

**SHREWSBURY TOWNSHIP
YORK COUNTY, PENNSYLVANIA**

RESOLUTION 2024-05

**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 - \$50.00
- Inspection Fee - \$50.00
- 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 Plan Review and Operation & Maintenance Plan

- Zoning Officer Review (Under 5,000 sq. ft. of impervious area)
 - Application Fee - \$175.00; includes plan review and 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, plus \$50.00 each trip to site exceeding two (2).

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. Transferrable Development Right (TDR) Deed Creation: \$150.00 for the first deed; \$75.00 for each additional deed. Fee includes creation and recording of each deeds.
3. Deed of Transfer of Development Rights (DRs): \$150.00 for the first deed; \$75.00 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 - \$100.00; non-refundable.

Accessory Dwelling Unit (ADU) Agreement

- \$150.00; 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: \$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 - \$200.00 per lot; \$1,000.00 minimum; \$10,000.00 maximum
 - ~ Commercial & Industrial - \$250.00 per acre; \$1,500.00 minimum; \$10,000.00 maximum
 - Final Subdivisions and Land Development Plan
 - ~ Residential - \$200.00 per lot; \$1,000.00 minimum; \$10,000.00 maximum
 - ~ Commercial & Industrial - \$250.00 per acre; \$1,500.00 minimum; \$10,000.00 maximum
- All advertising, engineering, legal, meeting, zoning, and all other costs and review fees shall be deducted from the escrow account. The 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.
 - Zoning / Codes Enforcement Officer: \$60.00 /hr.
 - Road Maintenance Supervisor: \$47.25 /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 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 \$200.00 per hour, and for litigation the fee will be set on a case-by-case basis.

Zoning Officer

- Additional inspection charge of \$60.00 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 \$200.00 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 \$5.00 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 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 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 vender’s invoice for outsourced copies.

SEWER EDU CERTIFICATES – REPLACEMENT OF

- \$100.00 for each replacement certificate,

Sale of Publications

- Zoning Ordinance – \$45.00
- Subdivision & Land Development Ordinance - \$45.00
- Construction & Materials Specifications for Subdivision & Land Development - \$45.00

Tax Certification

- Standard Tax Certification - \$20.00
- Same Day Tax Certification - \$25.00

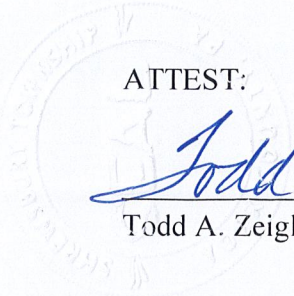
- Duplicate Billing - \$5.00

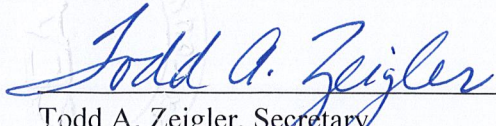
Zoning Ordinance Amendment (other than curative)

- \$800.00 , plus all applicable costs incurred.

This Resolution has been adopted this 2nd day of January 2024.

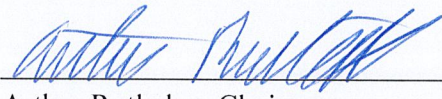
ATTEST:





Todd A. Zeigler, Secretary

BOARD OF SUPERVISORS
OF SHREWSBURY TOWNSHIP



Arthur Rutledge, Chairman

UCC Residential 2024 Fee Schedule

New One- and Two-Family Dwellings

Plan Review	\$85.00 per hour
Per Inspection	\$75.00

Additions, Renovations,

Plan Review	\$75.00 per hour
Per Inspection	\$70.00

Manufactured Home/ Modular Home

Includes Plan review and inspections	\$550.00
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Solar Panels (Ground and Roof Mounted)

Plan Review	\$5.00 per \$1,000.00 of total construction value (min. \$300.00)
All Inspections	\$150.00

