



Municipal Building  
600 Clearwater Road  
Hershey, PA 17033

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Website: [www.derrytownship.org](http://www.derrytownship.org)

[Administration](#) \* [Community Development](#) \* [Police Department](#) \* [Public Works](#) \* [Parks and Recreation](#) \* [Library](#)

## 2025 FEE SCHEDULE

Effective January 1, 2025

Administration	<u>Fee</u>
Bicycle License	\$1.00
Letter (8.5x11") – color (plus tax)	\$0.50
B/W (plus tax)	\$0.25
Legal (8.5x14") – color (plus tax)	\$0.50
B/W (plus tax)	\$0.25
Ledger (11x17") – color (plus tax)	\$1.00
B/W (plus tax)	\$0.50
Large format (24x36") – B/W (plus tax)	\$4.50
<u>Dog License Fees (effective on February 1, 2024):</u>	
Dog License – Senior/Disability	\$7.20
Dog License – Regular	\$9.20
Solid Waste Trash Bags	\$9.50
Solicitor Attorney Fee	\$180.00/hour
Return Deposit	\$20.00
Tax Collector Certification of Liens on properties	\$10.00
Credit Card Chargebacks	\$15.00
Tax Collector – Delinquent Fees	See Exhibit A

Payments made with a credit card are subject to a non-refundable 3.75% processing fee with a \$2.50 minimum.

## Community Development Fee

1. Building Permits under Chapter 85 of the Code of Ordinances
  - a. **Residential Construction (including alterations, renovations, and sprinkler systems) subject to the International Residential Code (IRC)**, under Chapter 85 of the Code of Ordinances – The permit fee shall be the total of items 1.a.(i), (ii), (iii), and (iv) as follows:
 

(i)	Administration/application fee	\$57.00
(ii)	Permit review fee, calculated as follows:	
	If the estimated construction value	

	(based upon the estimated fair market value) is \$8,000 or less, the fee shall be	\$31.38
	If the estimated construction value exceeds \$8,000, the fee shall be	\$31.38
	plus	\$3.79
	per one thousand dollars of the estimated construction value that exceeds \$8,000.	
	<u>If resources are available</u> and a special request is granted to perform an expedited permit review, the fee shall be	\$98.00
	plus	\$6.84
	per one thousand dollars of the estimated construction value that exceeds \$8,000.	
(iii)	Inspection fee, calculated as follows:	
	If the estimated construction value (based upon the estimated fair market value) is \$50,000 or less, the fee shall be	\$7.91
	per one thousand dollars of the estimated construction value.	
	If the estimated construction value exceeds \$50,000 the fee shall be	\$395.50
	plus	\$5.89
	per one thousand dollars of the estimated construction value that exceeds \$50,000.	
	If the estimated construction value exceeds \$100,000, the fee shall be	\$690.00
	plus	\$4.04
	per one thousand dollars of the estimated construction value that exceeds \$100,000.	
(iv)	L&I fee (or as may be required by amendment from time to time by the Pennsylvania Department of Labor and Industry [L&I] or Pennsylvania Legislature.	\$4.50
(v)	Estimated construction values for plumbing, mechanical, and/or sprinkler systems shall be included with the building permit fee calculated as listed above in items 1.a.(ii) and (iii) unless a permit for such work is requested separately, in which case the fee shall be calculated as a separate permit for that building or structure.	
(vi)	The administration/application fee and permit review fee shall be paid upon submission of the application for review; the inspection fee and L&I fee shall be paid upon approval of the permit application, prior to issuance of the permit placard.	
(vii)	If construction commences prior to a permit being issued, the permit fees listed above in items 1.a.(i), (ii), and (iii) may be doubled.	

b. **Commercial Construction** (including alterations, renovations, and sprinkler systems) subject to the **International Building Code (IBC)**, under Chapter 85 of the Code of Ordinances – The permit fee shall be the total of items 1.b.(i), (ii), (iii), and (iv) as follows:

(i) Administration/application fee \$90.00

(ii) Permit review fee, calculated as follows:

If the estimated construction value (based upon the estimated fair market value) is \$16,000 or less, the fee shall be \$63.00

If the estimated construction value exceeds \$16,000, the fee shall be \$63.00

plus \$3.79

per one thousand dollars of the estimated construction value that exceeds \$16,000.

If resources are available and a special request is granted to perform an

expedited permit review, the fee shall be \$168.00

plus \$6.84

per one thousand dollars of the estimated construction value that exceeds \$16,000.

(iii) Inspection fee, calculated as follows:

If the estimated construction value (based upon the estimated fair market value) is \$50,000 or less, the fee shall be \$7.91

per one thousand dollars of the estimated construction value.

If the estimated construction value exceeds \$50,000, the fee shall be \$395.50

plus \$5.89

per one thousand dollars of the estimated construction value that exceeds \$50,000.

If the estimated construction value exceeds \$100,000,

the fee shall be \$690.00

plus \$4.04

per one thousand dollars of the estimated construction value that exceeds \$100,000.

(iv) L&I fee \$4.50

(or as may be required by amendment from time to time by the Pennsylvania Department of Labor and Industry [L&I] or Pennsylvania Legislature).

(v) Estimated construction values for plumbing, mechanical, and/or sprinkler systems shall be included with the building permit fee calculated as listed above in items 1.b.(ii) and (iii) and unless a permit for such work is requested separately, in which case the fee shall be calculated as a separate permit for that building or structure. Estimated construction

values for electrical systems may be excluded.

(vi) The administration/application fee and permit review fee shall be paid upon submission of the application for review, the inspection fee and L&I fee shall be paid upon approval of the permit application, prior to issuance of the permit placard.

(vii) If construction commences prior to a permit being issued, the permit fees listed above in items 1.b.(i), (ii), and (iii) may be doubled.

c. Electrical systems – The permit fee shall be the total of items 1.c.(i) and (iii) as follows:

(i) Administration/application fee  
(if not already part of a building permit fee) \$90.00

(ii) When the Township uses 3<sup>rd</sup> party resources for the review and/or inspection of electrical systems, that cost will be billed directly to the applicant by the 3<sup>rd</sup> party agency.

