

## **Resolution No. 2013-03**

**A RESOLUTION of the Borough Council of the Borough of Downingtown, Chester County, Pennsylvania adopting an amended “Master Schedule of Fees” for the Borough of Downingtown setting forth the current schedule of fees for permits, inspections, licenses, hearings, appeals, rentals, and other Borough related services;**

**WHEREAS**, the Borough Council of Downingtown Borough, through the authority established by the Downingtown Borough Code of Ordinances, as amended, require the issuance of building permits and related permit approvals; and

**WHEREAS**, the Pennsylvania Municipalities Planning Code provides for the adoption of certain fees relative to the operation of certain municipal functions; and

**WHEREAS**, it is the intent of said Council to establish by a Resolution, a schedule relative to the current cost of the issuance of said permits and approvals by establishing a fee schedule for the same.

**NOW, THEREFORE**, be it resolved by the Borough Council of the Borough of Downingtown, Chester County, Pennsylvania, and it is hereby resolved by the authority of the same, to hereby adopt the Borough of Downingtown - 2013 Master Schedule of Fees as attached hereto and further resolves as follows:

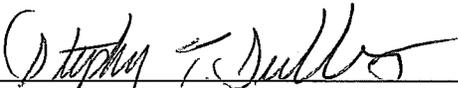
1. The Borough hereby establishes the 2013 Master Schedule of Fees and such fee schedule shall be made available for review and copies provided upon request at Borough Hall. The Borough may, from time to time, by resolution, establish fees and amend the Master Schedule of Fees as deemed necessary and appropriate by the Borough Council; and
2. Any and all resolutions or parts of resolutions in conflict with the terms, conditions and provisions of this resolution and the 2013 Master Schedule of Fees are hereby repealed to the extent of such conflict.

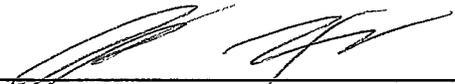
RESOLVED and ADOPTED by the Borough Council of the Borough of Downingtown in lawful session duly assembled, this 3<sup>rd</sup> day of April, 2013.

BOROUGH OF DOWNINGTOWN

  
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Anthony Gazzo, Council President

SEAL

  
\_\_\_\_\_  
Stephen T. Sullins, Secretary

  
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Josh Maxwell, Mayor

# Borough of Downingtown

## 2013 Master Schedule of Fees

### A. Borough Codes Enforcement Department Permits

#### A. Application Fee

For the submission of a single permit or the submission of a set of permits for an individual construction project a non-refundable fee will be required for the administrative check of the applications.

Residential (1 & 2 Family Dwellings including Townhomes)     \$ 50.00

Commercial / Industrial / Institutional / Multi-Family Dwellings     \$ 100.00

#### B. Building Permits

##### Residential (1 & 2 Family Dwellings)

New Construction ----- \$ 0.35 / sq. ft. (\$ 1500.00 minimum)

(Includes the installation of modular / mobile homes)

Renovations / Addition ----- \$ 0.35 / sq. ft. (\$ 500.00 minimum)

Renovations / Addition ----- \$ 85.00

(Projects not measured in square feet)

Detached Accessory Buildings > or equal to 200 square feet

Sheds, garages, etc ----- \$ 0.29 / sq. ft. (\$ 100.00 minimum)

Accessory Structures – Decks (> or equal to 12" above grade) patios, etc. \$ 0.25 ; sq. ft.

----- \$150.00 minimum

Accessory Structures – Swimming pools

Above Ground (> 24" in depth) ----- \$ 0.24 / sq. ft. (\$ 125.00 minimum)

In-ground ----- \$ 0.29 / sq. ft. (\$ 150.00 minimum)

Items not included above ----- \$ 0.29 / sq. ft. (\$ 150.00 minimum)

Demolition ----- \$0.15/ sq. ft. (\$150.00 minimum)

##### Commercial / Industrial / Institutional / Multi-Family

New Construction ----- \$ 0.87 / sq. ft. (\$ 2000.00 minimum)

Renovations / Addition ----- \$ 0.87 / sq. ft. (\$ 750.00 minimum)

Renovation / Addition ----- \$ 250.00 (Projects not measured in sq.ft.)

