

**Resolution #2024-22**

**PERMITS AND OTHER CHARGES FOR 2025**

|  |  |
|--|--|
| Administrative Fees  | \$30.00 unless specified   |
| Certification (secretary)  | \$2.00   |
| Mailing Fees   | Actual Cost  |
| Certified Mail   | Actual Cost  |
| Photocopies (per page – Single page)   | \$0.25   |
| (per page – double sided)  | \$0.50   |
| Color Copies (per page – Single page)  | \$0.50   |
| (per page – double sided)  | \$1.00   |
| Lamination (per page – double sided)   | \$2.00   |
| Return check fee   | \$50.00  |
| Alarm User Permit  | \$55.00 yearly   |
| Alarm calls (fire and/or police)   | 1 <sup>st</sup> Alarm- no charge   |
|  | 2 <sup>nd</sup> Alarm - \$100.00, plus administrative fee  |
|  | 3 <sup>rd</sup> and more Alarm - \$300.00, plus administrative fee   |
| Animal Registration  | Application / inspection / permit \$50.00 annually, plus administrative fee  |
| Animal pick-up fee   | \$50.00, plus boarding, feeding or impounding cost including any cost from other agencies.<br>Plus \$30.00 admin fee |
| Attorney Fees \$230.00 hr., for Township business/judgement, etc.                        |  |
| For municipal claims valued from \$1 to \$250, plus filing fees, and administrative fee. |  |
| Attorney Fees \$250.00 hr., for Township business/judgement, etc.                        |  |
| For claims of \$251 to \$500, plus filing fees, and administrative fee.                  |  |
| Attorney Fees \$300.00 hr., for Township business/judgement, etc.                        |  |
| For claims \$501 to \$1,000, plus filing fees and administrative fee.                    |  |
| Attorney Fees \$400.00 hr., for Township business/judgement, etc.                        |  |
| For claims of \$1,001 or greater, plus filing fees and administrative fee.               |  |
| Appeals for Building or Signs  | \$1,000.00 for each petition or appeal, plus cost.   |
| Appeals for Public Safety, Health or Rental License                                      | \$1,000.00 for each petition or appeal, plus cost.   |
| Building and Sign Application fees   | ** See Residential / Commercial worksheets   |
| Cat License Lifetime   | \$10.00 (spayed/neutered \$5.00)   |
| <b>CERTIFICATE OF OCCUPANCY</b>  |  |
| Apply for Certificate of Occupancy   | \$50.00  |
| Re-Issued Certificate of Occupancy (CO's)  | \$25.00  |

|   |  |
|---|--|
| Change of Ownership W/S   | \$55.00 (\$25.00 & \$30.00 Admin Fee)  |
| Curb, sidewalk & driveways  | \$150.00 (\$50.00 & \$100.00 Inspect Fee)  |
| Day Care permit (yearly)  | up to 12 children \$100.00   |
| Dumpster permit   | \$25.00 per day for the first 10 days<br>Renewal \$35.00 per day after 10 days   |
| Eating & Drinking License   | *First Time App fee \$100.00, \$25.00 admin fee, plus license fee  |
| Eating and Driving Licenses Fees / Annual Renewals:                         | - Single Day Event \$50.00   |
| - Non-Alcohol establishment \$100.00  | - Alcohol establishment \$150.00   |
| - Mobile vender located in Leb. County \$100.00                             | - Outside Lebanon County \$200.00  |
| - Non-Profit establishment Fees may be waived by the Township Commissioners |  |
| Engineering fees  | Review of plans, Inspections, Traffic impact studies, Traffic analysis, or other issues requiring Engineering review:<br>Actual Cost of Engineering Invoice, minimum hourly rate \$225.00 plus \$30.00 administrative fee. |
| Fire Hydrant replacement  | \$8,500.00 not including risers and labor  |
| Flood Plan Appeal   | \$500.00 for each petition or appeal, plus cost, including any/all legal fees and publishing   |
| Green Waste Card  | \$35.00 a year (July – July)   |
| Green Waste Card Commercial   | \$500.00 a year (July – July)  |
| Green Waste Card Replacement card   | \$10.00 per card   |
| Handicap Sign Application   | \$150.00 for application, \$45.00 per year   |
| Damage to / Replacement of sign   | \$85.00 plus labor (hourly rate)   |
| Hourly Wage rates for   | 1 person \$85.00 per hour, 2 <sup>nd</sup> person \$75.00 per hour.<br>Plus, equipment charges (one hour minimum)  |