FLAT RATE FEES

Pools

Above-ground pools, hot tubs, spas	\$300.00
Above-ground pools with decking	\$400.00
In-ground pools	\$600.00
Bladder/Storable pools (per installation)	\$60.00
Decks	\$300.00
Pole Barns	\$450.00
Single Construction Code inspection	\$80.00

Residential Miscellaneous Fees

State EDU	\$4.50 on all permits
DCCS Admin Fee for all Residential Permits	\$25.00
Municipal Administration Fee	X .10 of permit cost
UCC Stop Work Order/Notice Violations/Condemnation	\$100.00
Appeal Hearings	\$300.00
Court Appearance	\$500.00
Civil Filing	\$200.00

Commercial 2024 Fee Schedule

Inspections are charged by (SEE ATTACHED)
Cost of Construction Per the International Code Council Building Valuation Data

Cost of Construction (COC)

\$0 - \$350,000 \$0.015 * COC + \$150.00 per hour (plan review fee - min. \$300.00)

<u>\$350,001 - \$1,000,000</u>	Inspections	\$0.017 * COC
Plan Review		\$0.25 square feet
<u>\$1,00,001 - \$2,000,000</u>	Inspections	\$0.013 * COC
Plan Review		\$0.21 square foot
<u>Over \$2,000,001</u>	Inspections	\$0.010 * COC
Plan Review		\$.17 X Per Square Foot

Miscellaneous Fees

State EDU	\$4.50 on all permits
DCCS Admin Fee for all Permits	\$50.00 Commercial
Municipal Administration Fee	X .10 of permit cost
UCC Stop Work Order/Notice Violations/Condemnation	\$150.00
Appeal Hearings	\$400.00
Court Appearance	\$700.00
Civil Filing	\$300.00



2024 Classification Billing Rates

Hourly Rates

Principal	\$198.00
Senior Project Engineer	\$153.00
Project Engineer	\$133.00
Senior Project Manager	\$171.00
Project Manager	\$145.00
Designer II	\$108.00
Designer I	\$ 95.00
Senior BIM Technician	\$112.00
BIM Technician II	\$ 90.00
BIM Technician I	\$ 73.00
Senior CADD Technician	\$109.00
CADD Technician II	\$ 90.00
CADD Technician I	\$ 69.00
Senior Administrative Assistant	\$ 85.00
Administrative Assistant II	\$ 75.00
Administrative Assistant I	\$ 62.00
Senior Planner	\$128.00
Planner II	\$100.00
Planner I	\$ 76.00
Senior GIS Technician	\$117.00
GIS Technician II	\$105.00
GIS Technician I	\$ 79.00
Senior Survey Technician	\$110.00
Survey Technician II	\$101.00
Survey Technician I	\$ 79.00
Senior Testing Technician	\$ 96.00
Testing Technician II	\$ 78.00
Testing Technician I	\$ 69.00
Senior Inspector	\$107.00
Inspector II	\$ 97.00
Inspector I	\$ 89.00
Marketing	\$167.00
Intern	\$ 62.00

Reimbursables (Direct Expenses)

Outside Reproduction	Cost + 10%
Filing Fees	Cost + 10%
Subconsultants	Cost + 10%
GPS Equipment	\$65.00/Hour
RTS Equipment	\$55.00/Hour
Network GPS Equipment	\$80.00/Hour
Mileage (where applicable)	IRS Rate + 10%
Prints/Plots (black and white)	
24" x 36"	\$3.00/sheet
36" x 42"	\$6.00/sheet
Prints/Plots (color or mylar)	
24" x 36"	\$6.00/sheet
36" x 42"	\$12.00/sheet

Note: Rates are effective 01/01/24 through 12/31/24.