Detached Accessory Buildings

Sheds, garages, etc ----- \$ 0.48 / sq. ft. (\$ 200.00 minimum)

Accessory Structures - Decks, patios, etc ----- \$ 0.48 / sq. ft. (\$ 200.00 minimum)

Items not included above ----- \$ 0.48 / sq. ft. (\$ 250.00 minimum)

Commercial Pool (> 24" in depth) ----- \$ 0.48 / sq. ft. (\$ 500.00 minimum)

Demolition ----- \$ 0.35 / sq. ft. (\$ 250.00 minimum)

Fire Suppression ----- \$ 0.10 / sq. ft. (\$ 500.00 minimum)

**C. Plumbing Permits**

Residential (1 & 2 Family Dwellings)

New Construction -----	\$ 25.00 / fixture + \$ 200.00
Structural Renovations / Addition -----	\$ 25.00 / fixture + \$ 80.00

Commercial / Industrial

New Construction -----	\$ 25.00 / fixture + \$ 250.00
Renovations / Addition -----	\$ 25.00 / fixture + \$ 95.00

Sewer Lateral Inspection (Editors Note: Coordinate with Public Works)

Residential (1 & 2 family dwellings) -----	\$ 45.00
Commercial / Industrial / Multi-Family -----	\$ 60.00

**D. Mechanical Permits**

Residential (1 & 2 family dwellings)

New Construction -----	\$ 0.10 / sq. ft. (\$ 350.00 minimum)
Renovations / Addition -----	\$ 0.10 / sq. ft. (\$ 175.00 minimum)

Commercial / Industrial / Institutional / Multi-Family

New Construction -----	\$ 0.28 / sq. ft. (\$ 400.00 minimum)
Renovations / Addition -----	\$ 0.28 / sq. ft. (\$ 200.00 minimum)

**E. Electrical Permits**

Residential (1 & 2 family dwellings) Plan Review Only

New Construction -----	\$ 0.10 / sq. ft. (\$ 200.00 minimum)
Renovations / Addition -----	\$ 0.10 / sq. ft. (\$ 100.00 minimum)

Inspections performed by applicant's Third Party Agency

Commercial / Industrial / Institutional/Multi-Family(Plan Review Only)

New Construction -----	\$ 0.40 / sq. ft. (\$ 550.00 minimum)
Renovations / Addition -----	\$ 0.40 / sq. ft. (\$ 200.00 minimum)

Inspections performed by applicant's Third Party Agency

**F. Zoning Permits/ Use & Occupancy**

Use Permit

A Use Permit shall accompany all building permits that involve structural construction. This type of permit includes permits for signs. When accompanying a building permit, there shall be no additional charge for the Zoning Permit.

Residential Resale Use & Occupancy -----	\$ 100.00(Includes application & Inspection)
Change in Use/New Business U&O -----	\$ 175.00(Includes application & Inspection)
Sign -----	\$ 75.00

Accessory Structure including those Exempted from Building Permits

Detached Accessory Building

Sheds, garages, fences, etc ----- \$ 50.00

Home Occupation ----- \$ 75.00

**G. Miscellaneous Permit Related Items**

Structure not having an ascertainable area in square feet (includes items such as towers, machinery, etc.)

Permit Fee----- Summation of Fee by Cost

Fee by Cost

\$0 to \$ 5,000----- \$ 250.00

\$ 5,001 to \$ 999,999 ----- \$ 250.00 for the first \$5,000 of contract value plus \$ 15.00 per each \$1,000 or fractional part thereof.

\$ 1,000,000 and over ----- \$ 250.00 for the first \$5,000 of contract value plus \$15.00 per each \$1,000 or fractional part thereof up to \$1,000,000. Thereafter, \$2.00 per each \$1,000 or fractional part thereof.

Permit Renewal

Permits are issued for a one-year period (excluding Zoning Permits), and then a permit may be re-issued annually for three years. Permits may be renewed anytime prior to the expiration date and up to 30 days after the expiration date.

(Note: if work has not started within 6 months of a permit, the permit will be considered void)----- \$ 100.00

Permit Surcharge (Municipal)

In any case, the Building Code Official determines that work is being conducted without a permit and a written notification is sent to the property owner, a permit surcharge shall be assessed at the time of permit issuance.

----- Normal Permit Fee x 2

Inspection Surcharge

In any case, the Building Code Official determines that an additional inspection is required due to a failed inspection or the property is inaccessible for any inspection, a surcharge shall be assessed and due prior to the issuance of an occupancy permit.----- \$ 65.00

Permit Surcharge (Labor & Industry Training Fee)

In accordance with the Pennsylvania Labor & Industry Regulations a surcharge shall be placed on each permit.----- \$ 4.00

**H. Contractor's License**

Annual License for contractor working within the Borough - \$ 50.00 (Commercial Only)

**B. Conditional Use, Zoning Hearing Board, Board of Appeals & Costs for Ordinance Copies**

**A. Conditional Use (Applicant fees)**

Conditional Use applications regarding up to three residential uses:	\$ 750.00
For each second or any subsequent hearing following first hearing:	\$ 500.00
For applications involving any uses other than the above:	\$1,500.00
For a second or any subsequent hearing following first hearing:	\$1,000.00

(NOTE: The fee for the first hearing shall be tendered with the application. Fees for subsequent hearings shall be tendered before the subsequent hearings are to be held. Failure to pay any fee when due shall be sufficient basis to deny the application and/or deny the Applicant the opportunity to present any further evidence or testimony.)