(iii) L&I fee (if not already part of a building permit fee) \$4.50  
(or as may be required by amendment from time to time by the Pennsylvania Department of Labor and Industry [L&I] or Pennsylvania Legislature).

(iv) The administration/application fee and L&I fee shall be paid upon submission of the application for review.

d. Commercial roofing – The permit fee shall be the total of items 1.d.(i), (ii), and (iii) as follows:

(i) Administration/application fee  
(if not already part of a building permit fee) \$90.00

(ii) Permit review fee, calculated as follows:  
If the estimated construction value (based upon the estimated fair market value) is \$25,000 or less, the fee shall be \$65.00  
If the estimated construction value exceeds \$25,000, the fee shall be \$186.00

(iii) L&I fee (if not already part of a building permit fee) \$4.50  
(or as may be required by amendment from time to time by the Pennsylvania Department of Labor and Industry [L&I] or Pennsylvania Legislature).

(iv) The administration/application fee, permit review fee, and L&I fee shall be paid upon submission of the application for review.

e. Temporary structures (existing 180 days or less) exceeding 1,200 square feet – The permit fee shall be the total of items 1.e.(i), (ii) and (iii) as follows:

(i) Administration/application fee \$90.00

(ii) Plan review and inspection fee \$142.00

(iii) L&I fee \$4.50  
(or as may be required by amendment from time to time by the Pennsylvania Department of Labor and Industry [L&I] or Pennsylvania Legislature).

(iv) The administration/application fee, plan review/inspection fee, and L&I fee shall be paid upon submission of the application for review.

f. Accessibility for commercial parking lots and non-structural improvements – The permit fee shall be the total of items 1.f.(i), (ii) and (iii) as follows:

(i) Administration/application fee \$90.00

(ii) Plan review and inspection fee \$142.00

(iii) L&I fee \$4.50  
(or as may be required by amendment from time to time by the Pennsylvania Department of Labor and Industry [L&I] or Pennsylvania Legislature).

(iv) The administration/application fee, plan review/inspection fee, and L&I fee shall be paid upon submission of the application for review.

g. Stages over 400 s.f. – The permit fee shall be the total of items 1.g.(i), (ii) and (iii) as follows:

(i) Administration/application fee \$90.00

(ii) Plan review and inspection fee \$142.00

(iii) L&I fee \$4.50  
(or as may be required by amendment from time to time by the Pennsylvania Department of Labor and Industry [L&I] or Pennsylvania Legislature).

(iv) The administration/application fee, plan review/inspection fee, and L&I fee shall be paid upon submission of the application for review.

h. Annual permits (based on calendar year):

- (i) If the estimated construction value (based upon the estimated fair market value) of the alterations is \$20,000 or less annually, the fee shall be \$135.00 plus \$4.50 (or as may be required by amendment from time to time by the Pennsylvania Department of Labor and Industry [L&I] or Pennsylvania Legislature). The total fee shall be paid upon approval of the permit application, prior to issuance of the permit placard.
- (ii) If the estimated construction value (based upon the estimated fair market value) of the alterations exceeds \$20,000 annually, there shall be an additional fee of \$2.53 per one thousand dollars of the estimated construction value that exceeds \$20,000. This additional fee shall be paid at the end of the year.

i. Amendment/modification to an active (issued) building permit – The fee shall be the total of items 1.i.(i) and (ii) as follows:

- (i) Administration/application fee \$32.50

(ii) Permit review/inspection fee, calculated as follows:

If the estimated construction value (based upon the estimated fair market value) of the amendment/modification is \$8,000 or less, the fee shall be \$32.50 per hour of review (1-hour minimum).

If the estimated construction value (based upon the estimated fair market value) of the amendment/modification exceeds \$8,000, fees shall be calculated in accordance with items 1.a.(ii) and (iii) or 1.b.(ii) and (iii).

- (iii) The administration/application fee shall be paid upon submission of the application for review, the permit review/inspection fee shall be paid upon approval of the permit amendment.
- (iv) When the Township uses 3rd party resources for permit review and/or inspection related to the permit amendment/modification, that cost will be billed directly to the applicant by the 3rd party agency.

2. Permits for Demolition and Moving of Buildings under Chapter 85 of the Code of Ordinances

– The permit fee shall be the total of items 2.a., b., and c. as follows:

- a. Administration/application fee \$57.00

b. Review/inspection fee, calculated as follows:

- (i) If the subject floor area is 4,999 square feet or less -
  - For residential structures \$62.00
  - For commercial structures \$126.00
- (ii) If the subject floor area is 5,000 square feet or more 5 cents/sq. ft.  
 computed by including the area of each floor level including basements, porches, patios, penthouses, carports, decks, entryways, breezeways or other enclosed, partially enclosed, or open portions of the structure as measured from the outside face of the exterior walls or floors.

c. L&I fee \$4.50  
 (or as may be required by amendment from time to time by the Pennsylvania Department of Labor and Industry [L&I] or Pennsylvania Legislature).

d. If the subject floor area is 4,999 square feet or less, the administration/application fee, review/inspection fee, and L&I fee shall be paid upon submission of the application for review. If the subject floor area is 5,000 square feet or more, the administration/application fee shall be paid upon submission of the application for review, and the review/inspection fee and L&I fee shall be paid upon approval of the permit application, prior to issuance of the permit placard.

e. If demolition or moving commences prior to a permit being issued, the permit fees listed above in items 2.a. and b. may be doubled.

3. Miscellaneous Fees Regarding Building/Demolition Permits under Chapter 85 of the Code of Ordinances

a. Permit extensions \$32.50  
 administration fee for each occurrence.

b. Reissuance of permit placard and/or inspection card \$32.50  
 for each occurrence.

c. If a major modification is made to a plan set once the review has been started, an additional fee may be charged at a rate of \$32.50  
 per hour of permit review (1-hour minimum).

d. If multiple inspections are required for the same element of the project, the Township may assess a 'per inspection' fee not to exceed \$80.00  
 per inspection.

e. Inspections requested to occur before 8:00 AM or after 5:00 PM during weekdays or anytime on weekends or holidays are subject to a fee per hour of \$65.25\*  
 (3 hours minimum), plus the inspector's travel time if occurring on weekends or holidays.