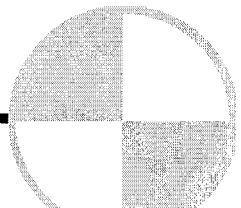




EXHIBIT "3"

MUNICIPAL SERVICES

1646 Mill Road Seven Valleys, PA 17360

www.mcmunicipal.com | (717) 417-8899

2024 FEE SCHEDULE - SHREWSBURY TOWNSHIP

MUNICIPAL AGREEMENT ATTACHMENT "A"

FEE TYPE	AMOUNT
All services to be provided to Shrewsbury Township by MC Municipal Services at an hourly rate.	\$60.00 per hour
• Customers shall pay all fees directly to the Municipality. • Municipality shall reimburse MC Municipal Services for all postage and delivery expenses.	

EXHIBIT 4

South Penn Code Consultants
1382 Seven Valleys Road
York PA 17408



Info@SouthPenn.net
Phone: 717-942-2248
Fax: 717-942-2476

South Penn Code Consultants

SHREWSBURY TOWNSHIP 2024 SEO FEE SCHEDULE

REAL ESTATE TRANSFER INSPECTIONS	\$220.00
Pumper and cost of pumper is the seller's responsibility. All tanks must have access to large openings, so, risers need to be installed or dug open by the seller prior to inspection.	
REAL ESTATE TRANSFER RE-INSPECTION	\$ 75.00
When original inspection failed.	
DEEP SOIL PROBE	\$140.00
EACH ADDITIONAL PROBE	\$ 40.00
PERCOLATION TESTING	\$330.00
One test with (6) perc holes on existing parcels.	
DEEP SOIL PROBE AND PERCOLATION TESTING FOR NEW SUBDIVISIONS	\$940.00
Two separate perc and probes per lot.	
SEO DIGS PERC HOLES	\$300.00
SEO PROVIDE WATER FOR PERC TESTING	\$300.00
SEWAGE PLANNING MODULE – COMPONENT 1 OR 2	\$110.00
REVIEW FEE – NON-BUILDING WAIVER	\$ 88.00
Includes residual tract inspection.	
SEWAGE APPLICATION, PERMITTING, AND INSPECTION FOR NEW SYSTEM	\$440.00
MINOR REPAIR PERMIT	\$100.00
Application fee and permit fee only.	
INSPECTION FEE	\$ 60.00
Per inspection.	
HOURLY RATE	\$ 60.00
Additional sewage enforcement officer inspection charges include malfunction inspections, water sampling, complaint investigation, minor repair inspections, attend meetings, etc.	
DEP FEE FOR SEWAGE MODULES	\$ 60.00

NOTE: AN EXCAVATOR MUST BE CONTACTED TO DIG PROBE HOLES AT THE APPLICANT'S EXPENSE

York County Planning Commission Schedule of Fees – 2022 (updated 5/17/2022)

Review Fees for Subdivision Plans

- Subdivision Plans (excluding sketch plans): \$550 base fee *plus* \$50 per lot/dwelling unit (not to exceed \$3,000)
- 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 (with signatures) accompanies the Final Plan submission:*

\$550 base fee plus \$30 per lot/dwelling unit (not to exceed \$3,000)
- Common Ownership Merger (COM) Plans - A subdivision plan proposing the adjustment or elimination of property boundary lines between two (2) or more adjoining lots/parcels/tracts owned by the same person(s), where no land development is proposed.

\$250
<https://www.ycpc.org/537/Common-Ownership-Merger-COM>
- Corrective Action Plan (CAP) – A plan that proposes to correct an error on a recorded plan (YCPC Municipal Planning Division staff must be consulted to determine if a plan will be accepted as a CAP submission).

