

**SHREWSBURY TOWNSHIP
YORK COUNTY, PENNSYLVANIA**

RESOLUTION 2025-05

**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, 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 – PERMITS

Zoning Permit - General Zoning Permit

- Application Deposit - \$100.00 nonrefundable (applied to approved zoning permit cost)
- Accessory Structures:
 - Residential - \$100.00
 - Commercial - \$200.00
- New Principal Structure:
 - Residential - \$75.00, plus \$0.40 per sq. ft. for livable space (includes two inspections – stakeout & final, and U&O certificate)
Excludes unclosed porches, deck, patios, garages, unfinished basement, unfinished attics, sheds, agricultural buildings, and residential play sets.
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 100 sq. ft. are exempt from a zoning permit; all zoning requirements must be met, including setbacks.
- Any Zoning Permit issued as the result of a violation notice for not securing zoning permit will be assessed a double permit fee.

Inspection Fee (in addition to those included in original permit fee)

- Inspections over the number included in the original permit fee (including inspections requested by permit holder) - \$75.00 per inspection.

Building Code Official (BCO) Permit Fee

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

Building Permit (Ordinance 2004-01; Uniform Construction Code)

- Application Deposit - \$250.00 nonrefundable (applied to approved permit cost)
- Fees for all Work completed by Dependable Construction Code Services (DCCS) – see “Exhibit 1”

Burn Permit (Ordinance 2002-07)

- \$5.00 per calendar year for small scale (20 ft. diameter, and under)
- \$10.00 per large scale event (over 20 ft. diameter; requires Board approval)

Demolition Permit

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

Driveway Permit - \$100.00

- Required for new construction, expansion, resurfacing existing asphalt, or placing asphalt over existing stone/gravel.

Fence Permit

- 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.

PA Uniform Construction Code Fee / Building Permit

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

Road Excavation Permit (Ordinance 2005-02)

- Permit Fee (includes inspections) - \$100
- Degradation Fee - \$10.00 per square yard
- Restoration Bond - \$30.00 per square yard

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 “York County Planning Commission.”

Use & Occupancy Certificate

- Residential (for any use & occupancy that does not require a zoning permit) - \$75.00
 - A residential “Temporary” U&O will be charged an additional \$150.00 non-refundable fee, and an additional \$150.00 non-refundable fee for each Temporary U&O extension.
- Commercial, Industrial & Institutional Uses - \$150.00
 - A commercial “Temporary” U&O will be charged an additional \$300.00 non-refundable fee, and an additional \$300.00 non-refundable fee for each Temporary U&O extension.
- Requests for U&O received by the Township less than three (3) full business days of the desired issue date will be assessed a double U&O fee.

Sign Permit (Chapter 19 of Code of Ordinances, as amended)

- Application Deposit - \$100.00 nonrefundable (applied to approved permit cost)
- Permit Application [includes one (1) inspection after installation]
 - Residential/Agricultural - \$75.00
 - Commercial/Industrial - \$150.00
- Application for Sign Variance to Sign Ordinance - \$450.00
- Impoundment Fee - \$35.00/sign, or actual cost to Township, whichever is greater.

Soliciting, Peddling & Canvassing Permit

- Application Fee (per person) - \$25.00

Stormwater Management Zoning Officer Review

- Application Fee (Under 1,000 sq. ft. of impervious area) - \$140.00
- Application Fee (1,000 – 4,999 sq. ft of impervious area) \$180; includes recording of Operation & Maintenance Agreement.
- Resubmittal Fee - \$80.00 each time that a stormwater management plan is required to be resubmitted for subsequent review.
- Township Engineer Review (5,000 sq. ft. or greater of impervious area)
 - Application Fee - \$400.00 ; includes plan review and recording of Operation & Maintenance Agreement.
 - Resubmittal Fee - \$200.00 each time that a stormwater management plan is required to be resubmitted for subsequent review.

Stormwater Management Permit (includes 2 inspections)

- Seepage pits and residential storm basins - \$150.00
- Each reinspection after initial two (2) inspections - \$75.00

Well Permit - \$100.00

SECTION 2 - AGREEMENT

Development Right Verification Agreement

1. Verification Agreement: Verifies the number of Development Rights (DRs): \$150.00 per parcel. Includes preparation and recording of a “Development Rights Verification Agreement.”
2. Deed Creation - Transferrable Development Right (TDR): \$175.00 for the first deed; \$100.00 for each additional deed. Fee includes creation and recording of each deeds.
3. Transfer Deed - Transferrable Development Right (TDR): \$175.00 for the first deed; \$100.00 for each additional deed. Fee includes preparation and recording of each deeds.