*\*Actual cost if third party services are required.*

- f. Temporary certificate of occupancy administration and inspection fee \$125.00
- g. If construction commences prior to a permit being issued, the permit fees identified in this schedule may be doubled.
- h. Cancellation of an inspection must occur at least 24 hours prior to the scheduled time, otherwise, a fee of \$33.00 per occurrence may be assessed.

4. Zoning Permits under Chapter 225 of the Code of Ordinances

a. For uses or structures (including demolition) involving one- or two-family residential uses, the zoning permit fee shall be as follows:

- (i) When a building permit is also required (payable upon submission of the application for review). \$32.50
- (ii) When a building permit is not required (payable upon submission of the application for review). \$65.00

b. All other zoning permits (excluding sign permits) (payable upon submission of the application for review). \$65.00

c. Sign permits (each sign shall have an individual permit):

- (i) Installation or alteration of an unlighted sign that is less than 8 square feet per side \$32.50
- (ii) Installation or alteration of an unlighted sign that is 8 square feet or greater per side \$74.00
- (iii) Installation or alteration of a lighted sign \$142.50

(iv) Signs may also require a building permit. Applicants of signs exceeding 6 feet in height and/or 32 square feet in area shall also provide engineered plans, signed, and sealed by a design professional with a Pennsylvania license.

(v) When the Township uses 3<sup>rd</sup> party resources for the review and/or inspection of the electrical aspect of a lighted sign, that cost shall be collected by the Township prior to permit issuance.

(vi) \$32.50 of the total sign permit fee shall be paid upon submission of the application for review, the balance of the fee shall be paid upon approval of the permit application,



prior to issuance of the permit placard.

d. Communications structure or communications antenna replacement:

- (i) Administrative review fee to determine if a building permit is required (payable upon submission of the application for review). \$75.00
- (ii) If a building permit is required, fees shall be calculated in accordance with items 1.b.(i), (ii), (iii), and (iv).

e. Short-Term Rental initial change of use and inspection fee \$121.00

f. Floodplain permit (payable upon submission of the application for review), in addition to any other required permits \$100.00

g. If resources are available and a special request is granted to perform an expedited zoning permit review, the fee shall be \$ 67.00 plus the applicable fee listed above in items 4.a., b., c., d., or e. (payable upon submission of the application for review).

h. Amendment to an active (issued) zoning permit administration/application fee (payable upon submission of the application for review). \$ 32.50

i. If construction or activity commences prior to a permit being issued, the permit fees identified in this schedule may be doubled.

5. Letter of Verification – Use or Occupancy under Chapter 85 and/or Chapter 225 of the Code of Ordinances

a. Letter of verification

- (i) For verification of zoning district and permitted use \$35.00
- (ii) For verification of zoning district, permitted use, open violations, past violations, and other such property/plan records research \$75.00

b. Reissuance of certificate of occupancy \$32.50

c. Certificate of occupancy for an uncertified structure \$32.50  
per hour of review/inspection time, with a minimum fee of \$65.00

d. Change in occupancy or use \$32.50  
per hour of review/inspection time, with a minimum fee of \$65.00

6. On-Lot Sewage System Permits and Services under Chapter 161 of the Code of Ordinances

a. On-lot sewage system testing fees:		
(i)	Soil probes per lot, per visit, for up to 3 probes per lot; thereafter per probe.	\$160.00 \$50.00
(ii)	Percolation testing performed by Township SEO (excluding digging of holes):	
	For primary areas per percolation test for up to 6 holes/tests.	\$350.00
	For alternate area, if tested at the same time as primary area per percolation test for up to 6 holes/tests.	\$300.00
(iii)	Percolation test observation (percolation test performed by certified SEO hired by applicant):	
	For full test observation of primary area test per percolation test.	\$350.00
	For full test observation of alternate test, if tested at the same time as primary area per percolation test.	\$300.00
(iv)	Percolation test holes (dug upon request of applicant) per 6-hole test.	\$125.00
b.	On-lot sewage system permits administration/application fee, plus:	\$65.00
(i)	For new sand mound, in-ground, or at-grade system review/inspection fee.	\$370.00
(ii)	For new micromound, drip, or spray irrigation system review/inspection fee.	\$525.00
(iii)	For existing system repair review/inspection fee.	\$190.00
(iv)	Additional inspections due to non-conformities per inspection.	\$115.00
(v)	Additional reviews due to non-conformities per review.	\$100.00
c. Other fees:		

- (i) Mileage will be charged at the current Department of Environmental Protection-approved rate per mile.
- (ii) Rate for all other work not included in items 6.a. and 6.b. above, Including DEP planning requirements reviews and on-lot system design work, per hour (1-hour minimum). \$72.00

7. Subdivision/Land Development Plan Filing Fees under Chapter 185 of the Code of Ordinances

- a. Request for a waiver from filing of a land development or subdivision plan \$237.00
- b. Sketch Plan \$237.00
  - (i) The applicant may also be required to provide the Township with an escrow fee equal to the estimated cost that the Township determines it is likely to incur by having the Township Engineer and/or professional consultant review the plan. The applicant is required to reimburse the Township for these costs as described in Chapter 185, §185-14. After the applicant has reimbursed the Township for costs incurred, the Township shall return the escrow fee.
- c. Preliminary Plan \$370.00  
plus:
  - (i) For subdivisions per lot. \$29.50
  - (ii) For land developments per disturbed acre. \$62.00
  - (iii) The maximum fee required of any applicant for a preliminary plan shall be exclusive of reimbursable plan review fees described in Chapter 185, §185-14. \$7,820.00
  - (iv) The applicant shall also provide the Township with an escrow fee equal to the estimated cost that the Township determines it is likely to incur by having the Township Engineer and/or professional consultant review the plan. The applicant is required to reimburse the Township for these costs as described in Chapter 185, §185-14. After the applicant has reimbursed the Township for costs incurred, the Township shall return the escrow fee.
- d. Final Plan – \$370.00  
plus:
  - (i) For subdivisions per lot. \$29.50
  - (ii) For land developments per disturbed acre. \$62.00
  - (iii) The maximum fee required of any applicant for a final plan shall be exclusive of reimbursable plan review fees described in Chapter 185, \$7,820.00

§185-14.

