

**SHREWSBURY TOWNSHIP  
YORK COUNTY, PENNSYLVANIA**

**RESOLUTION 2018-05**

**A RESOLUTION OF THE TOWNSHIP OF SHREWSBURY, YORK COUNTY,  
PENNSYLVANIA, SETTING CERTAIN FEES**

WHEREAS, Shrewsbury Township has duly enacted certain Ordinances, including among others, a Zoning Ordinance, a Building Permit Ordinance, a Subdivision and Land Development Ordinance; and,

WHEREAS, pursuant to the Ordinances, the Board of Supervisors may, from time to time, establish certain fees by Resolution; and,

WHEREAS, in accordance with the provisions of said Ordinances, the Township desires to adopt a fee schedule by Resolution; and,

WHEREAS, it is the desire of the Shrewsbury Township Board of Supervisors to amend the 2016 Schedule, approved January 3, 2017; and,

WHEREAS, the Board of Supervisors believe that the Fee Schedule would be in the best interest of the citizens of Shrewsbury Township.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved as follows:

**SECTION 1 – ZONING & BUILDING**

**Zoning Permits - General Zoning Permits**

- Accessory Structures: <sup>1</sup>
  - Residential - \$100.00
  - Commercial - \$200.00
- New Principal Structure: <sup>1</sup>
  - Residential - \$75.00, plus \$0.40 per sq. ft. for livable space <sup>1</sup> (includes two inspections – stakeout & final; and U&O certificate)
    - <sup>1</sup> Excludes unclosed porches, deck, patios, garages, unfinished basement, unfinished attics, sheds, agricultural buildings, residential play sets, and accessory sheds under 100 sq. ft.. All zoning requirements must be met, including setbacks.
  - Commercial - \$150.00, plus \$0.55 per sq. ft. (no exceptions, no exclusions)
  - Agricultural - \$75.00 (includes two inspections – stakeout & final)
- Structures in all zones less than 80 sq. ft. are exempt from a zoning permit; all zoning requirements must be met, including setbacks.

**Building Code Official (BCO) Fees**

- Residential - \$50.00
- Commercial , Industrial & Institutional Uses - \$200.00

### **Demolition Permit**

- Residential - \$75.00 (per structure)
- Commercial , Industrial & Institutional - \$150 (per structure)

### **Fence Permits**

- All Zones; 6' and under (non-UCC) - \$100.00
- Commercial/Industrial; over 6' (UCC) - \$150.00
- Agricultural fences (used strictly for agricultural purposes) are exempt from permits. All zoning requirements must be met, including setbacks.

### **Building Permits** (Ordinance 2004-01; Uniform Construction Code)

- Fees for all Work completed by Middle Department Inspection Agency, Inc. – see “Exhibit 1”, titled “*Middle Department Inspection Agency, Inc.*”

### **PA Uniform Construction Code**

- \$4.50 – collected at the time a building permit is issued. Fee is forwarded on to the PA Department of Labor and Industry

### **Uniform Construction Code (UCC) Board of Appeals (York County)**

- Applications made to the York County UCC Board of Appeals shall be \$500.00 for a written review, plus \$250.00 for each item of relief. This fee, and any other additional fees are payable to the “*Municipal and York County Uniform Construction Code Board of Appeals.*”

### **Use & Occupancy Certificates**

- Residential (for any use & occupancy that does not require a zoning permit) - \$75.00<sup>1</sup>
- Commercial , Industrial & Institutional Uses - \$150.00<sup>1</sup>

### **Sign Fees** (Ordinance 2010-05 & 2010-06)

- Permit Application [includes one (1) inspection after installation]
  - Residential/Agricultural - \$75.00
  - Commercial/Industrial - \$150.00
- Application for Sign Variance to Sign Ordinance - \$400.00
- Impoundment Fee - \$35.00/sign, or actual cost to Township, whichever is greater.

<sup>1</sup> Fee established by “*Code Administration Agreement*” between South Penn Code Consultants, LLC and Shrewsbury Township; adopted January 2, 2018.

## **SECTION 2 - SUBDIVISION & LAND DEVELOPMENT**

### **Subdivision & Land Development Plans**

- **Filing Fee** - Applicants submitting subdivision and land development plans and applications to Shrewsbury Township shall be responsible for the filing fees listed below and all review fees incurred through the plan process. All filing fees shall be paid at time of filing:
  - Pre-Application Consultation; No Charge (limited to ½ hour Staff Review Meeting)
  - Sketch Plan: \$75.00
  - Preliminary Subdivision or Land Development Plan: \$300.00
  - Final Subdivision or Land Development Plan: \$300.00 or \$30.00 per lot, whichever is greater.

### **Escrow Account**

- Applicants submitting subdivision and land development plans and applications to Shrewsbury Township 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 Township according to the following fee schedule:
  - Pre-Application Consultation - No charge.
  - Sketch Plan – No charge.
  - Preliminary Subdivision and Land Development Plan
    - ~ Residential - \$200 per lot; \$1,000 minimum; \$10,000 maximum
    - ~ Commercial & Industrial - \$250 per acre; \$1,500 minimum; \$10,000 maximum
  - Final Subdivisions and Land Development Plan
    - ~ Residential - \$200 per lot; \$1,000 minimum; \$10,000 maximum
    - ~ Commercial & Industrial - \$250 per acre; \$1,500 minimum; \$10,000 maximum
- All advertising, engineering, legal, meeting, zoning, and all other costs and review fees shall be deducted from the escrow account. The Township 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 Township for all reviewing agencies, except the York County Conservation District.
- Payment of any additional fees must be made in full prior to final plan approval by the Board of Supervisors. Upon approval of the Board, completion of all outstanding conditions, and payment in full by applicant of all fees and charges, all plans shall be recorded at the York County Office of the Recorder of Deeds by the Township within ten (10) business days of the plan approval. Recording costs shall be paid at time of filing.

### **Staff Review Meeting**

- The applicant is responsible for all review fees incurred by the Township staff during their technical review of the submission. The township staff includes, Township Engineer, Zoning Officer, York County Planning Commission Planner, Road Maintenance Supervisor, Landscape Architect or other technical advisors (as needed), and Sewage Enforcement Officer.
  - Township Engineer: Not to exceed \$166.00/hr
  - Zoning / Codes Enforcement Officer: \$50.00/hr.
  - Road Maintenance Supervisor: \$45.00/hr
  - Pre-Application (one time): First ½ hour is no charge

### **Township Engineer**

- The Township Engineer is not authorized to discuss Township matters with any residents without prior approval of the Board of Supervisors, with the exception of 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 Township.
- 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, board of supervisors meeting attendance, and plan recording fees.
- The Engineer's fee is as billed by the Engineer - see "Exhibit 2."

### **Township Solicitor**

- The Township Solicitor is not authorized to discuss township matters with any resident without prior approval of the Board of Supervisors, with the exception of an applicant with a pending subdivision or land development plan, for which the applicant shall be billed actual costs.
  - The Township Solicitor's fee is established at a rate of \$160 per hour, and for litigation the fee will be set on a case-by-case basis.

### **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.

### **Sewage Enforcement Officer**

- See "Exhibit 3."

### **Landscape Architectural Services**

- Applicant billed actual costs incurred by the Township.

