less than 1,000 sq ft, and is accessory to a detached one- or two-family dwelling, and multi-family dwelling units:

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| a. Detached carport | \$100.00 |
| b. Detached private garage less than 1,000 sq ft | \$200.00 |
| c. Sheds & gazebos less than 200 sq ft | \$100.00 |
| d. Sheds & gazebos from 201 to 1,000 sq ft | \$200.00 |

<u>Uncovered Decks and Patios</u> , with a floor height of thirty” or less above finished grade	\$200.00
<u>Fences</u> that are no more than six’ in height	\$150.00
<u>Swimming Pools</u> (does not include in ground-UCC required)	
a. Above Ground (pools with over twenty-four” or more of water)	\$200.00
b. Inflatable (seasonal) Pools	\$100.00
<u>Signs</u>	
a. Residential Home Occupation or Home Related Business	\$150.00
b. Commercial	\$400.00
<u>Demolition Permits</u>	
a. Residential & detached accessory structure, including agricultural	\$200.00
b. Commercial & Industrial	\$300.00
Zoning Verification letter	\$100.00
Permit Processing fee (all permits)	\$50.00
Commercial Driveway Occupancy Permits	\$250.00
Residential Driveway Permits	\$200.00
Zoning Hearing (Variance & Sp. Exception)	\$1,000.00
Rezoning Request	\$2,000.00
UCC Appeal Hearing	\$2,000.00
<u>Use & Occupancy Permits: Home Occupation</u>	\$200.00
Non-residential building or use	\$200.00
No impact home-based business	\$100.00
Home Sharing Permit	\$200.00
<u>Waste & Recycling Rates</u>	
Waste & recycling annual user rate	\$384.00/\$96.00 per qtr.
Bulk waste/green waste pick-up	\$150.00 per load
Drop off center annual use permit – Annville residents	\$100.00 (annually)
Drop off center – non-residential permit annually	\$350.00 (annually)
<u>Annville Township Sewer Authority</u>	
Tapping fee – capacity component (main) – EDU	\$3,000.00
Tapping fee – collection component (lateral)	\$3,500.00
Sewer minimum – per quarter	\$186.00
Sewer fee over minimum 7,500 gallons	\$19.00 per 1000 gallons

Licenses: (Annually)

Excavators	\$100.00
Junk yards	\$200.00
Plumbing	\$100.00
Residential rental (per unit) prior to deadline	\$50.00
Residential rental (per unit) after deadline	\$100.00

Permits:

Curb & sidewalk	\$100.00
Peddling/soliciting	\$100.00 (a month)
Plumbing	\$100.00
Street Closing Permit	\$100.00
Street cut	\$500.00
Returned check fee	\$35.00
Admin fee to prepare settlement finals	\$25.00

SUBDIVISION, LAND DEVELOPMENT, STORM WATER MANAGEMENT, AND
RELATED PLAN OR WAIVER APPLICATION FEE ESTABLISHED.

- A) The preliminary, final, and revised subdivision and/or land development plan fee shall consist of two (2) parts, namely, a basic fee and a lot and/or unit of occupancy fee. The basic fee covers the cost of the initial lot (remaining acreage), or unit of occupancy based upon the type of development involved. The lot fee is charged toward each additional proposed lot and/or each existing lot which receives additional area (lot add-on). The unit of occupancy fee is charged for each proposed unit of occupancy in excess of one (1) unit per lot. The amount of the abovementioned fees shall be as follows: preliminary, final, revised and lot add-on plan filing fee:

Basic Fee:

Residential	\$400.00
Non-Residential	\$600.00

Additional Fee:

Residential	\$50.00 per lot or unit of occupancy
Non-Residential	\$50.00 per acre

B) Sketch plan	\$400.00
C) Lot add-on plan	\$400.00
D) Waiver request (per waiver)	\$100.00
E) Minor stormwater management plan (500-5,000 sq ft new impervious)	\$250.00
F) Major stormwater management plan (>5,000 sq ft new impervious)	\$500.00

G) Stormwater management plan exemption request

\$500.00

- H) Pre-application meeting with Township staff (if the applicant desires that the Township Engineer or other professional consultant attend, the applicant will be invoiced for the fees of such consultant, and such fees must be paid in full before the applicant may submit a formal application) \$ Actual Cost. The filing fee shall be used to reimburse the Township for its administrative expenses in connection with the processing of the application, including but not limited to receipt, transmittal and storage of plans and reports, postage, and similar expenses.