**Land Development / Subdivision**

**1. Fee Procedures.**

- a. Each subdivision or land development plan application shall be accompanied by the required review and recording fees, as established herein. Fees shall be payable at the time of plan submission (unless otherwise noted herein) and plan processing, approval and recording shall not be completed until all required fees are paid.
- b. There shall be no refund or credit of fees, or a portion of any fee shall the subdivider or developer withdraw the plan during the review process or fail to receive plan approval.
- c. The fee schedule set forth in this section may be amended from time to time by adoption of a resolution by the West Lebanon Township Commissioners setting forth new fees.

**2. Township Fees.** Fees for review, processing and approval of subdivision and land development plans shall be payable to the West Lebanon Township at the time of application, in accordance with the following schedule:

a. Minor Subdivision, Not involving new lots. (Lot additions, land exchange, division or double home or existing buildings, etc.)

(1.) Final Plan: \$125.00

b. Minor and Major Subdivision or land development with new lots/units. (See §§ 22-303, 22-304 and 22-305 for explanation for minor and major classifications.)

| # of Lots/Units | Preliminary Plan Fee                   | Final Plan fee                         |
|-----------------|--|--|
| 1               | \$300 Where Applicable                 | \$200                                  |
| 2-5             | \$500                                  | \$400                                  |
| 6-10            | \$700                                  | \$500                                  |
| 11-20           | \$1,000                                | \$750                                  |
| 21-50           | \$1,500                                | \$1,000                                |
| 51-100          | \$1,800                                | \$1,250                                |
| 101-200         | \$2,100                                | \$1,500                                |
| 201 +           | \$2,400 + \$5.00 per lot/unit over 200 | \$1,750 + \$5.00 per lot/unit over 200 |

**3. Land Development Plans.** (Commercial, Industrial, Institutional, etc. For Multi-family, residential, see Subsection 2 above).

| Acres*   | Plan Review Fee |
|----------|-----------------|
| 0-2      | \$400           |
| 2.01-5   | \$700           |
| 5.01-10  | \$1,000         |
| 10.01-15 | \$1,500         |
| 15.01-25 | \$2,000         |
| 25.01+   | \$3,000         |

\* Acreage of tract for newly developed lot or acreage undergoing review for expansions.

**4. Engineer Review Fees.** All applications involving stormwater management or engineering review shall be accompanied by fees, payable to the Township Engineer, in accordance with the following:

a. For review of subdivision and land development plans and requests for inspections:

|                          | 1 lot/Unit        | 2-5 Lots/Units    | 6-19 Lots/Units        |
|--------------------------|-------------------|-------------------|------------------------|
| <b>Preliminary Plans</b> | \$150 lot or unit | \$100 lot or unit | \$75 lot or unit       |
| <b>Final Plans</b>       | \$150 lot or unit | \$100 lot or unit | \$60 lot or unit       |
| <b>Inspections</b>       | \$150 lot or unit | \$100 lot or unit | \$75 lot or unit       |
|                          | 20-49 Lots/Units  | 50-99 Lots/Units  | 100 or more Lots/Units |
| <b>Preliminary Plans</b> | \$60 lot or unit  | \$50 lot or unit  | \$40 lot or unit       |
| <b>Final Plans</b>       | \$50 lot or unit  | \$40 lot or unit  | \$30 lot or unit       |
| <b>Inspections</b>       | \$60 lot or unit  | \$50 lot or unit  | \$40 lot or unit       |

b. For review of commercial, industrial, or institutional land developments, re-submitted plans, in sections, and other plans which do not qualify for the per lot or unit rate;