(iv) The applicant shall also provide the Township with an escrow fee equal to the estimated cost that the Township determines it is likely to incur by having the Township Engineer and/or professional consultant review the plan. The applicant is required to reimburse the Township for these costs as described in Chapter 185, §185-14. After the applicant has reimbursed the Township for costs incurred, the Township shall return the escrow fee.

- e. Combination preliminary and final plan submissions shall include applicable fees for both a preliminary plan submission and a final plan submission. Only one escrow fee will be collected.
- f. In addition to the Township subdivision and/or land development plan filing fee, the applicant shall be responsible for any other fees including, but not limited to, a stormwater management plan review fee; a planning module review fee; and the Derry Township Municipal Authority fee and Dauphin County Planning Commission fee as per their respective fee schedules.
- g. The applicant shall also reimburse the Township for costs that the Township has incurred by the Township's Engineer, Solicitor, and/or other professional consultant(s) that the Township, in its sole discretion, deems necessary in order to adequately and properly administer the requirements of Chapter 185 and report the findings to the Township.

8. Planning Modules under Chapter 161 and/or Chapter 185 of the Code of Ordinances

- a. Non-Building Waiver or Planning Exemption \$36.00
- b. Planning Module components \$377.00

9. Stormwater Management Application and Administration Fee under Chapter 174 of the Code of Ordinances

- a. For applications involving up to 4,999 square feet of new impervious area \$180.00
- b. For applications involving more than 4,999 square feet of new impervious area \$475.00
- c. For a modification to an existing stormwater management system approved under Chapter 174 that does not add any new impervious area, the application and administration fee shall be paid based on how the original application was filed (Item 9.a or 9.b above)
- d. The applicant shall also reimburse the Township for costs that the Township has incurred by the Township Engineer, Township Solicitor, and/or other professional consultant(s) that the Township, in its sole discretion, deems necessary in order to adequately and properly administer the requirements of Chapter 174 and report the findings to the Township.

- e. The applicant shall also provide the Township with an escrow fee equal to the estimated cost that the Township determines it is likely to incur by having the Township’s Engineer, Solicitor and/or professional consultant(s) review the plan. The applicant is required to reimburse the Township for these costs as described in Chapter 174, §174-42. After the applicant has reimbursed the Township for costs incurred, the Township shall return the escrow fee.

10. Zoning Amendment and Curative Amendment Filing Fees under Chapter 225 of the Code of Ordinances \$1,230.00

11. Conditional Use Request Filing Fee under Chapter 225 of the Code of Ordinances \$710.00

- a. The applicant shall also provide the Township with an escrow fee equal to the estimated cost that the Township determines it is likely to incur by having the Township’s Engineer, Solicitor, and/or professional consultant(s) review the Conditional Use request. The applicant is required to reimburse the Township for these costs as described in Chapter 225, §225-803. After the applicant has reimbursed the Township for costs incurred, the Township shall return the escrow fee.

12. Master Plan Filing Fee under Chapter 225 of the Code of Ordinances \$1,000.00

- a. The applicant shall also provide the Township with an escrow fee equal to the estimated cost that the Township determines it is likely to incur by having the Township’s Engineer, Solicitor, and/or professional consultant(s) review the plan. The applicant is required to reimburse the Township for these costs as described in Chapter 185, §185-14 and Chapter 225, §225-803. After the applicant has reimbursed the Township for costs incurred, the Township shall return the escrow fee.

13. Mural/Street Art Filing Fee under Chapter 225 of the Code of Ordinances \$34.00

14. Zoning Hearing Board Fees under Chapter 225 of the Code of Ordinances

- a. Residential applications (one- or two-family dwellings) \$374.00
- b. All other applications \$563.00
- c. Request for continuance by petitioner per request \$80.00

15. Downtown Core Design Board Filing Fee under Chapter 225 of the Code of Ordinances \$45.00  
when the estimated construction value (based upon the estimated fair market value) of the proposed improvements is \$2,500 or more.

16. UCC Appeals Board Filing Fee under Chapter 85 of the Code of Ordinances

a.	Ruling by Appeals Board without a hearing	\$130.00
b.	Hearing in front of the Appeals Board and ruling	\$395.00
17.	<u>Property Maintenance Appeals Board Filing Fee under Chapter 143 of the Code of Ordinances</u>	\$325.00
18.	<u>Miscellaneous Fees Regarding Property Maintenance Violations under Chapter 143 of the Code of Ordinances</u>	
a.	If multiple inspections are required to verify that a violation has been corrected, the Township may assess a 'per inspection' fee not to exceed per inspection and report.	\$80.00
19.	<u>Foreclosed Property and Vacant Property Registration Fees under Chapter 99 of the Code of Ordinances</u>	
a.	Semi-Annual fee for each foreclosed property registered	\$200.00
b.	Annual fee for each vacant property registered	\$200.00
c.	Administrative fee to recover the cost of administrative personnel services when the Township is required to file a lien against the property	\$500.00
20.	<u>Fire Inspection Fees under Chapter 85 of the Code of Ordinances</u>	
a.	Occupancy Type B (up to 1,000 square feet)	\$95.00
b.	Occupancy Type I-4	\$126.00
c.	Occupancy Types A-3, A-4, B (more than 1,000 square feet), I-1, S-2	\$158.00
d.	Occupancy Types A-2, E, F-1, F-2, H-1, H-4, I-2, I-3, M, R-1 (less than 100 units), R-2, R-3, R-4, S-1, U	\$190.00
e.	Occupancy Types A-1, A-5, H-2, H-3, H-5, R-1 (100-200 units)	\$252.00
f.	Occupancy Type R-1 (more than 200 units)	\$316.00
g.	All fees include 1 re-inspection. After the first re-inspection, a rate of per hour will be charged (1-hour minimum).	\$65.00
21.	<u>Fireworks Fees under Chapter 95 of the Code of Ordinances</u>	
a.	Per-event fireworks permit fee	\$200.00

b. Annual fireworks permit fee	\$500.00
c. Per-event pyrotechnics and/or flame effects permit fee	\$200.00
d. Annual pyrotechnics and/or flame effects permit fee	\$500.00
e. Inspections requested to occur before 8:00 AM or after 5:00 PM during weekdays or anytime on weekends or holidays are subject to a fee per hour (3 hours minimum), plus the inspector's travel time if occurring on weekends or holidays.	\$65.25*