POSTING OF ESCROW FOR REIMBURSEMENT OF TOWNSHIP EXPENSES IN
PROCESSING SUBDIVISION AND LAND DEVELOPMENT, PUBLIC STREET,
AND STORM WATER MANAGEMENT APPLICATIONS.

Each applicant shall deposit with the Township a sum in the amount as set forth below (the "Escrow Fund") at the time of filing an application for approval of a subdivision or land development plan, a public street plan, and/or a storm water management plan. The Escrow Fund shall be used to reimburse the Township for all engineering, inspection and legal fees incurred in the review of the plan, inspection of improvements, preparation, recording of any appropriate deeds or documents, and any other expenses which the Township may incur in the connection with the processing of the application and development of the property. The Township shall be authorized to withdraw from time to time any monies deposited in the Escrow Fund by the applicant/developer to pay expenses and fees incurred by the Township. At such point as the Escrow Fund has been reduced to one-half of the amount posted by the applicant at the time of filing the application or less because of withdrawals as herein provided, then, and in that event, and at that time, the Township shall bill the applicant/developer an amount sufficient to restore the Escrow Fund to the original sum. In the event the Escrow Fund is insufficient at any time to pay such costs, the Township shall bill applicant/developer for the actual or anticipated additional costs. In the event the Escrow Fund is in excess of the Township's costs, the Township shall refund such excess monies, without interest, to Developer upon completion of the development of the property. The amount of the Escrow Fund shall be determined as follows:

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| A. Minor Residential Subdivision or Land Development Plan (1-5 lots or units of occupancy) | \$2,000.00 |
| B. Major Residential Subdivision or Land Development Plan (6-20 lots or units of occupancy) | \$5,000.00 |
| C. Major Residential Subdivision or Land Development Plan (21 or more lots or units of occupancy) | \$7,500.00 |

D. Non-residential Subdivision or Land	\$5,000.00
E. Sketch plan	\$1,000.00
F. Lot add-on plan	\$1,000.00
G. Waiver request (per waiver)	\$100.00
H. Major stormwater management plan (not part of land plan)	\$1,000.00
I. Stormwater management plan exemption request	
J. Inspection of stormwater management facilities which are part of an approved subdivision or land development plan and the lot owner will be installing stormwater management facilities.	Actual Cost

Fees and Escrow Payable with Application. All filing fees and required escrow deposit must be submitted to the Township with plan applications. Plan applications will not be accepted without fees and required escrow deposits. Neither the Annville Township's Planning Commission nor the Annville Township Commissioners shall take action on a plan application submitted without the required fee and escrow deposit, if applicable. The fees imposed by this Resolution are in addition to any fees imposed by the Lebanon County Planning Commission pursuant to Section 502 of the Pennsylvania Municipalities Planning Code for its review of plans or by any municipal authority or public utility as established by such authority or utility for review of plans showing improvements, extensions, or connections to the authority's or the utility's facilities. All fees and, if required, escrow deposits shall be paid by check or money order drawn to the Township of Annville.

Recording Fees. Applicant shall be responsible for any and all costs relating to the reduction of final plans for the purpose of recording the same with the Recorder of Deeds of the County of Lebanon in addition to any recording fees.

Reimbursement for Plan and Document Review Expenses. Applicants shall reimburse the Township for all reasonable and necessary charges incurred by the Township's professional consultants, including but not limited to the Township Engineer and the Township Solicitor, for the review of any report(s) or documents submitted to the Township as part of an applicant's application. Such document or reports may include but is not limited to plans, supporting data, proposed agreements relating to the maintenance of improvements or open space, financial security, and similar matters if any, in connection with subdivisions and land developments, public street plans, and storm water management applications. Such fees shall be the actual fees charged by the Township Engineer, Township Solicitor, or other professional consultant for the services performed. The present fee schedule of the Township Engineer is attached as Exhibit "A" and the present fee schedule of the Township Solicitor is attached as Exhibit "B". Such schedules shall be revised from time to time to reflect the changes in the rates charged to the Township by the Township Engineer, Township Solicitor, or such other professional consultant. The filing of a plan or application under the Annville Township Subdivision and Land Development Ordinance, Storm Water Management Ordinance, and/or Road Ordinance shall constitute an implied agreement by the applicant to pay such expenses.