(1). A base fee is required for review or inspection. The base fee will be established on site acreage as provided below. Plan reviews or inspections requiring more than covered by the base fee shall be subject to an additional fee based upon the hourly rate established in Subsection 5b(2). The base fee is:

|                 |                  |                     |
|-----------------|------------------|---------------------|
| 0-10 acres      | 10.01-20 acres   | 20.01 or more acres |
| \$500           | \$1,200          | \$2,500             |
| 0-10 acres      | 10.01-20 acres   | 20.01 or more acres |
| (up to 5 hours) | (up to 12 hours) | (up to 25 hours)    |

(2). An hourly rate of \$125.00 per hour of Township Engineer review or inspection time.

c. All fees shall be payable at the time of application, except that:

(1). Inspection fees based upon the per lot, per unit or base fee rates shall be paid by separate checks with the final plan, prior to recording the final plan.

(2). The hourly rate specified in Subsection 5b(2), for review or supplemental review fee shall be payable after review, but before plan approval.

(3). The hourly rate specified in Subsection 5b(2), for inspection or supplemental inspection fee shall be payable after inspection but before final inspection approval and release of any applicable financial guarantees.

- 5. Recreation Fee.** Recreation fees shall be required to be provide to the West Lebanon Township in accordance with §22-502, Subsection 10, at a ratio of \$1,000 per lot/unit.
- 6. Recording fee.** A recording fee shall be provided prior to plan recording. The base fee, currently \$40.00 for the first eight (8) pages, shall be payable to the Lebanon County recorder of Deeds and shall be subject to change as that office may deem necessary. If recorded pages exceed eight (8) pages, there will be an additional charge of \$5.00 per page.
- 7. Plan Submission.** Shall the Developer decide to submit the plan as a final plan, both the preliminary and final fees are due at the time of submission.

|   |   |
|---|---|
| Lien/satisfaction                         | \$40.00 plus attorney fees  |
| Pavilion @ recreation park (reservations) | \$25.00 with electric \$50.00 (per day)   |
| Peddles/Solicitor permit                  | Application/Admin fee \$75.00 plus,<br>1 Day \$50.00, 1 Week \$100.00, 1 Month \$350.00 |

**Police fees:**

|  |  |
|--|--|
| Township Police reports, accident report   | \$15.00 (set by state law)   |
| Police Escort                              | \$25.00 for first 30 Min.,<br>each 30 Min or portion thereafter-\$25.00  |
| Security details                           | \$180.00 per hour  |
| Storage of Impounded Vehicles              | \$25.00 (from date of notification)  |
| Video from Body Cam                        | \$25.00 per camera   |
| Public Safety Admin fee                    | \$70.00  |
| Public Safety Inspections/Code enforcement | 1 <sup>st</sup> inspection free,<br>Reinspection fee, \$75.00 per hour (Minimum 1 hour)<br>Plus, any legal expenses of the Township and court cost for<br>non-compliant and if requiring Township<br>Solicitor (\$200.00), Plus Admin fee \$70.00. |
| Public Safety Un-Condemn fee               | \$200.00   |
| Purchase Certificate                       | \$55.00 (\$25.00 & \$30.00 Admin Fee)<br>\$75.00 if less than 4 Township working days prior<br>\$100.00 if less than 2 Township working days prior   |
| Residential Rental License                 | \$50.00 per dwelling, (yearly)<br>\$20.00 per rooming house unit (yearly)  |

**RESIDENTIAL BUILDING PERMIT FEES**

Does not include Plan Review, Inspections, and all other processing requirements and UCC Fees  
\$50.00 base fee + .0007 X est. value of project.

**COMMERCIAL BUILDING PERMIT FEES**

Does not include Plan Review, Inspections, and all other processing requirements and UCC Fees  
 \$125.00 base fee + .0010 X est. value of project.