### **Agricultural Review Committee Inspection**

- \$150.00 Flat Fee - Includes on-site visit(s) and written report for submission to the Zoning Officer, and/or the Planning Commission, and/or the Board of Supervisors, and/or the Zoning Hearing Board. There shall be only one (1) report per application.

### **Board of Supervisors and/or Planning Commission Meeting Fee**

- \$100.00 fee for each plan on which action is taken by Planning Commission (PC) or Board of Supervisors (BOS). This fee shall not apply to re-approvals if the re-approval is not technically ready; otherwise, the fee shall apply to plan re-approvals.
- Following the release of any plan by "Staff" that is technically ready for final approval and signature by the Planning Commission, or final plans passed on to the Board of Supervisors by the Planning Commission, will be charged a \$25.00 monthly administrative fee for each month that the plan is not acted upon by either the Planning Commission or the Board of Supervisors for approval and signature. Technically ready does not include plans waiting for approval or review by an outside agency, such as, but not limited to, DEP, PennDOT, but it does include those waiting for bonding or other issues under the control of the developer or their agents.

### **Recreation Fee**

- For each new lot or parcel created, as defined by the Township Recreation Plan, there shall be a one-time fee of \$2,500.00 per lot or parcel (Resolution No. 2007-09).

### **Planning Commission Solicitor**

- The Planning Commission Solicitor is not authorized to discuss township matters with any resident without prior approval of the Board of Supervisors, with the exception of an applicant with a pending subdivision or land development plan, for which the applicant shall be billed actual costs.
  - The Planning Commissioner Solicitor's fee is established at a rate of \$160 per hour, and for litigation the fee will be set on a case-by-case basis.

### **York County Planning Commission**

- For York County Planning Commission Fees, see “Exhibit 4.”

### **York County Conservation District**

- The applicant is responsible for all submissions and review fees to the York County Conservation District, as required by the Shrewsbury Township Subdivision and Land Development Ordinance. For York County Conservation District Fees, see “Exhibit 5.”

### **Recording Fees**

- The applicant is responsible for recording fees incurred by the Township. Recording cost shall be paid at time of filing.
- Recording at York County Recorder of Deeds Office - Actual cost, plus mileage. (see TDR fees under Section 5)

## **SECTION 3 – DRIVEWAYS, STREETS & ROADWAYS**

### **State Highway Occupancy Permit Acknowledgment Letter**

- Prepared by Township Engineer – Actual cost incurred by the Township

### **Driveway Permits - \$100.00**

### **Road Excavation Permits (Ordinance 2005-02)**

- Permit Fee - \$50.00
- Inspection Fee - \$50.00
- Degradation Fee - \$10.00 per square yard
- Restoration Bond - \$30.00 per square yard

## **SECTION 4 - ZONING HEARING BOARD**

### **Applications**

- Applications made to the Shrewsbury Township Zoning Hearing Board including, but not limited to:
  - Special exceptions, variances, appeals to zoning officer decisions, interpretations, validity challenges, amendments, etc. - \$600
  - Amendment other than curative - \$500, plus all applicable costs incurred.
  - Validity Variance, Curative Amendment, or challenge to the validity of any provision of the zoning ordinance - \$1,000, plus all applicable costs incurred.
  - All fees shall be paid at time of filing.

## **SECTION 5 – MISCELLANEOUS**

### **Burn Permit Fee (Ordinance 2002-07)**

- \$5.00 per calendar year (small scale – 20 sq. ft, and under)
- \$10.00 per calendar year (large scale – over 20 sq. ft.)

### **Late Fees**

- A late fee of 1.5% per month will be added on any unpaid balances with a minimum late fee of \$5.00 per month.

### **Maintenance Department Fees**

- Various fees for equipment and materials, including signs and posts. See “Exhibit 6” for details.

### **Notary Public**

- Acknowledgements - \$5.00 for the first signature and \$2.00 for each additional name.
- Affidavits - \$5.00
- Depositions - \$3.00 per page.
- Jurats - \$5.00
- Oaths & Affirmations - \$5.00
- Protests - \$3.00 per page.
- Verifications upon Oath - \$5.00 per verification

### **NSF Check**

- Fees for return of checks for Non Sufficient Funds (NSF) is established at \$50.00.
  - If payment was for subdivision or a permit, the plan approval or permit shall become void and dishonored and not reinstated until payment in made full by certified check, cash or money order, plus all costs.

### **Open Records (Right to Know) Requests**

- Set by Policy adopted by Board of Supervisors on September 4, 2013. See “Exhibit 7” for details.

### **Photocopies**

- The rate is established at a rate of \$0.25 per side for standard copies.
- The rate is established by the outside vender’s invoice for outsourced copies.

### **Sale of Publications**

- Zoning Ordinance - \$35.00
- Subdivision & Land Development Ordinance - \$35.00
- Construction & Materials Specifications for Subdivision & Land Development - \$35.00

### **Soliciting, Peddling & Canvassing**

- Application Fee - \$20.00

### **Stormwater Management Permits (includes 2 inspections)**

- Seepage pits and residential storm basins - \$100.00
- Each inspection after two (2), or as required by Township Engineer - \$50.00

**Stormwater Management Operation & Maintenance Plan/Agreement**

- Application Fee - \$350.00; includes plan review by Township Engineer (\$320.00) and recording of Operation & Maintenance Agreement (\$30.00).
- Rejected Plan Review Fee - \$175.00 for each additional plan review of previous plan rejection.

**Tax Certifications**

- Standard Tax Certification - \$20.00
- Same Day Tax Certification - \$25.00
- Duplicate Billing - \$5.00

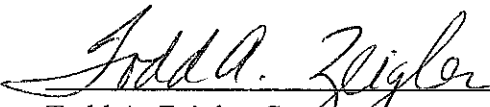
**TDR Fees**

- Verify Number of Development Rights (DRs): \$150.00; includes preparation and recording of a "Transferable Development Rights Agreement."
- Create DR Deeds and Recording: \$150.00 for the first deed; \$75.00 for each additional deed.
- Transfer of Development Rights (DRs): \$150.00; includes verification of DRs and recording of "Deed of Development Right Transfer;" \$75.00 if transfer is in conjunction with a TDR verification & Agreement.

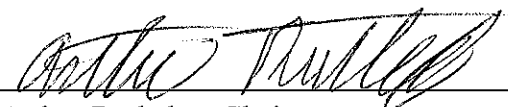
**Well Permit** - \$100.00, plus \$50.00 each trip to site in excess of two (2).

This Resolution has been adopted this 2<sup>nd</sup> day of January 2018.

ATTEST:

  
\_\_\_\_\_  
Todd A. Zeigler, Secretary

BOARD OF SUPERVISORS  
OF SHREWSBURY TOWNSHIP

  
\_\_\_\_\_  
Arthur Rutledge, Chairman

# EXHIBIT "1"

## PLAN REVIEW FEE SCHEDULE

### NON-RESIDENTIAL FEES

#### Structure

Up to \$1,000,000.00 .....	\$0.0015 x construction value
\$1,000,000.00 to \$5,000,000.00 .....	\$1500.00 + \$0.0005 x const. value
Over \$5,000,000.00 .....	\$4000.00 + \$0.0003 x const. value
Individual Disciplines .....	25% of Structure Plan Review (Accessibility, electric, energy, fire protection, mechanical, plumbing)
FIELD CHANGES TO APPROVED PLANS - per page .....	\$160.00

MINIMUM CHARGE - \$175.00

### RESIDENTIAL FEES

#### All Dwelling Units -

Not over 3500 s.f.* and additions over 500 s.f.* .....	\$ 90.00
3500 s.f.* to 5000 s.f.* .....	\$140.00
Over 5000 s.f.* .....	apply commercial rate above

#### Porches, decks, carports, detached garages

and additions less than 500 s.f.* .....	\$ 70.00
---	----------

\* Square footage is defined as gross floor area of all floors within the perimeter of the outside walls, including basements, cellars, garages, roofed patios, breezeways, covered walkways, and attics with floor-to-ceiling of 6'6" or more.



