

**RESOLUTION NO. 2025-01**

**APPLICATION, REVIEW AND INSPECTION, ADMINISTRATIVE FEES**

**WHEREAS**, the Board of Supervisors is authorized and empowered to set reasonable and necessary fees to reimburse the Township for the costs and the expenses of processing, issuing, tracking, and reviewing applications for building and zoning permits, subdivision and land development plan approvals, Zoning Hearing Board and Code of Dickinson Township waiver requests, stormwater management plans and approvals, road occupancy permits and other applications for permits and approvals and performing inspections related thereto.

**WHEREAS**, the Board has considered and reviewed the actual costs incurred by the Township associated with the foregoing;

**NOW THEREFORE**, it is resolved that the attached fee schedule be and hereby is adopted effective this 6<sup>th</sup> day of January 2025 and shall remain in effect thereafter until further revised.

DULY ADOPTED this 6<sup>th</sup> day of January, 2025, by the Board of Supervisors.

ATTEST:

Laci Hockenberry  
Laci N. Hockenberry, Township Secretary

BOARD OF SUPERVISORS

By: [Signature]  
Robert Line III, Supervisor

By: [Signature]  
Robert A. Kole, Supervisor

By: [Signature]  
Jennifer DeGaetano, Supervisor



*I, Laci N. Hockenberry, Secretary for Dickinson Township, do hereby attest that the foregoing Resolution No. 2025-01 was voted upon and approved by majority vote of the Board of Supervisors on the 6th day of January, 2025.*

# APPLICATION, REVIEW AND INSPECTION, ADMINISTRATIVE FEES

## **I. Building Permits - Dickinson Township Code § 86 / Resolution 2004-03**

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|--|--|
| A) Administration/processing of applications | \$100.00   |
| B) Inspections                               | See Attached Western<br>Cumberland Council<br>Of Governments Fee<br>Schedule |

## **II. Subdivision & Land Development Plans (Plan Review) – Dickinson Township Code § 178**

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|---|--|
| A) Subdivision & Land Development Sketch Plan | \$200.00   |
| B) Residential Lot Additions                  | \$650.00   |
| C) Non-residential Lot Additions              | \$650.00 base<br>plus \$75.00/acre<br><i>(round up to the next<br/>fullest acre)</i> |
| D) Preliminary Subdivision Plans              | \$650.00 base<br>plus \$35.00/each lot   |
| E) Final Subdivision Plans                    | \$350.00 base<br>plus \$35.00/each lot   |
| F) Preliminary/Final Subdivision Plans        | \$650.00 base<br>plus \$35.00/each lot   |
| G) Preliminary Land Development Plans         | \$650.00 base<br>plus \$75.00/acre<br><i>(round up to the next<br/>fullest acre)</i> |
| H) Final Land Development Plans               | \$350.00 base<br>plus \$75.00/acre<br><i>(round up to the next<br/>fullest acre)</i> |

I) Preliminary/Final Land Development Plans	\$650.00 base plus \$75.00/acre <i>(round up to the next fullest acre)</i>
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A FEE OF \$150.00 WILL BE RETAINED BY THE TOWNSHIP TO COVER ADMINISTRATION AND PROCESSING COSTS.

IN ADDITION TO THE FOREGOING FEES, THE TOWNSHIP WILL CHARGE ANY ACTUAL INSPECTION AND REVIEW EXPENSES INCURRED BY THE TOWNSHIP THAT EXCEEDS THESE FEES.

**III. Subdivision & Land Development (Escrow) Dickinson Township Code § 178-27**

A) Subdivision	
i) With no utilities, roads, or other required improvements	\$500.00
ii) 5 or fewer lots with utilities, roads, and/or required improvements	\$1,500.00
iii) 6 to 10 lots with utilities, roads, and/or required improvements	\$3,000.00
iv) 11+ lots with utilities, roads, and/or other required improvements	\$7,500.00
B) Land Development	\$1,000.00/acre  (Not to exceed \$25,000 total)
C) Escrow Account Administrative Charge*	\$50/year

\*All inspection fees are deposited into a non-interest bearing escrow account. Any remaining funds at the conclusion of the project will be returned to the applicant.

IN ADDITION TO THE FOREGOING FEES, THE TOWNSHIP WILL CHARGE ANY ACTUAL INSPECTION EXPENSE INCURRED BY THE TOWNSHIP THAT EXCEEDS THESE FEES.