Reimbursement for Inspection of Improvements when such Inspection is Performed by the Township Engineer or other Professional Consultant. Developers shall reimburse the Township for all reasonable and necessary charges incurred by the Township's professional consultants or the Township Engineer for inspection of the improvements required to be constructed under the Subdivision and Land

Development Ordinance, the Storm Water Management Ordinance, or the Township Road Ordinance as well as any report or reports to the Township thereon. Such inspection fees shall be the actual fees charged by the Township Engineer or other professional consultant for the services performed. The present fee schedule of the Township Engineer is attached hereto as Exhibit "A" and incorporated herein. Such schedule shall be revised from time to time to reflect changes in the rates charged to the Township by the Township Engineer.

Reimbursement for Inspection of Improvements when Performed by Township Personnel. In some circumstances, inspection of improvements may be performed by personnel employed by the Township. If the inspection is performed by Township personnel, developers shall reimburse the Township for all reasonable and necessary charges incurred by the Township for inspection of the improvements required to be constructed under the Storm Water Management Ordinance or the Subdivision and Land Development Ordinance or the Road Ordinance as well as any review of reports to the Township thereon. When the inspection is performed by Township personnel, the fee shall be fifty (\$50.00) Dollars per hour. A minimum charge of fifty (\$50.00) Dollars per hour per person will be billed for the first hour or any portion thereof. Any time in excess of one (1) hour shall be billed at the same rate on a proportional basis. This charge shall be revised from time to time to reflect changes in the costs to the Township of utilizing its personnel to perform such inspections. The developer shall also reimburse the Township for all mileage reimbursement which the Township may pay to its personnel if such personnel use personal vehicles to travel to and from a development site.

Resolution of Fee Disputes. In the event the developer disputes the amount of any such plan review or inspection fees or expenses, the developer shall, within ten (10) days of the billing date, notify the Township Secretary in writing which fees are disputed as unreasonable or unnecessary, in which case the Township shall not delay or disapprove a subdivision or land development application or any approval or permit related to development due to the developer's dispute of the fees. Disputes shall be resolved as follows:

1. If within twenty (20) days of the date of billing, the Township and the developer cannot agree on the amount or the expenses which are reasonable and necessary, then the Township and the developer shall jointly, by mutual agreement, appoint another professional engineer to review such charges and expenses and make a determination as to the amount thereof which is reasonable and necessary.
2. The professional engineer so appointed shall hear such evidence and review such documentation as the professional engineer in his or her sole opinion deems necessary and render a decision within Fifty (50) days of the billing date. The developer shall pay the entire amount determined in the decision immediately.

3. The fee of the professional engineer for determining the reasonable and necessary expenses shall be paid by the developer if the amount of payment required in the decision is equal to or greater than the original bill. If the amount of payment required is less than the original bill by One Thousand (\$1,000.00) Dollars or more, the Township shall pay the fee of the professional engineer. In all other situations the Township and the developer shall each pay one-half (1/2) the fee of the professional engineer.

4. If the Township and the developer cannot agree upon the professional engineer to be appointed, the engineer shall be selected in the manner provided in Article V of the Pennsylvania Municipalities Planning Code.

Additional Expenses. All expenses incurred by the Township prior to street dedication for the installation, maintenance or operation of street signs, traffic control signs, traffic control lights, streetlights and any other signs or lights which are necessitated by the developer's land development or subdivision shall be charged to and paid by the developer. A charge of Fifty (\$50.00) Dollars per hour, per person for Township personnel shall be billed for the costs of installing traffic control signs or performing other services for the development. The actual cost of all supplies and equipment, including signs, poles and other materials shall be paid by the developer. The developer shall also reimburse the Township for all mileage reimbursement which the Township may pay to its personnel if such personnel use personal vehicles to travel to and from a development site. If the Township is required to provide snow removal service on a street not accepted by the Township, the developer shall be charged the reasonable and customary commercial rate for such service plus the actual cost of all materials used.

All other user fee rates, or other fees relative to Annville Township matters, not impacted or modified by this Annville Township Fee Schedule remain in full force and effect.

RESOLVED AND ENACTED, this 2 day of December, 2025.

(SEAL)



Candie Johnson
Township Secretary

ANNVILLE TOWNSHIP
BOARD OF COMMISSIONERS

By: 

Rex A. Moore, President
Board of Commissioners