Septic Agreement

- Separation (well & septic) - \$150.00; non-refundable & includes recording.
- Real Estate Transfer - \$150.00; non-refundable.

Accessory Dwelling Unit (ADU) Agreement

- \$200.00; includes notary & recording.

SECTION 3 - 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: \$150.00
 - Preliminary Subdivision or Land Development Plan: \$500.00
 - Final Subdivision or Land Development Plan: \$500.00 or \$50.00 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 - \$200.00 per lot; \$1,000.00 minimum; \$10,000.00 maximum
 - ~ Commercial & Industrial - \$350.00 per acre; \$2,100.00 minimum; \$10,000.00 maximum
 - Final Subdivisions and Land Development Plan
 - ~ Residential - \$200.00 per lot; \$1,000.00 minimum; \$10,000.00 maximum
 - ~ Commercial & Industrial - \$530.00 per acre; \$00.00 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 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

- The Township Engineer is not authorized to discuss Township matters with any party without prior approval of the Board of Supervisors, 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 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 party without prior approval of the Board of Supervisors, except for 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 \$220.00 per hour, and for litigation the fee will be set on a case-by-case basis.

Zoning Officer

- Additional inspection charge of \$70.00 per hour for any additional work including complaint inspections, research, reviewing files etc., as it relates to a zoning permit. See "Exhibit 3."

Sewage Enforcement Officer

- See "Exhibit 4."

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 \$50.00 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 dwelling unit.

Planning Commission Solicitor

- The Planning Commission Solicitor is not authorized to discuss township matters with any party without prior approval of the Board of Supervisors, except for 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 \$220.00 per hour for general services, 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 5."

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 6."

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.

SECTION 4 – DRIVEWAYS, STREETS & ROADWAYS

State Highway Occupancy Permit Acknowledgment Letter

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

SECTION 5 - 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, etc. - \$800.00
 - Validity Variance or challenge to the validity of any provision of the zoning ordinance - \$1,100, plus all applicable costs incurred.
 - All fees shall be paid at time of filing.
- The Township Zoning Hearing Board Solicitor's fee is established at a rate of \$135.00 per hour.

SECTION 6 – MISCELLANEOUS

Late Fees

- A late fee of 1.5% per month will be added on any unpaid balances with a minimum late fee of \$10.00 per month.

Maintenance Department Fees

- Various fees for equipment and materials, including signs and posts. See “Exhibit 7” for details.

Notary Public

- Acknowledgements - \$5.00 for the first signature and \$2.00 for each additional name.
- Affidavits - \$5.00
- Agreements - \$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 is 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 8” for details.

Park Pavilion Reservation

- \$25.00 – Resident
- \$50.00 – Non-Residents

Photocopies

- The rate for an 8½” x 11” single side is established at \$0.25.
- The rate for a 24” x 36” single side plan sheet is established at \$2.50.
- The rate established by the outside vendor’s invoice for outsourced copies.

SEWER EDU CERTIFICATES – REPLACEMENT OF

- \$100.00 for each replacement certificate,

Sale of Publications

- Zoning Ordinance – See rates under “Photocopies” section.
- Subdivision & Land Development Ordinance - See rates under “Photocopies” section.
- Construction & Materials Specifications for Subdivision & Land Development - See rates under “Photocopies” section.

Tax Certification

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

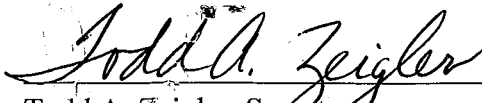
Zoning Ordinance Amendment

- Originated by Land Owner - \$1,500.00 , plus all applicable costs incurred.

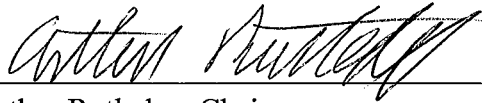
This Resolution has been adopted this 6th day of January 2025.

ATTEST:

BOARD OF SUPERVISORS
OF SHREWSBURY TOWNSHIP



Todd A. Zeigler, Secretary



Arthur Rutledge, Chairman