**IV. Stormwater Management Plan Review and Inspection– Dickinson Township Code § 170-31**

A) 0 to 1000 square feet	No fee
B) 1001 to 5000 square feet (when minimum requirements can be met)	\$100.00
C) Over 5001 square feet	\$800.00

A FEE OF \$100.00 WILL BE RETAINED BY THE TOWNSHIP TO COVER ADMINISTRATION AND PROCESSING COSTS.

IN ADDITION TO THE FOREGOING FEES (EXCEPT A), THE TOWNSHIP WILL CHARGE ANY ACTUAL INSPECTION AND REVIEW EXPENSES INCURRED BY THE TOWNSHIP THAT EXCEEDS THESE FEES.

**V. Construction and Materials Specification Ordinance dated October 15, 2012**

A) All matters \$75.00

IN ADDITION TO THE FOREGOING FEE, THE TOWNSHIP WILL CHARGE ANY ACTUAL EXPENSE INCURRED BY THE TOWNSHIP THAT EXCEEDS THIS FEE.

**VI. Zoning Permits – Dickinson Township Code § 205-158**

A) New use or change in use (not involving construction) \$100.00

B) New construction, additions, detached garages, sheds, fences, carports, signs, and similar improvements and structures \$75.00

C) Non-conforming use, structure, or lot determination \$75.00

D) Demolition Permit

i) Residential \$75.00

ii) Non-residential \$100.00

E) Demolition Inspection

See Attached Western Cumberland Council Of Governments Fee Schedule

**VII. Zoning Hearing Board – Dickinson Township Code § 205-151**

A) Variance

i) Residential \$675.00

ii) Non-residential \$1,000.00

B) Special Exception

i) Residential \$675.00

ii) Non-residential \$1,000.00

C) Appeal from Zoning Officer Determination

i) Residential \$675.00

ii) Non-residential \$1,000.00

D) Substantive Validity Challenge

i) Residential \$675.00

ii) Non-residential \$1,000.00

E) Use Not Provided For	
i) Residential	\$675.00
ii) Non-residential	\$1,000.00

IN ADDITION TO THE FOREGOING FEES AS PERMITTED BY THE MPC, THE TOWNSHIP WILL CHARGE ANY ACTUAL EXPENSE INCURRED BY THE TOWNSHIP THAT EXCEEDS THESE FEES.

**VIII. Board of Supervisors**

A) Conditional Use (Dickinson Township Code § 205-162)	\$1,000.00
B) Text amendment or rezoning	\$1,000.00
C) Curative amendment	\$1,000.00
D) Construction and Materials Specifications Ordinance Modification	\$100.00
E) Stormwater Management Ordinance Waiver	\$100.00
F) Dickinson TWP Code Waiver	\$100.00

IN ADDITION TO THE FOREGOING FEES, THE TOWNSHIP WILL CHARGE ANY ACTUAL EXPENSE INCURRED BY THE TOWNSHIP THAT EXCEEDS THESE FEES.

**IX. Road Occupancy**

A) New Driveway	\$75.00
B) Driveway paving	\$75.00
C) Road cuts/Underground Boring	\$75.00

**X. Park and Recreation**

A) Residential - each lot (lot additions excluded)	\$800.00
B) Agricultural Subdivision - each lot	\$800.00
C) Non-residential –	(Acres x 5% =) x \$20,000.00
D) Agricultural Land Development -	(Disturbed Acres x 5% =) x \$20,000.00

**XI. Administrative and Other**

A) Administration of Sewage Pumping Report	\$10.00
B) Peddler Permit (per person)	\$25.00

C) Mobile Home Park Permit	
i) First 5 lots	\$50.00
ii) Each additional lot after 5	\$5.00
D) House number sign	\$23.00
E) Sewer Planning Module processing	\$150.00
F) Request for Planning Waiver and Non-building Declaration processing	\$75.00
G) Lender compliance letter	\$75.00
H) Photocopies	B&W \$0.25/page
	Color \$0.50/page
I) Certified Copies	\$5.00/record
J) CD/DVD	Actual Cost, not to exceed \$1.00
K) Flash Drive	Actual Cost
L) Postage	Actual Cost
M) Returned Check	\$35.00 plus NSF fee charged by financial institution
N) Stuart Park Rental	
i) Township Resident	\$50.00
ii) Township Resident Deposit	\$15.00
iii) Non-resident	\$60.00
iv) Non-resident Deposit	\$15.00
v) Non-profit Organizations (Must provide copy of 501(c)3 documentation and Certificate of Insurance).	No Fee
vi) Non-profit Deposit	\$15.00

All deposits must be paid separately by cash or check and will be returned once staff verify that all rental requirements have been met.