*\*Actual cost if third party services are required.*

22. Resources\*

a. Photocopies:	
(i) Letter (8.5x11") – color (plus tax)	\$0.50
B/W (plus tax)	\$0.25
(ii) Legal (8.5x14") – color (plus tax)	\$0.50
B/W (plus tax)	\$0.25
(iii) Ledger (11x17") – color (plus tax)	\$1.00
B/W (plus tax)	\$0.50
(iv) Large format (24x36") – B/W (plus tax)	\$4.50
b. Certified copies per document	\$5.00
c. Scanned/faxed documents per page (plus tax)	
8.5x11", 8x14", 11x17"	\$0.25
24x36"	\$1.00
d. Blank CD/DVD (for the purpose of transferring scanned information) (plus tax)	\$3.00
e. 2019 Zoning Ordinance (including maps) (plus tax)	\$79.00
f. Subdivision and Land Development Ordinance (plus tax)	\$20.00
g. Stormwater Management Ordinance (plus tax)	\$15.25
h. 1979 Topographic Map copies (100 scale) (plus tax)	\$10.00
i. Comprehensive Plan (including appendices) (plus tax)	\$83.00
j. Township Official Map/Ordinance (plus tax)	\$3.00

\*Resources used to fulfill a Right-To-Know request must follow the current Office of Open Records RTKL fee schedule.

23. Engineering Fees (HRG)

<u>a. Classification</u>	<u>Hourly Billing Rates Ranges</u>	
Administration I	\$65.00	\$80.00
Administration II	\$80.00	\$95.00
Environmental Scientist I	\$90.00	\$120.00
Environmental Scientist II	\$120.00	\$150.00
Senior Environmental Scientist	\$150.00	\$165.00
Planner I	\$95.00	\$120.00
Planner II	\$120.00	\$145.00
Senior Planner	\$145.00	\$175.00
Landscape Architect I	\$90.00	\$120.00
Landscape Architect II	\$120.00	\$150.00
Senior Landscape Architect	\$150.00	\$165.00
Surveyor I	\$80.00	\$115.00
Surveyor II	\$115.00	\$140.00
Senior Surveyor	\$140.00	\$165.00
GIS Professional I	\$90.00	\$125.00
GIS Professional II	\$125.00	\$140.00
Senior GIS Professional	\$140.00	\$165.00
Resident Project Representative I	\$80.00	\$120.00
Resident Project Representative II	\$120.00	\$145.00
Senior Resident Project Representative	\$145.00	\$165.00
Junior Technician	\$75.00	\$95.00
Technician I	\$100.00	\$130.00
Technician II	\$130.00	\$155.00
Senior Technician	\$155.00	\$180.00
Financial Specialist	\$115.00	\$145.00
Financial Analyst	\$145.00	\$170.00
Financial Strategist	\$170.00	\$185.00
Engineering Professional I	\$130.00	\$160.00
Engineering Professional II	\$160.00	\$175.00
Project Engineer	\$175.00	\$195.00
Senior Project Engineer	\$195.00	\$205.00
Assistant Project Manager	\$145.00	\$170.00
Project Manager	\$175.00	\$195.00
Senior Project Manager	\$195.00	\$210.00
Operations Manager/Senior Technical Leader	\$180.00	\$230.00

All non-exempt employees have overtime rates of 1.5 times their normal billing rate.

<u>b. Billable Expenses</u>	
All-Terrain Vehicle	\$100.00/day
Copies and Prints	



Wide Format Printing/Copying	\$ .50/sq. ft.
Concrete Monuments Hydrographic System	\$30.00/each
Lodging	\$100.00/day
Maps, Permits, Licenses	At Cost
Meals	At Cost
Mileage	IRS Allowable
Miscellaneous Charges	At Cost
Pocket Colorimeter	\$ 50.00/day
Postage	As Weighed
Sub-Surface Inspection Pole Camera	\$ 75.00/day
Technology Equipment Charge	\$150.00/day
Traffic Counters	\$ 25.00/day

All expenses are subject to a 10% markup, including, but not limited to travel, printing, postage, survey supplies, etc.

Payments made with a credit card are subject to a non-refundable 3.75% processing fee with a \$2.50 minimum.

### Police Department

### Fee

Standard Vehicle Crash (per report)	\$15.00
Online service fee	\$ 1.00
Fatal Vehicle Crash Supplemental Documents (per supplemental reports)	\$20.00
Bank Escort Services (per escort)	\$15.00
Incident Reports – (per page, plus tax)	\$ .25
Fingerprint Service (per fingerprint card)	\$10.00
Stray Animal Boarding Fee (per animal, per occurrence, plus direct cost if applicable)	\$20.00
Photographs (laser jet prints on standard copy paper)	
4x6 Photo – color (8.5x11” page used, plus tax)	\$ .50
B/W (8.5x11” page used, plus tax)	\$ .25
5x7 Photo – color (8.5x11” page used, plus tax)	\$ .50
B/W (8.5x11” page used, plus tax)	\$ .25
8x10 Photo – color (plus tax)	\$ .50
B/W (plus tax)	\$ .25
20x30 Photo – color (plus tax)	\$ 6.00
B/W (plus tax)	\$ 4.00
Burn DVD or CD (per disc) (plus tax)	\$ 3.00

### Act 22 Records Fees

Processing Fee	\$30.00
Electronic storage devices (DVDs, flash drives, external hard drives)	At cost
Redactions	\$6.25/15 min.
Photocopying/scanning	\$ .25/page
Postage	At cost

## Crime Victim's Right of Access Records Fees

Processing Fee	\$250.00
Retrieval of Records	\$6.25/15 min.
Redaction of Records	\$6.25/15 min.
Photocopying/scanning	\$ .25/page

Payments made with a credit card are subject to a non-refundable 3.75% processing fee with a \$2.50 minimum.