# EXHIBIT "1"

## BUILDING INSPECTION FEE SCHEDULE

### RESIDENTIAL FEES

Industrialized Housing (Mobile Home, Modular and Manufactured)	
No basement .....	\$135.00
Full or partial basement .....	\$145.00
Single Family Dwelling -	
Not over 3500 s.f.* or over 3 bedrooms** .....	\$225.00
Over 3500 s.f.* .....	\$225.00 + \$0.13 each s.f. over 3500
Townhouse or Condominium .....	\$170.00
**Each Additional Bedroom, per dwelling unit .....	\$ 50.00
Decks, porches, carports .....	\$ 90.00
Attached garages, additions, alterations, renovations -	
Not over 500 s.f.* .....	\$130.00
Over 500 s.f.* .....	\$130.00 + \$0.10 each s.f. over 500

### NON-RESIDENTIAL FEES (INCLUDES MULTI-FAMILY)

New construction (per s.f.*) .....	\$ 0.14
Alterations and renovations (per s.f.*) .....	\$ 0.09
Accessibility (flat fee) .....	\$175.00

### MISCELLANEOUS FEES

Swimming Pool (Public or Commercial) .....	\$350.00
Swimming Pool (Single Family, in-ground) .....	\$100.00
Reinspection fee, each .....	\$ 70.00
Locked or Not Ready for inspection .....	\$ 70.00

CONDITIONS NOT PROVIDED FOR IN THIS SCHEDULE,  
APPLY FOR FEE

MINIMUM CHARGE - \$ 70.00

\* Square footage is defined as gross floor area of all floors within the perimeter of the outside walls, including basements, cellars, garages, roofed patios, breezeways, covered walkways, and attics with floor-to-ceiling of 6'6" or more.

# EXHIBIT "1"

## ELECTRICAL INSPECTION FEE SCHEDULE

### RESIDENTIAL FEES FLAT RATE SCHEDULE

One Application for each new or existing building

Single Family Dwelling - not over 200 Amp. Service .....	\$125.00
Single Family Dwelling - over 200 to 300 Amp. Service .....	\$160.00
Single Family Dwelling - exceeding 300 Amp. Service .....	.....
Apply non-residential fees	
Two Family Dwelling - not over 200 Amp. Service .....	\$160.00
Over Two Family Dwelling - First two units .....	\$160.00
Each additional unit .....	\$ 70.00
Townhouses - Each .....	\$ 95.00

Dwellings with a Spa, Hot Tub, Sauna, etc., apply Flat Rate Schedule plus \$30.00 for each item.

#### Dwellings with Signaling Systems

For the system and first 15 devices .....	\$ 60.00
Each additional 10 devices or a fraction thereof .....	\$ 6.00

### FEE SCHEDULE

(Other than Residential)

All switches, lighting and receptacles to be counted as outlets.

#### ROUGH WIRING INSPECTION

1 to 25 outlets .....	\$ 30.00
For each additional 10 outlets or fraction thereof .....	\$ 7.00

#### FINISH INSPECTION

1 to 25 outlets .....	\$ 30.00
For each additional 10 outlets or fraction thereof .....	\$ 7.00

#### EQUIPMENT, APPLIANCES AND MOTORS UNDER 1/4 HP

Outlet for single unit of 15 K.W. or less .....	\$ 24.00
Each additional outlet of 15 K.W. or less .....	\$ 9.00

#### MOTORS, GENERATORS, TRANSFORMERS, CENTRAL HEATING, DUCT HEATERS, AIR CONDITIONERS, ELECTRIC FURNACES AND WELDERS

1/4 HP, KW or KVA to 3 HP, KW or KVA, each .....	\$ 17.00
4 HP, KW or KVA to 7 HP, KW or KVA, each .....	\$ 25.00
7-1/2 HP, KW or KVA to 29 HP, KW or KVA, each .....	\$ 30.00
30 HP, KW or KVA to 49 HP, KW or KVA, each .....	\$ 45.00
50 HP, KW or KVA to 74 HP, KW or KVA, each .....	\$ 60.00
75 HP, KW or KVA to 199 HP, KW or KVA, each .....	\$120.00
200 HP, KW or KVA to 500 HP, KW or KVA, each .....	\$225.00
Over 500 HP, KW or KVA, each .....	\$300.00

# EXHIBIT "1"

## FEEDERS OR SUB-PANELS

Not over 225 Amp .....	\$ 35.00
Over 225 Amp. to 400 Amp .....	\$ 47.00
Over 400 Amp. to 600 Amp .....	\$ 57.00
Over 600 Amp. to 1600 Amp .....	\$120.00
Over 1600 Amp .....	\$170.00

OVER 600 VOLTS ADD \$110.00 PER CATEGORY

## SERVICE - METER EQUIPMENT UP TO 600 VOLTS

Not over 200 Amp .....	\$ 80.00
Over 200 Amp. to 400 Amp .....	\$100.00
Over 400 Amp. to 600 Amp .....	\$140.00
Over 600 Amp. to 1600 Amp .....	\$250.00
Over 1600 Amp .....	\$350.00

GROUND FAULT PROTECTED SERVICES - ADD \$83.00

OVER 600 VOLTS - ADD \$110.00 PER CATEGORY

SERVICES EXCEEDING 1 METER - \$11.00 FOR EACH ADDITIONAL METER

## PRIMARY TRANSFORMERS, VAULTS, ENCLOSURES, SUB-STATIONS

Not over 225 KVA .....	\$200.00
Over 225 KVA to 500 KVA .....	\$250.00
Over 500 KVA to 1000 KVA .....	\$300.00

Over 1000 KVA - \$385.00 MINIMUM PLUS CONSULTATION FEE

NOTE: ABOVE APPLIES TO EACH BANK OF TRANSFORMERS

## SIGNALING SYSTEMS

(Burglar Alarms, Fire Alarms, Fire Protection Alarms, Smoke Detectors, Telephones or CATV outlets are each separate systems)

For system and first (15) devices .....	\$ 60.00
Each additional (10) devices or fraction thereof .....	\$ 6.00
Over 200 Devices . . . . .	APPLY FOR SPECIAL FEE . . . . .

## MODULAR AND MOBILE HOMES

Modular Homes - Service and Outlets .....	\$ 80.00
Mobile Homes - Service including 1 feeder or 1 receptacle .....	\$ 80.00
Feeder or power cord only . . . (Single visit only) . . . . .	\$ 65.00

## SIGNS (INCANDESCENT, FLUORESCENT AND NEON)

First sign (per occupancy) .....	\$ 70.00
Each additional sign (per occupancy) .....	\$ 9.00

## OUTLINE LIGHTING

First transformer .....	\$ 70.00
Each additional transformer .....	\$ 9.00

## SWIMMING POOLS

Bonding (each trip) .....	\$ 70.00
Equipment by Fee Schedule	
Reinspection fee, each .....	\$ 70.00

Conditions not provided for in this schedule, apply for fee.

