

**RESOLUTION 2023-25**

**A RESOLUTION OF THE BOROUGH OF PENBROOK, DAUPHIN COUNTY, PENNSYLVANIA SETTING FEES FOR SERVICES FOR 2023 AND BEYOND**

**WHEREAS** the Council of the Borough of Penbrook has determined that charges for certain services no longer cover the cost to provide the service, and

**WHEREAS** the Council intends that all fees be fair and equitable and cover the expenses incurred for the services provided.

**NOW THEREFORE** the Council of the Borough of Penbrook directs that the following fees shall be adopted for the calendar year 2023 and beyond:

1 Public works Employee per hour (4 hr min.)	\$40.00
1 Public Works Supervisor per hour (4 hr min.)	\$70.00
Pickup truck 1.5 ton per hr (4 hr min.)	\$26.82
Backhoe per hour (4 hr min)	\$33.36
Sewer Flusher per Hour (4 hr min)	\$85.10
Lawn mowing equipment (4 hr min)	\$30.00
Dump Truck per hour (4 hr min)	\$57.70
Pickup truck 1 Ton per Hour (4 hr min)	\$22.99
Skid Loader per Hour (4 hr min)	\$38.72
Chain Saw per Hour (4 hr min)	\$2.10
Vacant Property Registration per year	\$600.00
Zoning Variance or Amendment	\$1,500.00
Zoning Permit	\$65.00
Conditional Use Permit:	
Application Fee	\$200.00 - \$400.00
Escrow Amount	\$1,000.00 - \$1,200.00

## Subdivision and Land Development Plans: Fees provided for within this Section

### Subdivision and Land Development Plan Filing Fees.

Applicants submitting subdivision and land development plans and applications to the Borough of Penbrook shall be responsible for the filing fees listed below and all review fees incurred by the Borough through the plan process. All filing fees shall be paid at time of filing:

- Pre-Application Consultation: No Charge (limited to 1/2 hour Staff Review Meeting).
- Sketch Plan: \$75.00.
- Preliminary Subdivision or Land Development Plan, including all Minor Subdivision Plans: \$300.00.
- Final Subdivision or Land Development Plan, including all Minor Subdivision Plans: \$300.00 or \$30.00 per lot, whichever is greater.

### Subdivision and Land Development Plan Escrow Account.

Applicants submitting subdivision and land development plans and applications to the Borough of Penbrook shall be responsible for all advertising, engineering, legal, meeting, zoning, and all other costs and review fees incurred through the plan process; applicants shall establish an escrow account with the Borough according to the following fee schedule:

- Pre-Application Consultation - No charge.
- Sketch Plan — \$250.00.
- Preliminary Subdivision and Land Development Plan, including all Minor Subdivision Plans:
  - Residential - \$200.00 per lot; \$1,000.00 minimum; \$10,000.00 maximum
  - Commercial & Industrial \$250.00 per acre; \$1,500.00 minimum; \$10,000.00 maximum
- Final Subdivisions and Land Development Plan including, all Minor Subdivision Plans:
  - Residential - \$200.00 per lot; \$1,000.00 minimum; \$10,000.00 maximum
  - Commercial & Industrial - \$250.00 per acre; \$1,500.00 minimum; \$10,000.00 maximum

All advertising, engineering, legal, meeting, zoning, and all other costs and review fees shall be deducted from the escrow account. The Borough may require additional monies to be deposited in the escrow account should the balance fall below 25% of the original escrow deposit.

Applicant is responsible for submittal of plans and application/review fees to the Borough for all reviewing agencies.

Payment of any additional fees must be made in full prior to final plan approval by the Borough Council. Upon approval of the Council, completion of all outstanding conditions, and payment in full by applicant of all fees and charges, all plans shall be recorded at the Dauphin County Office of the Recorder of Deeds by the Borough within ten (10) business days of the plan approval. Recording costs shall be paid by the applicant at time of filing.

### Subdivision and Land Development Plan Staff Review Meeting.

The applicant is responsible for all review fees incurred by the Borough staff during their technical review of the submission. The Borough staff includes, Borough Engineer, Zoning Officer, Building and Codes, Dauphin County Planning Commission Planner, Road Maintenance Supervisor, Landscape Architect, or other technical advisors (as needed).

Borough Engineer: Not to exceed \$170.00/hr

Zoning / Codes Enforcement Officer: \$50.00/hr.

Road Maintenance Supervisor: \$70.00/hr

#### Subdivision and Land Development Plan - Borough Engineer.

- The Borough Engineer is not authorized to discuss Borough matters with any party without prior approval of the Borough Council, except for an applicant of a pending subdivision or land development plan, for which the applicant shall be billed actual costs.
- The Engineer is not authorized to provide private consulting services, engineering services, or advice to residents of the Borough.
- The applicant shall be responsible for all engineering costs directly related to subdivision or land development review, including, but not limited to site visits, travel time, photographs, engineering copies, engineering review, review letters and correspondence (including phone calls), planning commission meeting attendance, council meeting attendance, and plan recording fees.

#### Subdivision and Land Development Plan - Borough Solicitor/ Planning Commission Solicitor.

- The Borough and/ or Planning Commission Solicitor is not authorized to discuss Borough matters with any party without prior approval of the Borough Council, except for an applicant with a pending subdivision or land development plan, for which the applicant shall be billed actual costs.
- The Borough and/ or Planning Commission Solicitor's fee is established at a rate of \$175.00 per hour, and for litigation the fee will be set on a case-by-case basis.

#### Subdivision and Land Development Plan - Zoning Officer.

- Additional inspection charge of \$50.00 per hour for any additional work including complaint inspections, research, reviewing files etc., as it relates to a zoning permit or zoning application.

#### Subdivision and Land Development Plan - Landscape Architectural Services.

- Applicant billed actual costs incurred by the Borough.

#### Subdivision and Land Development Plan - Dauphin County Planning Commission.

- Applicant is responsible for all submission and review fees to the Dauphin County Planning Commission and/or Tri-County Regional Planning Commission.

#### Subdivision and Land Development Plan - Recording Fees.

- The applicant is responsible for recording fees incurred by the Borough. Recording cost shall be paid at time of filing.
- Recording at Dauphin County Recorder of Deeds Office: Actual cost, plus mileage.

Non-Conforming Use Certificate	\$300.00
Street Curb Sidewalk Cut Permit:	
First 100 linear ft.	\$125.00
Each 100 LF Additional	\$75.00
Residential Rental Unit License	\$65.00
Business License	\$20.00
Business License (238-52 c Exempt)	\$100.00
Building Permit and Codes Admin Fee:	
Residential	\$54.50
Commercial	\$104.50
Building Permit	See Addendum A
Street Event (closure) Application:	
60 days in advance	\$40.00
Less than 60 days in advance	\$60.00
Parade Permit	\$150.00
Peddler and Solicitor Permits (Requires Background Check)	
Per Day	\$15.00
Per Week	\$25.00
Per Month	\$60.00
Per Year	\$150.00
Transient Retailer per Month	\$60.00
Handicapped Parking Fee Initial	\$100.00
Handicapped Parking Fee Yearly Renewal	\$10.00
No Parking Barricade request	\$10.00
Bag Tags	\$4.00

Returned Check	\$75.00
Parking Ticket	\$20.00
Hall Rental Single Event:	
Borough Resident	\$250.00
Security Deposit (refundable)	\$400.00

**Adopted this 4<sup>th</sup> Day of December, 2023**

  
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JOSEPH HOGARTH, Secretary

  
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DAVID DEARDORFF, Borough Council President