\$250
<https://www.ycpc.org/518/Corrective-Action-Process-CAP>

Link to request form:

<https://www.ycpc.org/FormCenter/YCPC-Forms-6/Corrective-Action-Request-61>

Review Fees for Land Development Plans

- Residential Land Development Plans: \$550.00 base fee plus \$50.00 per dwelling unit (not to exceed \$3,000)

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 (with signatures) accompanies the Final Plan submission*** –

\$550 base fee plus \$30.00 per
dwelling unit (not to exceed \$3,000)

- All Other Land Development Plans (excluding certain accessory buildings), based on building footprint:

\$ 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

Where a Preliminary Land Development Plan has been reviewed, a Final Land Development Plan review fee of \$550 will be charged *if a copy of the **approved Preliminary Plan (with signatures) accompanies the Final Plan submission***.

- **Fees for Reviews of Combined Land Development and Subdivision Plans**

If a plan that proposes both subdivision and land development is submitted for review, the review fee will be determined as if two separate plans were submitted – one for the subdivision, and one for the land development.

- For a Change of Use Review to Existing Commercial/Industrial Buildings:

\$500

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

\$500

- **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



**YCCD EROSION & SEDIMENT POLLUTION CONTROL (E&S)
& POST-CONSTRUCTION STORMWATER MANAGEMENT (PCSM)
PROGRAM SERVICES FEE SCHEDULE, RULES, & GUIDELINES
Adopted by the YCCD Board of Directors on November 9, 2023
Effective January 1, 2024.**

- 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 E&S pollution control and PCSM 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, conducting NPDES completeness reviews, completing technical E&S and PCSM 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) **Small Projects Guide or Single Family Residential Unit (< 0.991 acre of earth disturbance) not associated with a larger common plan of development**

1 unit	= \$255 Fee
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- 2) **All Other Land Development Activities** (includes but is not limited to residential, commercial, industrial, agricultural buildings/structures, highways, utility lines, renewable energy projects, and Corrective Action Plans (CAPs))

Disturbed Acres (Rounded to Nearest Whole Disturbed Acre*)	Fee for District Services	Additional PCSM Plan Review Fee
0.1 - < 0.991 acres	= \$ 1,080 Fee	NA
1 – 5 acres	= \$ 1,440 + (\$410/acre)	\$770
6 – 25 acres	= \$ 2,780 + (\$310/acre)	\$2,060
26 -100 acres	= \$ 8,440 + (\$155/acre)	\$4,120
101 + acres	= \$ 16,890 + (\$90/acre)	\$6,180

* Disturbed acreages of 0.991 acres or more should be rounded to nearest whole disturbed acre.

- Fee is based on the total disturbed acreage rounded to the nearest whole disturbed acre.
 - In addition to the above disturbed acre fee an additional fee of \$450 per stream or wetland crossing for linear projects (ex. underground utility and transmission lines, overhead utilities, and highway projects) is required.
- 3) **Post-Construction Stormwater Management (PCSM) Plans**
- The District Engineer will conduct a technical (engineering) review of PCSM plans required for all individual NPDES permit applications and for the following general (PAG-02) NPDES permit applications that involve:
 - 25 acres or more of earth disturbance over the life of the project
 - Managed Release Concept (MRC)
 - Discharges to offsite non-surface waters
 - Voluntary or required riparian forest buffers
 - An additional PCSM Plan Review Fee for District Services (Section III.A.2) for all NPDES applications falling under the above categories. The District, at its discretion, may complete a technical (engineering) review of PCSM plans associated with other general (PAG-02) permit applications as staffing resources allow.

4) **PA Turnpike Commission Projects**

- \$100 per disturbed acre

5) **Timber Harvest Operations**

- \$255 for projects completing a DEP Professional Timber Harvesters Action Packet or other E&S plan.

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

- \$255 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.

7) **Stream Restoration Projects**

- \$410 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**

- \$410 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

9) **Spoil & Borrow Sites**

- \$255 for spoil and borrow sites involving earth disturbance of 5,000 square feet to less than 0.991 acre.

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

- \$255 for sites involving earth disturbance of 5,000 sq. feet or more.

11) **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 \$250 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.