MINIMUM CHARGE - \$ 70.00

# EXHIBIT "1"

## ENERGY CONSERVATION INSPECTION FEE SCHEDULE

### RESIDENTIAL FEES

Up to two trips ..... \$110.00  
Industrialized housing on basement ..... \$70.00

### NON-RESIDENTIAL FEES

New construction (per s.f.) ..... \$ 0.04

### MISCELLANEOUS FEES

Reinspection fee, each ..... \$ 70.00

MINIMUM CHARGE - \$ 70.00

# EXHIBIT "1"

## FIRE PROTECTION INSPECTION FEE SCHEDULE

### NON-RESIDENTIAL FEES

Smoke Detector System (panel + 10 devices) .....	\$ 60.00
Heat Detector System (panel + 10 devices) .....	\$ 60.00
Fire Alarm Pull Station .....	\$ 60.00
Each additional 20 devices .....	\$ 10.00
Sprinkler System (up to 50 sprinkler heads) .....	\$110.00
Each additional 50 sprinkler heads or fraction thereof .....	\$ 75.00
Commercial Cooking Hoods (each) .....	\$ 75.00
Stand Pipe System .....	\$ 90.00
Dry Chemical Extinguishing System .....	\$ 90.00

### RESIDENTIAL FEES

Sprinkler System (up to 20 sprinkler heads) .....	\$100.00
Each additional 5 sprinkler heads or fraction thereof .....	\$ 25.00
On-site water supply (pump, tank, generator, etc.) .....	\$100.00

Conditions not provided for in this schedule -  
Apply for fee.

MINIMUM CHARGE - \$ 70.00

# EXHIBIT "1"

## MECHANICAL INSPECTION FEE SCHEDULE

### NON-RESIDENTIAL FEES

Air Distribution Systems (1 <sup>st</sup> \$10,000.00) .....	\$ 90.00
Air Distribution Systems (Each \$1,000.00 over \$10,000.00) .....	\$ 9.00/\$1,000.00
Kitchen Exhaust Equipment .....	\$ 65.00/hood unit
Commercial Grease Removal Equipment .....	\$ 75.00
Boilers and Water Heaters .....	\$ 70.00
Gas Piping Systems .....	\$105.00
Fuel Oil Piping .....	\$ 80.00
Chimney's and Vents .....	\$ 80.00
Incinerators and Crematories .....	\$140.00
Solar Heating and Cooling .....	\$ 75.00

### RESIDENTIAL FEES

Interior Only	
Up to 3500 s.f. ....	\$ 95.00
Over 3500 s.f. ....	apply commercial rate

Flammable and Combustible Liquid Storage, Dust  
Collectors - Apply for Fee.

MINIMUM CHARGE - \$ 70.00

# EXHIBIT "1"

## PLUMBING INSPECTION FEE SCHEDULE

### RESIDENTIAL FEES

Industrialized Housing - (Mobile Home, Modular and Manufactured) .....	\$ 80.00
All other per dwelling or unit - Not over 2 full (or partial) baths* .....	\$100.00
* 3 <sup>rd</sup> , 4 <sup>th</sup> & 5 <sup>th</sup> Full (or partial) baths, each .....	\$ 30.00
More than 5 full (or partial) baths per unit - .....	apply commercial rate

### NON-RESIDENTIAL FEES

Piping under slab (waste and supply), Not over 5 fixtures .....	\$ 55.00
Each additional fixture .....	\$ 6.00
Piping rough-in (waste and supply) Not over 5 fixtures .....	\$ 55.00
Each additional fixture .....	\$ 6.00
Piping final inspection Not over 5 fixtures .....	\$ 55.00
Each additional fixture .....	\$ 6.00

### MISCELLANEOUS FEES

Sewer lateral (from house to curb) .....	\$ 75.00
Water lateral (from house to curb) .....	\$ 75.00
Sewer and water lateral at same time .....	\$120.00
Master backflow prevention device .....	\$ 70.00
Reinspection fee, each .....	\$ 70.00

SPECIAL SERVICE AND/OR CONDITIONS NOT PROVIDED FOR IN THIS SCHEDULE,  
APPLY FOR FEE.

MINIMUM CHARGE - \$ 70.00

### FIXTURE DEFINITIONS FOR THE ABOVE FEE SCHEDULE

The word "fixture" shall mean each water closet, urinal, wash basin, bathtub, house trap, floor drain or downspout area drain, laundry tray, hot water heater or opening provided for any of the aforementioned or any plumbing or drainage appliance trap-connected, either directly or indirectly, to the plumbing or drainage system, whether water-supplied or not, installed in the building or on the lot within the property lines.

## 2018 AVERAGE BILLING RATES

Principal	\$166.00
Senior Project Engineer/ Senior Project Manager	\$139.00
Project Engineer/ Project Manager	\$111.00
Designer II	\$ 87.00
Designer I	\$ 78.00
CADD Technician	\$ 76.00
Administrative Assistant	\$ 65.00
Survey Technician	\$ 84.00
Testing Technician	\$ 65.00
Inspector	\$ 80.00
<b>REIMBURSABLES (DIRECT EXPENSES)</b>	
Outside Reproduction	Cost + 10%
Filing Fees	Cost + 10%
Subconsultants	Cost + 10%
GPS Equipment	\$65.00/Hour
RTS Equipment	\$50.00/Hour
Network GPS Equipment	\$80.00/Hour
Mileage (where applicable)	IRS rate + 10%
Prints/Plots (Black & White)	\$0.15/sheet (8.5"x11") \$0.25/sheet (11"x17") \$1.50/sheet (18"x24") \$3.00/sheet (24"x36") \$6.00/sheet (36"x42")
Prints/Plots (Color or Mylar)	\$3.00/sheet (18"x24") \$6.00/sheet (24"x36") \$12.00/sheet (36"x42")
Asset Tags	\$0.40/tag
Retroreflectometer Rental	\$800.00/week (1 week min.)

Note: Average billing rates are intended for fee ranges and estimating purposes. Actual billing rates are based on our current multiplier and will vary by employee.

Rates are effective from 01/01/18 through 12/31/18.



38 North Duke Street  
York, PA 17401  
P: (717) 846-4805

50 West Middle Street  
Gettysburg, PA 17325  
P: (717) 337-3021

315 West James Street  
Suite 102  
Lancaster, PA 17603  
P: (717) 481-2991



## SEWAGE ENFORCEMENT

### Real Estate Transfer Inspection

- \$220.00 - one time inspection visit

### Sewage Permitting and Inspections for Repair of Existing Systems and to Conform to Local Sewage Ordinances

- **\$70.00** - application and permit for any work being done to existing systems components. This includes all tanks, risers, lids, baffles, filters, absorption beds, and where pipes enter or exit tanks. (See specific list and instructions at end of schedule of fees)

#### *Chapter 72. Administration of Sewage Facilities Permitting Program*

##### *§ 72.22.(b) Permit issuance*

*"A permit shall be required by the local agency for alterations or connections to an existing individual or community on-lot sewage system when the alteration or connection requires the repair, replacement or enlargement of a treatment tank or retention tank, or the repair, replacement, disturbance, modification or enlargement of a soil absorption area or spray field, or the soil within or under the soil absorption area or spray field."*

- **\$50.00** - inspection of any work, for which an application was submitted and a permit issued.