- Sewer E.D.U (NEW) \$3,629.00 per E.D.U.
- Sewer Rate \$59.85 per E.D.U. Plus \$5.00 per 1,000 gal. x meter size
- Sewer Rate Pumping station Customers, \$71.82 per E.D.U. Plus \$8.00 per 1,000 gal. x meter size
- Sewer Rate for Code 3 Accounts:

| Meter Size | Price per EDU | Commercial Rate per EDU | Billing Code |
|------------|---------------|-------------------------|--------------|
| 5/8"       | \$39.90       | \$47.88                 | 63           |
| 3/4"       | \$58.85       |                         | 75           |
| 1"         | \$98.70       |                         | 10           |
| 1-1/2"     | \$195.30      | \$246.96                | 15           |
| 2"         | \$312.50      |                         | 20           |
| 3"         | \$625.80      |                         | 30           |

\*\* For Code 3 accounts:

1. Meter Size Rate, plus \$5.50 per 1,000 gallons + \$91.50 per EDU.
2. For commercial accounts: \$6.60 per 100 gallons + \$109.62 per EDU

- Sewer Tapping fees \$2,090.00, plus \$125.00 per hour inspection/testing fee
- Sewer Lateral Abandonment (demo, etc.) \$5,000.00 plus \$30.00 Administration Fee
- Sewer Leaks, Clogs Investigation, Camera Lateral \$200.00 per hour
- Sign/Post/Stand, replacement from damages, including work zone/area signs.

See hourly wage rates, plus all signs will be billed at cost, plus 20% and admin fees.

- Street Excavating Permit \$100.00 plus \$120.00 per hour inspection fee, (plus excavation cost.)
- Street Lids - Water \$29.00 plus labor (hourly rate)
- Street Risers - Water \$109.00 for 4" /\$119.00 for 6"/\$129.00 for 8" plus labor (hourly rate)
- Street Lids - Sewer \$560.00 plus labor (hourly rate)
- Street Risers - Sewer \$1,200.00 plus labor (hourly rate)
- Stormwater/MS4 inspection fees \$120.00 per 1/2 hour
- Water Rate 175.00 (\$55.00 O M + \$120.00 Debt Reduction) & \$7.50 per 1,000-gal x meter size
- Water/Sewer Delinquent fee \$30.00 + postage
- Water Meters \$195.00 – 5/8" Meter (\$19.00 couple coupler end)  
 \$220.00 – 1" Meter (\$23.00 couple coupler end)  
 \$122.00 – 5/8" Backflow/check valve  
 \$143.00 – 1" Backflow/check valve  
 \$44.00 Meter read out / Black box  
 \$219.00 - Transmitter \$260.00- Dual Transmitter

Water Meter Testing

\$100.00 – NO CHARGE if within 3% read

Water Testing

Actual cost for test plus \$30.00 administrative fee.

Water Tapping Fees

**Domestic Water Services Charge Per EDU**

| Meter Size | Lateral Connection Fee | Customer Facilities Inspection Fee* | Tapping Fee Capacity Part | Tapping Fee Distribution Part | Total          |
|------------|------------------------|-------------------------------------|---------------------------|-------------------------------|----------------|
| 5/8"       | \$400.00 (3/4")        | \$110.00                            | \$2,300.00                | \$980.00                      | \$3,790.00     |
| 3/4"       | \$450.00 (1")          | \$150.00                            | \$4,300.00                | \$1,680.00                    | \$6,580.00     |
| 1"         | \$850.00 (1 1/2")      | \$190.00                            | \$7,500.00                | \$2,880.00                    | \$10,570.00    |
| 1 1/2"     | \$950.00 (2)           | \$440.00                            | \$13,700.00               | \$5,280.00                    | \$20,370.00    |
| 2"         | **                     | \$570.00                            | \$52,700.00               | \$19,380.00                   | \$72,650.00    |
| 3"         | **                     | **                                  | \$220,700.00              | \$80,380.00                   | \$301,080.00   |
| 4"         | **                     | **                                  | \$500,700.00              | \$180,380.00                  | \$681,080.00   |
| 6"         | **                     | **                                  | \$800,700.00              | \$300,380.00                  | \$1,101,080.00 |
| 8"         | **                     | **                                  | \$1,500,700.00            | \$575,380.00                  | \$2,076,080.00 |

\*(Size) is typical service lateral size.