## Public Works

## Fee

### Recycling

#### (Materials determined to be contaminated or unusable will be rejected)

Aluminum Scrap ( <i>No cans or foil</i> )	NO CHARGE
Anti-Freeze ( <i>Do not mix with other fluids</i> )	\$ 2.00
Motor Oil ( <i>Do not mix with other fluids</i> )	\$ 2.00
Appliances ( <i>Stoves, washers, dryers, etc. per item</i> )	\$15.00
Appliances containing Freon ( <i>Refrigerators, A/C units, etc. per item</i> )	\$25.00
Bulky Waste (per item minimum)	\$10.00

#### Construction materials & demolition debris cannot be accepted!

Mattresses/Box Springs (per item)	\$10.00
Fluorescent Lamps ( <i>4' and 8' lamps</i> ) (per ft.)	\$ 1.00
U Tube Fluorescent Lamps (per lamp)	\$ 1.10
Fluorescent Ballast (per lb.)	\$ .76
High Intensity Discharge Lamps (HID) (each)	\$ 4.00
High Intensity Discharge Ballast (per lb.)	\$ 2.50
CFL Light bulbs (each)	\$ .50
Batteries ( <i>Alkaline and Lithium-ion not accepted</i> )	NO CHARGE
Car Batteries ( <i>Auto, truck, motorcycle</i> )	NO CHARGE
Corrugated Cardboard ( <i>Clean, dry, &amp; flat</i> )	NO CHARGE
Office paper & magazines	NO CHARGE
Metals ( <i>Ferrous &amp; Non-Ferrous</i> )	NO CHARGE
Styrofoam (peanuts & food trays) ( <i>clean</i> )	NO CHARGE
Polystyrene #6 ( <i>clean &amp; reusable</i> )	NO CHARGE
Propane Tanks	NO CHARGE
Tires ( <i>Up to 20" Inner Diameter</i> ) (each)	\$ 3.50
Tires on Rims (each)	\$12.00
Tires (Oversized/Off Road) (each)	\$25.00
Tires (Heavy truck/Tractor) (each)	\$30.00
Yard Waste ( <i>Residential Only</i> )	NO CHARGE
Yard Waste ( <i>Contractors</i> ) (per pickup truck)	\$15.00
Solid Waste Trash Bag (per bag)	\$ 9.50

**Road Occupancy Permit** (*Fee schedule is in compliance with Title 67 Pennsylvania Code, Section 441.4, as of 12/31/09*)

1) Application Fee	
a) Utility	\$ 50.00
b) Driveways	
(i) Minimum Use ( <i>e.g. single-family dwelling, apartments with 5 or fewer units</i> )	\$ 15.00
(ii) Low Volume ( <i>e.g. office buildings, car washes</i> )	\$ 30.00
(iii) Medium Volume ( <i>e.g. motels, fast food restaurants, service stations, small shopping plazas</i> )	\$ 40.00
(iv) High Volume ( <i>e.g. large shopping centers, multi-building apartments, office complexes</i> )	\$ 50.00
c) Other ( <i>e.g. bank removal, sidewalk and curb</i> )	\$ 20.00
2) Supplement Fee ( <i>each six month time extension</i> ) ( <i>each submitted change</i> )	\$ 10.00
3) Emergency Permit Card ( <i>each card</i> )	\$ 5.00

4) Exemption

Permit issuance fees and general permit inspection fees are not payable by any of the following:

- 1) The Commonwealth
- 2) Political subdivisions of the Commonwealth, except when placing a facility longitudinally within more than 100 total linear feet of pavement. In that case, the application and inspection fees for pavement opening will be charged.
- 3) Governmental authorities organized under the laws of the Commonwealth.
- 4) The federal government.
- 5) Charitable organizations that are in compliance with the Institutions of Purely Public Charity Act of 1997 (10 PS 371) (*churches, hospitals, schools, charitable institutions, veterans' organizations, non-profit organizations*)
- 6) Utility facility owners for:
  - a) The installation of streetlights at the request of PennDOT or the Township.
  - b) The replacement or renewal of their facilities prior of a township resurfacing project, after notice from the Township.
  - c) Facilities moved at the request of PennDOT or the Township.
  - d) The reconstruction or maintenance of their facilities that occupy the right-of-way under private status.

5) Driveways

a) Each minimum use driveway	\$ 10.00
b) Each low-volume driveway	\$ 20.00
c) Each medium-volume driveway	\$ 35.00
d) Each high-volume driveway	\$ 50.00

6) Surface Openings (*These fees are calculated on the total linear feet of the opening being permitted within the different areas of the right-of-way*)

a) Total linear feet of opening ( <i>each 100-foot increment or fraction thereof</i> )	
(i) Opening in pavement	\$ 40.00
(ii) Opening in shoulder	\$ 20.00
(iii) Opening outside pavement and shoulder	\$ 10.00
b) If a longitudinal opening simultaneously occupies two or more highway areas identified	

in subparagraph (a), only the higher fee will be charged. Linear distances shall be measured to the nearest foot.

7) Surface Openings of less than 36 square feet ( <i>e.g. service connections performed independently of underground facility installation, pipe line repairs</i> ) ( <i>each opening</i> )	
(i) Opening in pavement	\$ 30.00
(ii) Opening in shoulder	\$ 15.00
(iii) Opening outside pavement and shoulder	\$ 10.00
<i>If an opening simultaneously occupies two or more highway access areas identified in subparagraphs (i) – (iii), only the higher fee will be charged.</i>	
8) Above-Ground Facilities ( <i>e.g. poles, guys and/or anchors if installed independently of poles</i> )	
a) Up to 10 physically connected above-ground facilities ( <i>each continuous group</i> )	\$ 20.00
b) Additional above-ground physically connected facilities ( <i>each pole with appurtenances</i> )	\$ 2.00
9) Crossings ( <i>e.g. “overhead” triples, conveyors or pedestrian walkways and “undergrade” subways or mines</i> )	
	\$ 80.00
10) Seismograph-Vibroseis Method ( <i>e.g. prospecting for oil, gas</i> )	
a) First mile	\$ 50.00
b) Each additional mile or fraction thereof	\$ 5.00
11) Non-Emergency Test Holes in Pavement of Shoulder ( <i>each hole</i> )	
	\$ 5.00
12) Other ( <i>e.g. bank removal, sidewalk and curb</i> )	
	\$ 20.00

**ADDITIONAL INSPECTION FEES.** If the Township determines that the permitted work is of sufficient magnitude or importance to warrant assignment of one or more persons to inspect the permitted work on a more than spot inspection basis, the permit will so indicate, and the permittee will be charged for additional salary, overhead and expenses incurred by each assigned inspector and the Township.