12) Agricultural E&S (Conservation) Plans

- \$255 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

13) Manure Management Plans

- \$255 Base Fee

14) Corrective Action Plans (CAPs)

- \$500 processing fee for projects that required a general NPDES permit and a \$1500 processing fee for projects that required an individual NPDES permit is required in addition to the Other Land Development Activities Fee per item III.A.2 above. CAPs may also be subject to a civil penalty for failure to obtain a required NPDES permit.

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 and/or PCSM plan and/or manure management plan meets the requirements of Chapters 102 and/or 91. The District strongly encourages that the plan preparer, landowner/developer, and the operator(s) attend an on-site pre-application meeting with the District.
- 2) 25% of the original District service fee is required for E&S and/or PCSM plans which are resubmitted with major revisions to the previously approved E&S and/or PCSM 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, PCSM design, or hydraulic E&S BMPs requiring review of design calculations. See section IV.B for DEP fees required for major NPDES permit amendments (if applicable).
- 3) No additional District Service Fee is required for minor E&S/PCSM plan revisions including red-lined field changes/modifications.
- 4) 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 and should be determined by applying only the additional new disturbed acreage (not to include the previous disturbed acreage) in the "All Other Land Development Fees" table located in section III.A.2. See section IV.B for DEP fees required for major NPDES permit amendments (if applicable).

C. Waivers of District Services Fee

The District services fee is waived for the following:

- 1) All projects submitted with US Environmental Protection Agency (EPA), PennDOT, the Pennsylvania Turnpike Commission (PTC), PA DEP, the PA Department of Conservation and Natural Resources (DCNR), and the PA Fish & Boat Commission (PFBC) as the applicant however the District encourages these agencies to pay a reasonable fee to cover the costs of District services provided.
- 2) Existing District Cooperators
 - a) Agricultural E&S plans prepared by the District or conservation plans prepared by 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".

B. Minor or Major NPDES Permit Amendment Fees

- The NPDES permit administrative filing fee is required for major permit amendments but not for minor permit amendments. See section III.B.2 for additional District Services Fee associated with major revisions to the previously approved E&S and/or PCSM plans.
- The \$100 per disturbed acre DEP fee is required for both minor and major permit amendments for the area of new earth disturbance only.

C. NPDES Permit Renewal Fees

- The NPDES permit administrative filing fee is required for all NPDES permit renewal applications. An additional Fee for District Services is only required when changes to the E&S and/or PCSM plans are required or proposed.

D. Expired NPDES Permit Fees

- The NPDES permit administrative filing fee and \$100 per disturbed acre DEP fee are required for all new NPDES permit applications resulting from an expired NPDES permit. An additional Fee for District Services is only required if changes to the E&S and/or PCSM plans are required or proposed.

E. NPDES Permit Denials

- NPDES applications that have been denied will not have the NPDES administrative filing fee and the \$100 per disturbed acre fee refunded and will require a new NPDES administrative filing fee and the \$100 per disturbed acre fee upon submittal of a new NPDES application.
- Previously paid Fee for District Services will not be credited for future submissions of project applications that have been denied.

F. Withdrawal of Project Applications

- Requests for withdrawal of E&S and/or PCSM plans shall be submitted in writing with the reason(s) for withdrawal.
- The Fee for District Services is non-refundable however the District will credit the previously paid Fee for District Services towards a future submission (within 1 year of original submission date) by the same applicant for the same project at the same location.
- The previously paid NPDES permit processing fee and the \$100 per disturbed acre DEP fee are non-refundable however the \$100 per disturbed acre fee will be credited towards a future submission by the same applicant for the same project at the same location.
- Incomplete NPDES permit applications not resubmitted within 60 calendar days of the date of the incompleteness letter 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.
- E&S and PCSM plans for NPDES-permitted projects not resubmitted within 30 calendar days of the District's technical deficiency letter will be considered withdrawn unless the applicant provides a written request for a specific extension prior to the 30 calendar days lapsing. The extension, if granted, will not exceed an additional 15 calendar days in accordance with PA DEP's SOPs.
- 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.