#### *Chapter 72. Administration of Sewage Facilities Permitting Program*

##### *§ 72.30.(a) Inspection*

*No part of an individual or community on-lot sewage system may be covered until a final inspection is conducted and final written approval is given by the local agency.*

### New On-lot System Proposals

#### **Sewage permitting and inspection for new systems and subdivisions of new lots.**

- **\$440.00** - application and inspection. A permit will be issued after acceptance of an approved septic design. (see requirements for septic design checklist)
- **\$715.00** - soil and percolation testing for new lots in proposed subdivisions SEO digs percolation holes and supplies water to site. Applicant supplies excavator for probe holes and preps site at applicants expense. Includes up to 3 probe evaluations. **\$40.00** for each additional probe.
- **\$495.00** for soil and percolation testing for replacement sites for already existing lots where it was determined an existing system is malfunctioning and cannot be repaired. SEO digs percolation holes and supplies water to site. Applicant supplies excavator for probe holes and preps site at applicant's expense includes up to 3 probe evaluations. **\$40.00** for each additional probe.
- **\$150.00** - discount to fee under paragraph b. and c. above if the applicant digs the perk holes (to spec), and provides adequate water onsite for testing. Construction inspections must be scheduled in advance as much as possible. Minimum 24 hours notice is required.

# EXHIBIT "3"

## **Sewage Planning Modules**

- **\$110.00** for component 1 or 2
- **\$88.00** for non building waiver (formally Form B Waiver), includes residual tract inspection
- **\$60.00** additional fee to DEP for sewage modules

## **Additional Sewage Enforcement Officer Inspection Charges**

- **\$50.00** per hour - malfunction inspection, complaint investigation, etc. Prior approval from Township must be granted prior to work being completed by SEO
- **\$50.00** per inspection – additional charge if construction inspections above and beyond inspection schedule are required (e.g. return inspections to correct deficiency).

## **Alterations, Repairs or Modifications to any of the components listed below will require a permit:**

- Septic tanks
- Cesspools
- Absorption beds and trenches
- Sand mounds
- Pump tanks (including pump replacements)
- Distribution boxes
- Baffle replacement

Repairs to broken pipes are allowed without a permit; except, when the pipe repair requires replacement of the portion that enters into or exits any type of tank. Inspection is required to check for proper sealing of the tank to prevent tanks leaking and to prevent infiltration.

All risers and lids installed need inspected. They are expected to be installed to be watertight and to have a lid that is sufficient in weight or mechanically sealed to meet regulations (permit fee is waived).

Repairs to baffles do not need a permit if the existing baffle is able to be repaired and reattached to the tank or inlet/outlet pipes.

All questions concerning permitting should be directed to the township sewage enforcement officer .the sewage enforcement officer will decide if permits are required on a case by case basis if the subject is not covered in this schedule of fees.

\$50.00 administrative charge by the township if a check is returned due to insufficient funds, closed accounts, etc. Also, the permits or approvals covered by the returned check will be voided and will not be reinstated until proper payment and fees are received by the township.

The following comes from the Shrewsbury Township sewage permit ordinance: “no fee shall be refunded to the applicant in the event a permit is not granted or in the event the evaluation of percolation tests and/or analysis of probe holes cause the permit officer to reject the lot as a site for an on-site sewage disposal system. All tests required by any application not performed by the township permit or enforcement officer shall be performed by the applicant at his own expense in a manner satisfactory to the permit or enforcement officer.”

**York County Planning Commission Schedule of Fees  
Effective 1/1/2018**

**Review Fees for Subdivision Plans**

Subdivision Plans (excluding sketch plans): \$550.00 base fee plus \$50.00 per lot/dwelling unit\*

Final Plans: Where a Preliminary Plan is required, the following reduced fee will be charged for a Final Plan if a copy of the approved Preliminary Plan accompanies the Final Plan submission – \$550 base fee plus \$30.00 per lot/dwelling unit\*

(\*not to exceed \$3,000.00)

**Review Fees for Land Development Plans**

Residential Land Development Plans: \$550.00 base fee plus \$50.00 per dwelling unit\*

Where a Preliminary Plan has been reviewed, the following fee will be charged for a Final Plan if a copy of the approved Preliminary Plan accompanies the Final Plan submission – \$550 base fee plus \$30.00 per dwelling unit\*

(\*not to exceed \$3,000.00)

All Other Land Development Plans (excluding certain accessory buildings):

- \$ 550.00 for buildings and additions up to 2,000 square feet
  - \$1,050.00 for buildings and additions from 2,001 - 5,000 square feet
  - \$1,550.00 for buildings and additions from 5,001 - 10,000 square feet
  - \$1,800.00 for buildings and additions from 10,001 - 50,000 square feet
  - \$2,050.00 for buildings and additions from 50,001 - 100,000 square feet
  - \$2,300.00 for buildings and additions from 100,001 - 200,000 square feet
  - \$2,550.00 for buildings and additions from 200,001 - 500,000 square feet
  - \$2,800.00 for buildings and additions from 500,001 square feet and over
- (Square footage is to be calculated as the equivalent of the building footprint.)

For a Change of Use Review to Existing Commercial/Industrial Buildings: \$500.00

Plans Proposing an Accessory Building on a Lot with an Existing Principal Building which does not Involve a New Access onto a Street: \$500.00

**Fees for Participation in the Traffic Impact Study (TIS) Scoping Process**

Review required when: a) required by PennDOT for access to state-maintained roads; and/or  
b) YCPC review of TIS is requested by the municipality.

\$725.00

**York County Subdivision and Land Development Ordinance**

A pre-application meeting with YCPC staff is required for plans which are subject to the requirements of the County Ordinance. Please contact the YCPC office at (717) 771-9870 for more information.

**Review Fee of Sewage Facilities Planning Modules (Component 4B)**

\$200.00 per module



*Conserving Natural Resources for Our Future*

## **YCCD EROSION & SEDIMENT POLLUTION CONTROL (E&SPC) PROGRAM SERVICES FEE SCHEDULE, RULES, & GUIDELINES**

**Adopted by the YCCD Board of Directors on April 7, 2016.  
Effective July 1, 2016.**

- I. Authority** – The York County Conservation District (hereinafter referred to as "District") has entered into a delegation agreement with the Pennsylvania Department of Environmental Protection (DEP) to administer the Commonwealth's Erosion and Sediment Pollution Control Program and the National Pollutant Discharge Elimination System (hereinafter referred to as NPDES) permitting program for the discharge of stormwater associated with construction activities under the Pennsylvania Clean Streams Law, Chapter 102 Erosion & Sediment Control and Stormwater Management regulations, and Chapter 92. The Conservation District Law (Section 9 of Act 217) provides the District with the ability to accept the responsibility to administer the erosion and sediment pollution control program and to collect fees for services performed.
- II. Applicability** - The District Services Fee shall apply to all plans submitted to the York County Conservation District requesting District review and approval. District services include attending pre-application meetings, completing technical E&S plan reviews; completing initial, routine, and final inspections where voluntary compliance is being obtained; attending site meetings; investigating complaints; attending preconstruction meetings; conducting educational programs; and providing administrative support. The District service fee does not cover the District's costs incurred in taking an enforcement action or conducting follow-up inspections where continuing non-compliance necessitates an enforcement action.