Small Wireless Facility Right-of-Way Access (per facility) \$270.00

Payments made with a credit card are subject to a non-refundable 3.75% processing fee with a \$2.50 minimum.

**Parks and Recreation (Community Center) Fee**

**Park Fee Schedules**

**Picnic Shelters (Shank Park and Gelder Park)**

(Picnic Shelters ONLY, resident rate requires 60% residency.)	<u>Resident</u>	<u>Non-Resident</u>
11:00 a.m. – 3:00 p.m.	\$65.00	\$95.00
4:00 p.m. – Dusk	\$65.00	\$95.00
11:00 a.m. – Dusk	\$85.00	\$130.00

*\*Special Event Fee will be charged for rentals with more than 100 participants.*

Special Event Fee	\$100.00	\$110.00
<i>(charged for all special events in addition to the shelter fee)</i>		

*\*Non-refundable deposit is due at the time of scheduling rentals and special events.*

**Fire Ring (Shank Park)**

<u>Resident</u>	<u>Non-Resident</u>
No Charge	\$ 25.00

**Athletic Fields**

Resident (per hour)	No Charge	
Non-Resident (per hour)		\$45.00
Resident & Non-Profit Event Fee (per hour)	\$45.00	
Non-Resident Event (per hour)		\$65.00

*Special events such as clinics, tournaments, and non-league play are subject to additional fees.*

**Community Center Rental Fee Schedule (Prices are per hour unless otherwise noted)**

	<u>Resident</u>	<u>Non-Resident</u>
Pool Lane Fee (per lane/hr.)	\$ 16.00	\$ 20.00
Kitchen	\$ 50.00	\$ 65.00
Classroom	\$ 50.00	\$ 65.00
Party Room	\$ 50.00	\$ 65.00
Gymnasium (per court/hr.)	\$ 55.00	\$ 70.00
Multi-Purpose Event Room (per section/hr.)	\$ 80.00	\$100.00
Gym Party Package (20 guest maximum)	\$150.00	\$190.00
Swim Party Package (20 guest maximum)	\$240.00	\$300.00
Swim & Gym Party Package (20 guest maximum)	\$300.00	\$375.00
Multi-Purpose Event Room (entire room/4 hours)	\$1,000.00	\$1,200.00

*\*Non-refundable deposit is due at the time of scheduling.*

**Community Center Membership/Daily Fee Schedule**

	<u>Resident</u>	<u>Non-Resident</u>
Adult Daily (ages 12+)	\$ 10.50	\$ 13.50
Adult 10-Admission	\$ 95.00	\$119.00
Adult 1-Month	\$ 65.00	\$ 82.00
Adult 3-Month	\$180.00	\$226.00
Adult Annual	\$578.00	\$723.00
Adult Monthly (EFT)	\$ 52.00	\$ 63.00
Youth Daily (ages 2-11)	\$ 8.50	\$ 10.50
Youth 10-Admission	\$ 75.00	\$ 95.00
Youth 1-Month	\$ 48.00	\$ 59.00
Youth 3-Month	\$131.00	\$164.00
Youth Annual	\$420.00	\$525.00
Youth Monthly (EFT)	\$ 39.00	\$ 48.00
Senior Daily (ages 65+)	\$ 8.50	\$ 10.50

Senior 10-Admission	\$ 75.00	\$ 95.00
Senior 1-Month	\$ 48.00	\$ 59.00
Senior 3-Month	\$131.00	\$164.00
Senior Annual	\$420.00	\$525.00
Senior Monthly (EFT)	\$ 39.00	\$ 48.00
Family 1-Month	\$106.00	\$133.00
Family 3-Month	\$295.00	\$369.00
Family Annual	\$945.00	\$1,182.00
Family Monthly (EFT)	\$ 82.00	\$102.00

*\*Payments made with a credit card are subject to a non-refundable processing and transaction fee.*

<b>Library</b>	<b><u>Fee</u></b>
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**Loan Material** (traditional and non-traditional loan material that patrons have access to)

	<u>Late Per Day Fee</u>	<u>Replacement cost</u>
Books	\$0.00	cost of item
CD's	\$0.00	cost of item
DVD & Blu-Ray	\$0.00	cost of item
Inter Library Loan	\$1.00	Determined by Lending library
Hot Spots	\$2.00	\$100.00
Hershey Garden Passes	\$2.00	\$10.00
Hershey Story Museum Passes	\$2.00	\$10.00
C-Pen Text to Speech		\$255.00
Memory Card Reader		cost of item
Lost Library Card		\$5.00
Blood Pressure Kit		cost of item
Kill A Watt Electricity		cost of item
Library of Things (puzzles, board games, video games)		cost of item

**Items for Purchase** (these items are available for purchase at the Circulation Desk)

Radon Test Kit (includes tax)	\$ 8.00
Solid Waste Trash Bag (per bag)	\$ 9.50
Headphones	\$ 1.00
Photocopy B/W (8.5x11", per page)	\$ .25
Meeting Room Rental (per hour up to 4-hour blocks)	\$20.00
Replacement Library Card	\$ 5.00

**Collection Maintenance Items** (if items are returned with any of the below damages or missing a part, these are the charges to repair or replace the item)

Barcode	\$0.25
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Plastic Book Cover	\$1.00
RFID Tag	\$0.25
Playaway Battery Cover	\$1.00
Playaway Case	\$5.00
Launchpad Case	\$15.00
Launchpad Cord	\$8.00
Hotspot Cord	\$8.00
Removed InterLibrary Loan strap from book	\$5.00
CD & Audiobook Missing or Damaged Graphics	\$1.00
DVD & Blu-Ray Missing or Damaged Graphics	\$1.00
CD Jewel Cases single	\$1.00
CD Jewel Cases double	\$2.00
CD Jewel Cases 4-6	\$4.00
Audio Book Case	\$10.00
DVD Cases Single	\$2.00
DVD Cases Double	\$3.00
DVD Cases 4-6	\$4.00
Blu-Ray Cases Single	\$2.00
Blu-Ray Cases Double	\$3.00
Blu-Ray Cases 4-6	\$4.00

Payments made with a credit card are subject to a non-refundable 3.75% processing fee with a \$2.50 minimum.