G. Waiver of NPDES Permit Fees

NPDES permit fees are waived for the following:

- 1) All projects submitted with US Environmental Protection Agency (EPA), PennDOT, the Pennsylvania Turnpike Commission (PTC), PA DEP, the PA Department of Conservation and Natural Resources (DCNR), and the PA Fish & Boat Commission (PFBC) 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 and PCSM plans will be accepted.
- 3) The District reviews E&S plans, PCSM plans and NPDES applications in the order that they are received (i.e. first come, first serve basis) unless otherwise directed in writing by PA DEP. E&S and PCSM plans for a given project will be reviewed concurrently.

- 4) The District will review the E&S and PCSM plans 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 E&S and PCSM 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) District E&S plan approval letters for non-NPDES-permitted projects are valid for the duration of the project construction if no changes are made to the approved E&S plans.
- 6) For non-NPDES-permitted projects, that have not commenced earth disturbance activities, the District's E&S plan approval expires 3 years from the date of the District's approval letter.
- 7) For NPDES-permitted projects, the District's E&S and/or PCSM plan approval expires on the NPDES permit expiration date (unless the NPDES permit has been renewed in advance of the expiration date).
- 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

- 1) As staffing resources allow, NPDES completeness reviews and E&S and PCSM technical plan reviews will be completed within the timeframes allotted by the District's delegation agreement with the PA DEP and/or most current PA DEP Standard Operating Procedures (SOPs).

C. Voluntary Stream-lined Plan Review Process

- 1) The District's Voluntary Stream-lined Plan Review Process is intended to accelerate the issuance of eligible paper-based general (PAG-02) NPDES permit applications as a reward to applicants who: 1) submit good quality applications that meet or exceed Chapter 102 regulatory requirements, and 2) have no documented significant Chapter 102 violations on their existing projects located within York County at the time of permit application submission. **See attached Appendix A for the current eligibility criteria checklist.**
- 2) No additional Fee for District Services is required to participate.
- 3) For project applications qualifying for all of the eligibility criteria, the District will make a good faith effort to approve coverage under the general PAG-02 NPDES permit within 30 business days of receipt for applications having no incompleteness comments and no technical deficiency comments and within 60 business days of receipt for applications having 10 or less minor incompleteness comments and 15 or less minor technical deficiency comments that are resolved on the first resubmission.
- 4) For project applications not electing to participate in the Voluntary Stream-lined Plan Review Process or not qualifying for all of the eligibility criteria, the application will be reviewed within the timeframes allotted by the District's Chapter 102 delegation agreement with PA DEP and/or the most current PA DEP Standard Operating Procedures (SOPs).
- 5) Requests for time extensions to resubmit corrections will void the stream-lined plan review process.
- 6) The District reserves the right to discontinue the Voluntary Stream-lined Plan Review Process at any time dependent on available staff resources.

Appendix A

YCCD Voluntary Streamlined Plan Review Process for General PAG-02 NPDES-Permitted Projects Eligibility Criteria Checklist

To initially qualify for the Voluntary Stream-lined Plan Review Process for general PAG-02 NPDES-permitted projects, the project and/or project applicant must:

- ☐ 1) Be eligible for coverage under the paper-based general PAG-02 NPDES permit.
- ☐ 2) Submit the NOI application between June 15th and March 15th. Applications will not be accepted during the District's spring busy season (between March 15th and June 15th).
- ☐ 3) Not require PA DEP Program/Permitting Coordination to authorize coverage under the general PAG-02 permit (ex. alternative un-approved BMPs, soil and/or groundwater contaminated at levels exceeding residential or non-residential medium-specific concentrations (MSCs) in Pa. Code Chapter 250).
- ☐ 4) Be located entirely within the boundaries of York County.
- ☐ 5) Propose < 100 acres of earth disturbance at the time of application submittal.
- ☐ 6) Not have continued significant Chapter 102 violations cited on a DEP Earth Disturbance Inspection report for any existing projects located within York County at the time the application has been submitted.
- ☐ 7) Schedule an on-site (weather-permitting) pre-application meeting with the assigned District technician, District engineer, applicant, plan preparer, and municipal engineer present. If the site contractor(s) have been selected at this time, it is strongly recommended that they also attend the on-site pre-application meeting to provide input into the construction sequencing and constructability of the plan. Preliminary E&S and PCSM plans available and at least 75% complete.
- ☐ 8) Have a wetland determination/delineation (< 5 years old) completed and available during the on-site pre-application meeting (if applicable) and provided at the time of application submittal.
- ☐ 9) Have the PA Natural Diversity Inventory (PNDI) receipt (< 2 years old) resolved upon submission of the application (i.e. no potential impacts or required avoidance measures have been incorporated into E&S and PCSM plans, and/or agency clearance letters provided).
- ☐ 10) Provide required County and Municipal Notification Forms which have been completed and signed by the County and Municipality at the time the application has been submitted which confirm that:
 - ☐ both the County and Municipality have comprehensive plans
 - ☐ the Municipality has a zoning ordinance
 - ☐ the proposed project is consistent with both the County comprehensive plan and Municipal zoning ordinance.
 - ☐ the proposed project is consistent with the County's Act 167 plan, without waiver, and is consistent with the Act 167 Model Ordinance or DEP Model Ordinance (MS-4), without waiver.
- ☐ 11) Submit the correct Fees and Application for District Services upon initial submission. No exceptions.
- ☐ 12) Submit final plans for construction as required by Ch. 102.4(b)(5)(xiv) and 102.8(d). Significant plan revisions not directly related to addressing any incompleteness comments and/or technical deficiencies will void the streamlined plan review process.
- ☐ 13) Utilize only DEP Standard Worksheets, DEP Standard Construction Details and DEP-approved E&S and PCSM BMPs.

To continue to qualify for the Voluntary Stream-lined Plan Review Process for general PAG-02 NPDES-permitted projects, the submitted E&S and PCSM plans and plan preparer must:

- ☐ 14) Generate 10 or less minor incompleteness comments and 15 or less minor E&S/PCSM plan technical deficiencies upon District review and a revised application/plans are resubmitted (emailed resubmission acceptable) within 5 business days with all incompleteness items and/or technical deficiencies resolved upon resubmittal.
- ☐ 15) Provide an item-by-item written response letter with the incompleteness and technical deficiency correction locations identified in the letter and highlighted on the plan drawings and in the plan narrative.

**Shrewsbury Township
Maintenance Department
2024 Fee Schedule**

Hourly Rates

Maintenance Supervisor	\$ 51.50
Maintenance Asst. Supervisor	\$ 43.26
Maintenance Laborer	\$ 38.11
Small Dump Truck w/Operator	\$ 98.34
Roller w/Operator	\$ 74.42
Large Dump Truck w/Operator	\$131.81
Backhoe w/Operator	\$ 97.04
Tiger Mower w/Operator	\$ 82.24
Loader w/Operator	\$154.05
Paver w/Operator	\$127.14
Pick-Up w/Operator	\$ 68.17
Crack Sealer	\$ 90.93

Material Rates

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

Street Name Signs/Post

New Sign & Post (installed)**	\$185.00
Replacement Sign Only (installed)**	\$115.00 (2 back-to-back signs)
Replacement Post Only (installed)	\$110.00

Regulatory Sign

Post only (see above rate) plus actual cost of sign.

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.
- 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).
 - 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 "8"

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 "8"

- 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 – 4th 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 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 "8"

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 "8"

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

ADOPTED this 4th day of September, 2013.

ATTEST:

SHREWSBURY TOWNSHIP
BOARD OF SUPERVISORS

Secretary

Chair