### **III. District Service Fees -**

**A. The following is the District's fee for various earth disturbance activities and the review of manure management plans:**

- 1) **Single Family Residential Unit (< 1 acre of earth disturbance) not associated with a larger common plan of development**

1 unit	= \$ 150 Fee
--------	--------------

- 2) **All Other Land Development Activities** (includes but is not limited to residential, commercial, industrial, agricultural buildings/structures, highway, and utility line projects)

0.1 - 1 acres	= \$ 750 Fee
2 - 5 acres	= \$ 750 + (\$225/acre)
6 - 25 acres	= \$ 1500 + (\$150/acre)
26 -100 acres	= \$ 4500 + (\$75/acre)
101 + acres	= \$ 9000 + (\$45/acre)

- Fee is based on the total disturbed acreage rounded to the nearest whole acre.
- In addition to the above disturbed acre fee an additional fee of \$300 per stream or wetland crossing for linear projects (ex. underground utility and transmission lines, overhead utilities, and highway projects) is required.

**3) PA Turnpike Commission Projects**

- \$100 per disturbed acre

**4) Timber Harvest Operations**

- \$150 for projects completing a DEP Professional Timber Harvesters Action Packet or other E&S plan.

**5) Chapter 105 Water Obstruction & Encroachment General Permits (GPs)**

- \$150 for stand-alone projects (ex. bridge/culvert replacements) with less than 1 acre of earth disturbance. Where the permitted activity is associated with a larger common plan of land development, timber harvest operation, spoil & borrow site or clearing & grubbing site the fee for the overall project shall apply.

**6) Stream Restoration Projects**

- \$250 fee for stand-alone projects.
- Stream restoration projects are defined as "Projects that convert an unstable, altered, or degraded stream corridor, including adjacent riparian zone and flood-prone areas to a stable condition considering recent and future watershed conditions. This includes restoring: 1) a stable dimension, pattern, and profile, 2) biological and chemical integrity, and 3) the ability to transport water and sediment in a dynamic equilibrium." (Source: Guidelines for Natural Stream Channel Design for Pennsylvania Waterways" Keystone Stream Team – March 2007)

**8) Green Infrastructure Projects**

- \$250 Fee (< 1 acre of earth disturbance) where:
  - a) The primary scope and purpose of the project is to protect, maintain, reclaim and restore water quality to receiving surface waters by managing stormwater through the use of green infrastructure. Green infrastructure uses natural hydrologic features - vegetation, soil, and natural processes - to manage water and create healthier urban environments (<http://water.epa.gov/infrastructure/greeninfrastructure>).
  - and
  - b) The project is a stand-alone project independent of any new residential, commercial, industrial, or other construction activity (ex. residential or commercial subdivisions, roadway and utility line projects).
- For green infrastructure projects requiring a NPDES Permit the Fee for District Services is waived however the NPDES permit filing fee and the \$100 per disturbed acre NPDES fee still apply.

Examples of green infrastructure include but are not limited to:

- Retrofitting existing conventional stormwater detention basins to improve ground water recharge and water quality
- Converting an *existing* impervious parking lot to pervious pavement or concrete
- Installation of rain gardens or bioretention areas
- Wetland creation/restoration (does not include wetland mitigation/replacement projects)
- Dam removals
- Riparian buffer installation and maintenance
- Tree planting and reforestation
- Replacing *existing* storm sewer pipe or gully erosion with stable vegetated swales

**7) Spoil & Borrow Sites**

- \$150 for spoil and borrow sites involving earth disturbance of 5,000 square feet to less than 1 acre.

**8) Clearing & Grubbing (not associated with preparing a site for future land development activities)**

- \$150 for sites involving earth disturbance of 5,000 sq. feet or more.

**9) Complaint Investigations**

- Upon receipt of a complaint, the District will charge the District service fee when earth disturbance activities are found to be in violation of Chapter 102 and when a required written E&S plan has not been developed (or) the required E&S plan does not meet the requirements of Chapter 102. Chapter 102.4(b) (9) authorizes the District to require submittal, review, and approval of E&S plans upon complaint or site inspection to ensure compliance with Chapter

102. For complaints involving earth disturbance activities that do not fit into any of the categories in Section III.A, a \$150 District service fee will be charged.

- Upon receipt of a complaint, the District will charge the District service fee when agricultural operations are found to be in violation of Chapter 91 and when a required manure management plan has not been developed (or) the required manure management plan does not meet the requirements of Chapter 91.

**10) Agricultural E&S (Conservation) Plans**

- \$150 Base Fee + \$25 per additional tract
- Plan review and approval will be charged as a base fee (covers the first "tract") plus \$25 for every additional "tract" referenced for review and approval. A "tract" shall be in accordance with the local USDA agency when available. In the absence of USDA tract numbers, a "tract" will be considered by a property tax parcel number

**11) Manure Management Plans**

- \$150 Base Fee

**B. Additional District Service Fees**

- 1) 25% of the original District service fee is required for all second submissions, 50% of the original District service fee is required for all third submissions, and the original District service fee is required for all submissions thereafter until the E&S plan meets the requirements of Chapter 102. The District strongly encourages that the plan preparer, landowner/developer, and the operator(s) attend an on-site pre-application meeting with the District. The District also provides a recommended standard plan format on our website ([www.yorkccd.org](http://www.yorkccd.org)) to assist plan preparers in submitting quality plans during the first plan submission.
- 2) 25% of the original District service fee is required for E&S plans which are resubmitted with major revisions to the previously approved E&S plans that are located within the previously approved limits of disturbance. Major revisions include, but are not limited to, major revisions to the lot and/or street layout, storm water management design, or hydraulic E&S BMPs requiring review of design calculations.
- 3) A new District service fee is required for any revised E&S plans that propose additional earth disturbance outside the previously approved limits of disturbance or NPDES permit boundary. The new District service fee is required only for the increased area of earth disturbance or the increase in residential units per Section III (A).
- 4) A District Service Fee of \$75 for completing a PA Natural Diversity Inventory (PNDI) search and providing an Environmental Review Receipt to the applicant.

**C. Waivers of District Services Fee**

The District services fee is waived for the following:

- 1) All projects submitted with Penn DOT as the applicant however the District encourages PennDOT to pay a reasonable fee to cover the costs of District services provided.
- 2) Existing District Cooperators
  - a) Agricultural E&S (Conservation) plans prepared by the District or Natural Resource Conservation Service (NRCS)
  - b) Headwaters Environmental Legacy Program (HELP-Streams) Projects
- 3) Resubmission of previously approved E&S plans with only minor revisions that do not affect the adequacy of the previously approved E&S Best Management Practices (BMPs) or minor field modifications that require minimal to no review of BMP design calculations and construction details.

#### IV. NPDES and E&S Permit Fees

##### A. NPDES and E&S Permit fees are as follows:

Permit Type	Administrative Filing Fee	Disturbed Acre Fee
NPDES General Permit	\$500.00	\$100/ Disturbed Acre *
NPDES Individual Permit	\$1,500.00	\$100/ Disturbed Acre *
E&S Permit	See DEP permit application	See DEP permit application
Disturbed Acres – Round to the nearest whole acre		

All earth disturbance sites which require an NPDES or E&S permit must submit **two separate checks** with the application for District services. The appropriate permit filing fee shall be in the form of check or money order made payable to "York County Conservation District Clean Water Fund" and the required per disturbed acre fee shall be in the form of check or money order made payable to "Commonwealth of Pennsylvania Clean Water Fund".