**RESOLUTION NO. 4-2011**  
**Promulgated under Pennsylvania Act 192 of 2004**  
*of*  
**Dauphin County TCC**

**A RESOLUTION OF THE DAUPHIN COUNTY TAX COLLECTION COMMITTEE,  
DAUPHIN COUNTY, PENNSYLVANIA ESTABLISHING REASONABLE COSTS OF  
COLLECTION FOR DELINQUENT TAXES AND IMPOSING THE COST OF SUCH  
COLLECTION UPON THE DELINQUENT TAXPAYER.**

**WHEREAS**, the Local Tax Enabling Act of December 31, 1965, P.L. 1257 No. 511, commonly known as “Act 511”, provides for the collection of certain enumerated taxes in this tax collection district, including penalties for the non-payment thereof; and

**WHEREAS**, Act 192 of 2004 amended Act 511 by authorizing the cost of delinquent tax collection to be imposed against the delinquent taxpayer; and

**WHEREAS**, this tax collection committee anticipates considerable expense in collecting its delinquent Act 511 taxes and further deems it to be in the best interest of the tax collection committee to have the costs of these collections paid by the delinquent taxpayer.

NOW, THEREFORE, be it resolved and it is hereby resolved that the governing body of this tax collection district hereby establishes the following:

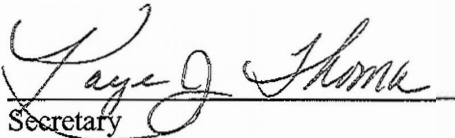
- (1) From and after the enactment of this Resolution, to each delinquent Act 511 tax, levy or obligation owed to any taxing authority within the tax collection district, there shall be added such costs, attorney’s fees, charges and expenses incurred in the delinquent collection process. Such additional charges shall be collected in addition to all interest and penalties as are allowed by law.
- (2) Such fees and charges shall be reasonable and the same are hereby established in a cost rate schedule as attached herein and made a part hereof as Schedule “A”. Said schedule of costs is hereby deemed to be reasonable, fair and necessary in order to allow the tax collection district to collect such sum due. This schedule may be amended from time to time by resolution of the governing body of this tax collection district.

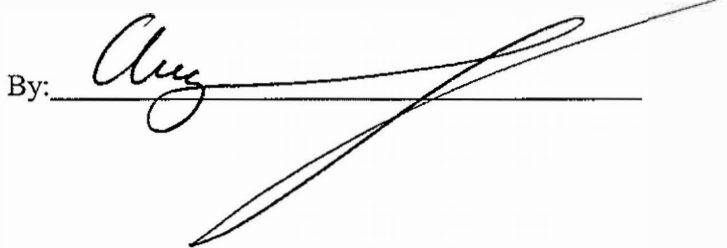


- (3) Any entity empowered to collect sums on behalf of the tax collection committee is directed to add such costs of collection as are incurred to the extent allowed as set forth in Schedule "A". Such entity shall be entitled to retain an amount equal to such sums from delinquent collections. Such sums collected pursuant to this Resolution shall be in addition to any tax penalty, interest or other costs already part of the delinquent account or assessment.
- (4) Any Resolution in conflict with this Resolution shall be deemed to have been repealed to the extent of that conflict. If any portion of this Resolution is deemed to be void, unenforceable or unconstitutional, then it is the intent of the governing body of this tax that it would have enacted the balance of this Resolution irrespective of said invalid portion.
- (5) This Resolution shall become effective this 16<sup>th</sup> day of November 2011.

ADOPTED this 16<sup>th</sup> day of November, 2011.

ATTEST:

  
Secretary

By: 

COSTS OF COLLECTION TO BE IMPOSED AND ADDED  
TO DELINQUENT TAX

TAXPAYER NOTIFICATION AND ADMINISTRATION

1)	Taxpayer late filing or underpayment notice.	\$10.00
2)	Employer late filing notice or underpayment penalty notice for quarterly or annual earned income tax or local services tax return. 10% of the tax, penalty and interest due—minimum charge \$50.00.	\$50.00
3)	Delinquent account servicing fee, including records imaging or other detailed recordkeeping, office staffing, computer equipment and software, office space, telephone, printing and imaging equipment, supplies and postage used to generate delinquent notices and to establish monthly payment plans—10% of tax, penalty and interest due—minimum charge \$50.00	\$50.00
4)	Partial payment fee—where payment received does not pay account in full.	\$3.00
5)	Fee for check returned from bank (NSF, Acct. Closed, etc).	\$29.00
6)	Notice of intent to file civil suit	\$50.00

WAGE ATTACHMENT

1)	Taxpayer notice prior to wage attachment	\$25.00
2)	Employer wage attachment notice.	\$25.00

LITIGATION

1)	Prepare Magisterial District Court complaint.	\$75.00
2)	Prepare for Magisterial District Court hearing.	\$100.00
3)	Attend Magisterial District Court trial or hearing.	\$150.00
4)	Attend Constable execution sale.	\$350.00
5)	Prepare Arbitration complaint/appeal.	\$150.00
6)	Attend Arbitration trial.	\$350.00
7)	Enter default judgment.	\$150.00
8)	Issue Sheriff Writ of Execution.	\$250.00
9)	Attend Sheriff sale.	\$250.00
10)	Non-litigation legal work.	\$70.00/hr
11)	Litigation legal work.	\$80.00/hr
12)	All other clerical work not itemized above.	\$50.00/hr

Schedule "A"