**B. Conditional Uses (Intervener fees)**

Conditional Use applications regarding up to three residential uses:	\$ 100.00
For each second or any subsequent hearing following first hearing:	\$ 50.00
For applications involving any uses other than the above:	\$ 250.00
For a second or any subsequent hearing following first hearing:	\$ 100.00

(NOTE: The fees for Intervenors shall be tendered at the time of the application for intervention. If the application is denied, the fee will be returned promptly. Failure to tender the fee at the time an intervenor seeks status shall be a sufficient basis to deny the application for status; failure to pay a subsequent fee prior to the time of the scheduled subsequent hearing shall be sufficient basis to deny the Intervenor the right to participate in that or further proceedings.)

**C. Zoning Hearing Board Application**

Any zoning application involving up to three residential uses:	\$ 750.00
For a second or any subsequent hearing following first hearing:	\$ 500.00
For any application other than the above:	\$1,250.00
For a second or any subsequent hearing following first hearing.	\$ 750.00

(NOTE: The fee for the first hearing shall be tendered with the application. Fees for subsequent hearings shall be tendered before the subsequent hearings are to be advertised. Failure to pay any fee when due shall be sufficient basis to deny the application and/or deny the Applicant the opportunity to present any further evidence or argument.)

**C.1. Zoning Hearing Board Matters (Intervenor fees)**

Zoning applications regarding up to three residential uses:	\$ 100.00
For each second or any subsequent hearing following first hearing:	\$ 50.00
For applications involving any uses other than the above:	\$ 250.00
For a second or any subsequent hearing following first hearing:	\$ 100.00

(NOTE: The fees for Intervenors shall be tendered at the time of the application for intervention. If the application is denied, the fee will be returned promptly. Failure to tender the fee at the time an intervenor seeks status shall be a sufficient basis to deny the application for status; failure to pay a subsequent fee prior to the time of the scheduled subsequent hearing shall be sufficient basis to deny the Intervenor the right to participate in that or further proceedings.)

**D. Board of Appeals (U.C.C. and Administrative Board of Appeals)**

Filing Fee (non-refundable) -----	\$ 500.00
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**E. Ordinances**

Zoning Ordinance -----	\$ 30.00
Subdivision & Land Development Ordinance-----	\$ 20.00
Color Zoning Map -----	\$ 2.00
Stormwater Ordinance -----	\$ 20.00
Any other ordinances -----	\$ 0.25 / page

**3. Subdivision & Land Development Fees and Misc. Planning Fees**

**A. Subdivision & Land Development Planning**

Application Fees: These fees primarily cover the administration costs including maintaining record files, processing correspondence and recording, transcribing and distribution of meeting minutes, and are non-refundable.

Escrow Deposits: Payments made in advance, held in a separate account to cover Borough Engineer and special consultant's time for review and written reports, and any other costs incurred by the Borough directly related to the plan review process including the review and adoption of the developer's agreement and escrow agreement prior to construction. This also shall include the consultant's time at council and planning commission meetings as related to the specific project. In any situation where review and inspection services are rendered by the Borough public works staff and directly related to the project development, the applicable hourly rate for the public works staff conducting the work shall be charged and an itemized invoice submitted to the applicant. Escrow monies shall be held intact, and invoices will be sent to the Applicant on a periodic basis for any costs incurred by the Borough relating to each specific project. Upon the conclusion of the project and

payment of all Borough costs and fees, the escrow amount will be returned to the applicant. Plan reviews and other action may be suspended at any time due to non-payment of appropriate fees.