\* The \$100 per disturbed acre fee is a one-time fee and will not be re-charged for NPDES permit renewals and for resubmittal of previously withdrawn NPDES applications for which the \$100 per disturbed acre fee had been previously paid.

##### B. Phased NPDES Projects

- 1) The disturbed acre fee is required at the time each individual phase is submitted for District review. The initial administrative filing fee is a one-time fee paid at the time of the initial submission and is not required for submittal of future phases.

##### C. NPDES Permit Renewal Fees

Permit renewal fees (which includes the permit filing fee and the disturbed acre fee) are required for all existing and future areas to be disturbed within the existing approved phase(s). An additional disturbed acre fee is required at the time each future phase is submitted for District review.

##### D. Waiver of NPDES Permit Fees

NPDES permit fees are waived for the following:

- 1) All projects submitted with PennDOT as the applicant.

#### V. Administration

##### A. Rules & Guidelines

- 1) An erosion and sediment control (E&S) plan for a non-NPDES permitted project will be considered complete when the District receives complete E&S plan drawings, narrative, a completed Application for District Services, and a check or money order made payable to the "York County Conservation District" in the amount of the required District services fee. Only one complete and folded set of E&S plans will be accepted.
- 2) A NPDES or E&S permit application will be considered complete when all items on the Notice of Intent checklist have been received, and a completed Application for District Services, and check or money order made payable to the "York County Conservation District" in the amount of the required District services fee has been received. Only one complete and folded set of E&S plans will be accepted.
- 3) The District reviews E&S plans and NPDES applications in the order that they are received (i.e. first come, first serve basis).
- 4) The District will review the E&S plan solely to determine whether it is adequate to satisfy the requirements of Chapter 102. By a determination that the plan is adequate to meet those requirements, neither the District nor the County assume responsibility for the plan implementation or the proper construction and operation of the facilities contained in the plan. The design, structural integrity, and installation of the Best Management Practices (BMPs) are the responsibility of the landowner and/or operator. Before any earth disturbance commences, the appropriate local, state, and federal permits and approvals must be obtained from the agency having specific permitting authority.
- 5) The District has not been delegated authority to complete technical or engineering reviews of PCSM plans. The design, structural integrity and installation of the PCSM BMPs set forth in the PCSM plan are the responsibility of the plan preparer, landowner, and operator.
- 6) District approval letters are valid for the duration of the project construction if no changes are made to the approved E&S plans.
- 7) For projects that have not commenced earth disturbance activities, the E&S plan approval expires 5 years from the date of the District's approval letter.



- 8) Each submission of a different project (i.e. change in land use) on the same parcel of land shall be considered a new project subject to a new District service fee.
- 9) For phased projects, an Application for District Services and Fee is required at the time each individual phase is submitted for District review.

**B. Plan Review Timeframes** - NPDES completeness reviews and E&S technical plan reviews will be completed within the timeframes allotted by the District's delegation agreement with the PA DEP as follows:

- 1) Completeness reviews will be completed within 15 business days of receiving the Notice of Intent (NOI) package for all NPDES permits.
- 2) Initial technical E&S plan reviews for General NPDES permits will be completed within 22 business days of the completeness letter date. Total processing time for a general NPDES permit *without deficiencies* is 71 business days.
- 3) Initial technical E&S plan reviews for Individual NPDES permits will be completed within 47 business days of the completeness letter date. Total processing time for an individual NPDES permit *without deficiencies* is 107 business days.
- 4) Technical plan reviews for all revised E&S plans for General NPDES permits will be reviewed within 17 business days of the complete re-submittal date.
- 5) E&S plans for non-NPDES-permitted projects will be reviewed within 30 calendar days of receiving a complete submittal.

**C. Withdrawal of Projects** - Requests for withdrawal of E&S plans and refund of the District service fee shall be submitted in writing with the reason(s) for withdrawal. The following applies to the withdrawal of plans:

- 1) Decisions on refunds will be made on a case-by-case basis.
- 2) The NPDES permit fee is non-refundable.
- 3) A minimum \$150 processing fee will be imposed for refunds granted.
- 4) If the plan review has begun or if earth disturbance activities have commenced, the request for refund of the District service fee may be denied. An appeal of the decision may be made in writing to the attention of the District Board Chairman.
- 5) NPDES permit applications not resubmitted within 60 calendar days will be considered withdrawn in accordance with Chapter 102.6(c) (2) & (3) unless the applicant provides a written request for a specific extension prior to the 60 calendar days lapsing.
- 6) An E&S plan (for non-NPDES permitted projects) resubmitted more than one (1) year after the date of the District's last technical deficiency letter will be considered withdrawn unless the applicant provides a written request for a specific extension prior to the 1 year lapsing. A new application for District services and fee will be required prior to future resubmission.

**Shrewsbury Township  
Maintenance Department  
Fee Schedule**

**Hourly Rates**

Maintenance Worker	\$30.00
Maintenance Supervisor	\$37.50
Small Dump Truck w/Operator	\$50.00
Roller w/Operator	\$50.00
Large Dump Truck w/Operator	\$60.00
Backhoe w/Operator	\$65.00
Tiger Mower w/Operator	\$65.00
Loader w/Operator	\$75.00
Road Grader w/Operator	\$85.00
Paver w/Operator	\$90.00
Pick-Up w/Operator	\$35.00
Crack Sealer	\$40.00

**Material Rates**

All bituminous, salt and quarry materials will be supplied at annual material bid price FOB (job) +10%, unless otherwise specified under intermunicipal contract.

New Sign and/or Post (installed)**	\$150.00
Replacement Sign Only (installed)**	\$ 75.00
Replacement Post Only (installed)	\$ 75.00

\*\*Includes two (2) road name signs, or one (1) regulatory sign, or one (1) warning sign.  
Sign installation includes all hardware.

# EXHIBIT "7"

## SHREWSBURY TOWNSHIP York County, Pennsylvania

### OPEN RECORDS POLICY

The purpose of this policy is to provide guidelines that conform to the requirements of Act 3 of 2008 commonly known as the "Open Records Law," which fundamentally changes the "Right to Know Law".

#### **I. GENERAL**

- A. All documents deemed public records shall be available for inspection, duplication, and retrieval at the Shrewsbury Township Administrative Building, 11505 Susquehanna Trail South, Glen Rock, PA 17327, during established business hours, excluding weekends and recognized holidays.
- B. The Township's Open Records Officer, as designated by the Township and pursuant to the Act, will be responsible for receiving, tracking, and responding to Open Records requests. In the absence or unavailability of the Open Records Officer, another employee of the Township may act as the Deputy Open Records Officer.