\*\*Installed by Contractor

Notes:

- One (1) equivalent Dwelling Unit (EDU) equals 160 gallons / day of water consumption as measured by the water meter.
- 'Lateral Connection Fee' is for the connection of the water service to the water main distribution main. This work shall be performed by the property owner as inspected by the Authority.
- Customer Facilities Fee is for the water meter, appurtenances, and installation. Estimated costs of performing this work are on the attached sheet, as adjusted from time to time. The contractor shall have the service line ready for meter installation with the property valves and backflow preventor in placed. Any additional time or materials above the estimated fee will be due upon completion of the work.

**Private Fire Service**

| Fire Line Size         | <2"    | 2"       | 3"         | 4"         | 6"         | 8"         | 10"         |
|------------------------|--------|----------|------------|------------|------------|------------|-------------|
| Fire Line Capacity Fee | \$0.00 | \$820.00 | \$1,630.00 | \$2,550.00 | \$5,100.00 | \$8,160.00 | \$10,200.00 |

Notes:

- Fire Line Size is based upon the size of the fire line where it enters the building.
- Inspection Fee for Private Fire Service is \$110.00 per hour

Water readings other than regular scheduled \$30.00

Water termination or activation \$100.00

After hours, weekends & holidays, emergency \$150.00

Water/Sewer Delinquent fee \$30.00 + postage

Zoning Permits \$20.00 for up to the first \$2,500.00, plus \$0.003 X for every dollar of the remaining balance of project.

Appeals for Zoning \$1,000.00 for each petition or appeal, plus cost including but not limited to Attorney fees and any/all advertising.

**Equipment Rates:**

|                               |  |
|-------------------------------|--|
| Cat Skid Steer- bucket ½ yard | \$90.00 hr. extra any attachment snow-thrower, sweeper, grapple hook, clam bucket - \$50.00 hr., 1 hr. minimum |
| Chain saw/ Echo Power Equip   | \$30.00 hr. (Weed Wacker/Hedge Trimmer)  |
| Dump truck F-550 4x4          | \$85.00 hr. with Plow \$25.00 hr. / with Spreader \$30.00 hr.  |
| Gator 4X4                     | \$100.00 hr.   |
| Leaf Vac. Machine             | \$100.00 hr.   |
| JB Loader – Bucket 1 yard     | \$100.00 hr.   |
| Bucket ½ yard                 | \$80.00 hr.  |
| Mower (riding)                | \$45.00 hr.  |
| Mower (push)                  | \$30.00 hr.  |
| Truck F-350 4x4               | \$50.00 hr. with Plow \$25.00 hr. / with Spreader \$30.00 hr.  |
| Street Saw                    | \$30.00 hr. plus Blades  |
| Street Sweeper                | \$120.00 hr.   |
| Sewer Camera                  | \$100.00 ½ hr.   |

**Miscellaneous:**

|                              |                                    |
|------------------------------|------------------------------------|
| Barricades                   | \$15.00 hr.                        |
| Caution Tape                 | \$0.80 Ft.                         |
| Detour/road close/etc. signs | \$15.00 each sign with stand       |
| Extinguisher (any class)     | \$60.00 Per use                    |
| Flares                       | \$5.00 Each                        |
| Hand Tools                   | \$12.00 Each                       |
| Oil Dry                      | \$35.00 Bag                        |
| Hose                         | \$25.00 per section                |
| Portable Pump                | \$35.00 hr.                        |
| Power Tools                  | \$30.00 hr.                        |
| Road Closing/Traffic Control | \$125.00 Per intersection per hour |
| Traffic Cones                | \$5.00 Each                        |

**Duly Adopted**, this 2<sup>nd</sup> day of December 2024 by the Board of Commissioners of West Lebanon Township, Lebanon, Pennsylvania, in lawful duly Assembled

West Lebanon Township Commissioners

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John Gurganus, President Attest:

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Antoinette Issis, Secretary