Sketch Plan of Record

Application Fee ----- \$ 150.00  
Escrow Deposit ----- \$ 500.00

Land Development Sketch Plan

Application Fee ----- \$ 150.00  
Escrow Deposit ----- \$ 500.00

Residential Land Development (no subdivision involved)

Application Fee ----- \$ 750.00  
Escrow Deposit ----- \$ 500.00 / dwelling unit up to \$5000.00

Non-residential Land Development (Preliminary Plan)

Application Fee ----- \$ 1000.00  
Escrow Deposit ----- \$ 2500.00

Non-residential Land Development (Final Plan)

Application Fee ----- \$ 1000.00  
Escrow Deposit ----- \$ 2500.00

Minor Subdivision, Preliminary Plan

Application Fee ----- \$ 750.00  
Escrow Deposit ----- \$ 2000.00

Minor Subdivision, Final Plan

Application Fee ----- \$ 750.00  
Escrow Deposit ----- \$ 2000.00

Major Subdivision, Preliminary Plan

Application Fee ----- \$ 1500.00  
Escrow Deposit ----- \$ 4000.00

Major Subdivision, Final Plan

Application Fee ----- \$ 1500.00  
Escrow Deposit ----- \$ 4000.00

For a Development Plan which involves both Subdivision and Land Development with a final estimated assessed value when built out less than Five Million (\$5,000,000.00) Dollars), the higher of the fees for Land Development or Subdivision shall apply, but only one for Preliminary and one for Final.

Special Development (Development involving either Subdivision or Land Development or both with a final estimated assessed value when built out in excess of Five Million (\$5,000,000.00) Dollars )

Application Fee (non-refundable) ----- \$ 3,000.00  
Escrow Deposit ----- \$ 10,000.00

**4. Residential Rental Unit Program Fees**

Per two year cycle ----- \$ 70.00

**5. Public Works Fees**

**A. Residential Refuse/Recycling:**

Per quarter, per unit, this includes one (1) Toter per unit ----- \$ 55.00

Additional toters requested would be an additional quarterly fee ----- \$ 55.00

Damaged Toters returned will be assessed a damage fee (per Toter) ----- \$100.00

**B. Refuse/Recycling Hauler's Permit:**

Annual permit ----- \$200.00

**C. Sewer Fees:**

Penalty assessed after 30 days past due (percentage of invoice total) ----- 10.00%

Door hanger ----- \$ 15.00

Payment agreement ----- \$ 15.00

Shut Off / Turn On ----- \$ 50.00

**D. Non-Sufficient Funds (Returned check) ----- \$ 20.00**

**E. Scheduled Events:**

Crew includes: 2 people and 1 truck with cones/barricades ----- \$150.00/hr.

Each additional crew ----- \$150.00/hr.

**F. Unscheduled Events:**

Emergency call-outs, accidents, etc. ----- \$200.00/hr.

Crew includes: 2 people and 1 truck with cones/barricades (4 hour minimum charge)

**G. Holiday Events:**

Crew includes: 2 people and 1 truck with cones/barricades ----- \$350.00/hr.

Each additional crew ----- \$350.00/hr.

**H. Road Opening Permits; Excavation Permits ----- \$ 80.00**

**I. Pavement Impact Fees:**

1 to 50 sq. ft. ----- \$ 6.00/sq. ft.

51 to 250 sq. ft. ----- \$ 5.50/sq. ft.

251 to 500 sq. ft. ----- \$ 5.00/sq. ft.

501 to 2,500 sq. ft. ----- \$ 4.50/sq. ft.

Over 2,500 sq. ft. ----- \$ 4.00/sq. ft.

**6. Administrative Fees**

**A. Mass Gathering Permit:**

At least 150 or less than 250 participants ----- \$ 50.00

At least 250 or less than 500 participants ----- \$ 75.00

500 participants and over ----- \$125.00

**B. Fields/Courts (1 hour minimum):**

Court fees (per court) -----	\$ 10.00/hr.
Court fees (per court with lights) -----	\$ 30.00/hr.
Field fees (per field) -----	\$ 10.00/hr.
Field fees (per field with lights) -----	\$ 35.00/hr.
Key fee (non-refundable) -----	\$150.00
Per key deposit (refundable) -----	\$ 25.00

**C. Pavilions:**

Security Deposit (refundable) -----	\$ 50.00
Cancellation / Rain out -----	\$ 15.00
Under 30 attendees -----	\$ 45.00
31 – 50 attendees -----	\$100.00
51 – 150 attendees -----	\$175.00
Over 150 attendees -----	\$200.00

**D. Street Banners:**

Hanging/removal (per banner)-----	\$160.00
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**E. Annex Meeting Room Reservation:**

Per meeting -----	\$ 75.00
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**7. Miscellaneous Fees**

In any situation where services are rendered on the behalf of the Borough, the applicable hourly rate for the person conducting the work shall be charged. These services shall be documented in an itemized invoice submitted to the person requesting the work.

<b>A. Borough Engineer</b> -----	\$104.00/hr.
<b>B. Code Enforcement Officer</b> -----	\$ 65.00/hr.

If any sentence, clause, section or part of this Resolution is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts hereof. It is hereby declared as the intent of Borough Council that this Resolution would not have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.