#### **II. REQUESTS**

- A. All Open Records Requests for the Township are to be addressed to the Open Records Officer, and may be submitted in person, by mail, by facsimile, or email. Written requests shall be addressed to Shrewsbury Township Open Records Officer, 11505 Susquehanna Trail South, Glen Rock, PA, 17327. The applicable facsimile number for requests is (717)227-0662. The email address for requests is [manager@shrewsburytownship.org](mailto:manager@shrewsburytownship.org).
- B. Shrewsbury Township will not respond to oral or anonymous requests.
- C. Each written request shall include the name of the Requester and the address to which the Township should address its response. The request should also identify or describe the records sought with sufficient specificity to enable the township to ascertain which records are being requested.
  1. The request may be submitted using the Open Records Request Form provided by the Township, and may be obtained at the Township Office or on the Township website ([www.shrewsburytownship.org](http://www.shrewsburytownship.org)).
  2. The Requester must be a resident of the United States. In determining whether the Requester meets this requirement, the applicable Open Records Officer may, in his or her discretion, require that the Requester produce photographic identification such as a driver's license, showing an address.
- D. Upon receiving a written Open Records Request, the applicable Open Records Officer will:
  1. Date-stamp the request.
  2. Assign a tracking number to the request.
  3. Compute and make a notation of the date by which a response must be provided.
    - a) Shrewsbury Township will make a good faith effort to determine if the requested record is a public record and respond as promptly as possible under the circumstances existing at the time of the request and that this time

# EXHIBIT "7"

- shall not exceed five (5) business days from the date the written request is received by the applicable Open Records Officer.
- b) The first day of the five (5) business day period will be the Township's next business day after receipt of the request.
4. If the Open Records Officer fails to respond within the five (5) business day period with either an interim or final response, the Open Records request is deemed denied.
  5. Make a duplication of the request including all documents submitted and the envelope (if any) in which it came.
  6. Create an official file for the retention of the original request.
  7. Record the request in a system used by the Township for tracking Open Records requests.

### **III. RESPONSE**

- A. Physical access provided to a Requester of a document or a copy of a requested document will be considered a "response" to an Open Records request. The Open Records Officer will provide authorization for such access.
  1. Public records of the Township will be accessible for inspection by a Requester during the regular business hours of the Township, excluding weekends and recognized holidays.
  2. The Township is not required and will not create a public record that does not already exist, nor is the Township required to compile, maintain, format, or organize a public record in a manner in which the Township does not currently do so.
  3. In compliance with the Open Record Law's redaction requirements, the Township is not required to alter their original records.
  4. In order to prevent the Requester from having access to information to which they are not entitled, the Township will redact or eradicate a portion of a document while retaining the remainder for review.
  5. The Township does not make duplication equipment available to a Requester, but does provide for Township staff to make copies or may contract for duplication services and require that the Requester pay the contract for those services. In both instances, the Township may charge a reasonable fee that is consistent with prevailing charges for duplication.
  6. Failure by the Requester to retrieve requested documents within sixty (60) days of first notification will result in the disposal of said documents and the retention of any fees paid.
- B. Where timely access is not provided as listed in A.1 above or otherwise requested, the Township is required to provide a response in writing. The Open Records Officer has the duty to prepare and send written responses and may consult, as necessary, with the Solicitor and other Township Officials, Township employees, and Third-Party consultants having a concern or interest in the records.
- C. The applicable Open Records Officer shall send written response to Requesters by U.S. mail and, at its discretion, may also use the following means: facsimile transmission, email, overnight, parcel delivery service, or courier delivery.

# EXHIBIT "7"

- D. The Act provides circumstances in which the Township can obtain an extension of time in which to provide a final response to a request. The Township must provide the Requester with written notice that additional time will be required. This notice is referred to as an "interim response".
  - 1. Single extensions of time may not exceed thirty (30) calendar days. Notification to a Requester by the applicable Open Records Officer that it needs more than the maximum thirty (30) calendar days, acts as a deemed denial.
  - 2. If an extension is invoked and then there is no timely final response, the Open Records request is deemed denied.
- E. Written Final Responses may be one of three (3) types:
  - 1. The Township grants the entire request.
  - 2. The Township refuses the entire request.
  - 3. The Township grants part of the request and refuses the remainder.
- F. Final responses that deny requests in whole or in part will list all of the specific reasons relied on by the Township for denying the request and will include one or more citations of support authority. The response shall also contain a notice informing the name and mailing address of the Open Records appeal Office.
- G. Inaction by the Township is not a response even when it results in deemed denial.

## **IV. APPEALS**

- A. If a written request for access to records is denied in whole or in part or deemed denied, the Requester may file an appeal with the Office of Open Records within fifteen (15) business days of the mailing date of the Township's Open Records Officer's response or within fifteen (15) days of a deemed denial.
- B. The appeal should state the grounds upon which the Requester asserts that the record is a public record, legislative record or financial record and shall address any grounds stated by the Township's Open Records Officer for delaying or denying the request.
- C. The Office of Open Records will appoint appeals officers, and adopt appeal procedures. Requester should contact the Office of Open Records, Commonwealth Keystone Building, 400 North Street - 4<sup>th</sup> Floor, Plaza Level, Harrisburg, PA 17120-0225. The Office of Open Records may also be contacted via facsimile to 717-425-5343 or via email to [openrecords@pa.gov](mailto:openrecords@pa.gov) as a Microsoft Word or PDF attachment.
- D. Where the Office of Open Record's final determination upholds the refusal of access to a document, the Requester may, within thirty (30) calendar days of the mailing date of that final determination, file a Petition for Review in Commonwealth Court.
- E. Either party may file a Petition of Review of the written decision of the Appeals Officer within thirty (30) days of the mailing date of the written decision with the York County Court of Common Pleas.
- F. Additional Open Records information can be found on Office of Open Records website at <http://openrecords.state.pa.us>

# EXHIBIT "7"

## **V. FEES**

- A. The Township will not charge for redaction services.
- B. A "photocopy" is either a single-sided copy or one side of a double-sided black-and-white copy of a standard 8.5" x 11" page.
- C. A duplicating fee for photocopying, printing from electronic media, or microfilm will be imposed at 25 cents per page, per side.
- D. A duplicating fee for copying onto electronic media will be imposed at 50 cents per compact disk. A new disk will be used each time records are provided.
- E. Fees for facsimile transmissions will be imposed the actual cost to send the transmission.
- F. Scanned documents sent electronically will be imposed a fee at 25 cents per page, only if a document must first be converted into a copy format in order to scan into an electronic format (i.e. a document requiring redaction before scanning).
- G. For other means of duplication and other costs incurred, reasonable fees based on prevailing fees for comparable duplication by local business entities or actual costs will be imposed.
- H. The Township may, in its discretion, insist that payment for duplication be made by certified check. If the fee is for copying only, the Township shall provide access to the records but shall refuse to make any copies until the fee is paid. If the fee is for service that is necessary in order for access to be provided, the Township shall deny access to the records until the fee is paid.
- I. The Township shall not be prohibited from exercising its discretion to waive collection of fees for documents to non-profit organizations and governmental agencies and authorities.
- J. The Township may require a requester to prepay an estimate of the fees, if the fees required to fulfill the request are expected to exceed \$100.
- K. The fee schedule for GIS documents, tax records, assessment records, and other records involving large datasets, as well as historical documents maintained by Township, may be different from that set forth in this policy.

## **VI. Retention and Disposal of Public Records**

- A. The Open Records Law does not modify, rescind or supercede any statutes, regulations and other laws that regulate the Township's retention and disposal of records policy.

## **VII. Posting Record Requests**

- A. The Township reserves the right to post and/or release record requests and responses thereto. Individuals and entities submitting records requests should have no expectation of privacy concerning requests.

# EXHIBIT "7"

This policy supersedes any and all previously adopted Open Records Policies.

ADOPTED this 4<sup>th</sup> day of September, 2013.

ATTEST:

SHREWSBURY TOWNSHIP  
BOARD OF SUPERVISORS

---

Secretary

---

Chair