

**WILLISTOWN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2 OF 2022**

**A RESOLUTION PROVIDING FOR AN UPDATE TO THE FEES  
REQUIRED BY WILLISTOWN TOWNSHIP FOR THE CONDUCT OF  
BUSINESS INCLUDING SUBDIVISION/LAND DEVELOPMENT FEES  
AND (REVIEW) ESCROWS AND RELATED PROCEEDINGS; BUILDING  
PERMITS; ZONING FEES AND REVIEWS; PEDDLING AND  
SOLICITING, PARKS AND PAVILION RENTALS, AND  
MISCELLANEOUS OTHER ADMINISTRATIVE FEES FOR SERVICES**

**WHEREAS**, from time to time it is necessary for the Township to review and revise its fee schedule to reflect the true cost of doing business, and

**WHEREAS**, the Second Class Township Code, P.L. 350, No. 60, as amended, pursuant to General Powers, Section 1506, provides for the adoption of regulations for the proper management of township finances, and

**WHEREAS**, the Pennsylvania Municipalities Planning Code, Act of 1968, P.L. 805, No. 247 as reenacted and amended, pursuant to Article V Subdivision and Land Development, Section 503, provides for the charge of review fees including the necessary and reasonable charges by the municipality's professional consultants or engineer for review or report and,

**WHEREAS**, the Pennsylvania Municipalities Planning Code, Act of 1968, P.L. 805, No. 247 as reenacted and amended, pursuant to Article VI Zoning, Section 617.3(e) provides for the governing body to prescribe reasonable fees with respect to the administration of a zoning ordinance and with respect to hearings before the zoning hearing board and,

**WHEREAS**, the Pennsylvania Municipalities Planning Code, Act of 1968, P.L. 805, No. 247 as reenacted and amended, pursuant to Article IX Zoning Hearing Board and Other Administrative Proceedings, Section 908, provides for the governing body to prescribe reasonable fees with respect to hearings before the zoning hearing board and also for conditional uses before the governing body (Section 913.2) to attach reasonable conditions it may deem necessary to implement the purposes of The Act and,

**WHEREAS**, the Township's professional consultants have advised the Township of their fees to be charged the Township for the rendering services, and

**WHEREAS**, the Board of Supervisors has deemed those fees to be reasonable and commensurate with similar services provided in the community; and,

**WHEREAS**, Willistown Township provides within Chapter 78 of the Willistown Township Code for certain fees to be charged for construction, registration, permit and development activities in Willistown Township; and,

**WHEREAS**, Willistown Township provides within Chapter 72 of the Willistown Township Code for the procedures for building plan review and inspections including reasonable permit fees deemed necessary by the municipality's Building Official and for reviews or reports for attendant inspections including, but not limited to those required by Chapter 73, Environmental Protection and Chapter 109, Soil Erosion and Sediment Control; and,

**WHEREAS**, Willistown Township provides within Chapter 97 of the Willistown Township Code for a fee to be charged to any individual submitting an application for a license to engage in peddling or soliciting in Willistown Township; and,

**WHEREAS**, Willistown Township provides within Chapter 45 of the Willistown Township Code for fees to be charged for access to public records in Willistown Township; and,

**WHEREAS**, Willistown Township provides within Chapter 96 of the Willistown Township Code for park and pavilion rental permits to be administered by designated staff and fees to be charged for such permits; and,

**AND NOW, THEREFORE, IT IS RESOLVED** by the Board of Supervisors of Willistown Township, Chester County, Pennsylvania that the fee schedule shall be as enumerated in Exhibit "A" attached hereto and the procedures to be followed shall be as follows:

### **Section 1. Subdivision and Land Development Procedures**

- A. Application Fee - Every Applicant, at the time of filing an application for approval of any subdivision or land development plan, shall pay to the Township a non-refundable filing fee in accordance with the attached schedule.
- B. Plan Review Escrow Deposit - Every Applicant shall pay to the Township an escrow deposit for reasonable and necessary charges for plan review by the Township's professional consultants including but not necessarily limited to the Township Engineer and Township Solicitor. The escrow deposit shall be used to pay for engineering reviews, special administrative costs attendant to the subdivision/land development, consultant reviews, including but not limited to legal review (when permitted) of subdivision plans, legal documents, agreements and performance guarantees, and other miscellaneous costs of application review and approval, but does not include a deposit for site inspections and other monitoring during development. The amounts for such review will in no event exceed the rate

or cost charged by the consultants to the Township. When the amount of any escrow deposit falls below 10% of the original deposit, the Township Manager and/or other authorized staff shall notify the Applicant to deposit sufficient additional monies to bring the balance of the escrow account up to the amount initially deposited or to an amount deemed reasonable at the discretion of the Township Manager and/or other authorized staff, as may be required for the Township to carry on its services with the Applicant. In the event any escrow deposit is diminished to the point that it is insufficient to cover the review cost incurred, the Applicant shall pay the balance due within ten (10) days of notification of the balance due. Upon completion of the subdivision/land development plan review activity and notification of the balance due, the Applicant shall pay all outstanding engineering, inspection and professional fees required by this Section. Any unused funds remaining in the escrow account shall be returned to the Applicant upon request.

- C. Resubmission Fee - A Resubmission Fee shall be assessed to an Applicant at the time of a plan resubmission when resubmission is necessary to address written Township review comments pertaining to Township regulations and/or generally accepted engineering, design and survey professional standards.
- D. Land Development Financial Security - Every Applicant, after receiving final approval of a land development plan, but before any building permits may be reviewed or issued, shall establish Financial Security which shall be determined and administered in accordance with Article V of the Pennsylvania Municipalities Planning Code and Chapter 123 of the Willistown Township Code. The Financial Security shall include funds that will cover the Township's estimated costs of conducting plan reviews, site inspections, consulting, legal, administrative and any other direct fees associated with, but not otherwise enumerated or paid, for the benefit of the project for which the Financial Security is established.

## **Section 2. Engineering Review Procedures**

- A. This Section shall apply to permits required by Chapters 73, 109 and 139 of the Willistown Township Code, including but not necessarily limited to Soil Erosion & Sedimentation Control Permits, Stormwater Management Permits, and Zoning Permits for Construction in Floodplain Conservation / Floodway Districts.
- B. Application Fee - Every Applicant, at the time of filing an application for approval of any plan described in this Section shall pay to the Township a non-refundable filing fee in accordance with the attached schedule. The application fee includes one plan review and five site inspections. It is incumbent upon the Applicant to ensure each plan submission is complete and conforms to Township Ordinances. Additional fees may be assessed and/or escrow deposits may be required for disturbances greater than one acre or if special circumstances exist.
- C. Resubmission Fee - A Resubmission Fee shall be assessed to an Applicant at the time of a plan resubmission when resubmission is necessary to address written Township review comments pertaining to Township regulations and/or generally accepted engineering, design and survey

professional standards. Additional administrative fees may be assessed if multiple plan reviews are required to address deficient submissions.

- D. Recording - The Applicant shall be responsible for recording any/all plans, agreements or other documents Chester County Recorder of Deeds as may be required by this Section, and providing time-stamped originals to the Township in sufficient number for distribution prior to permit issuance.

**Section 3.** The Board of Supervisors finds that the hourly rates quoted by the Township's consultants are reasonable and commensurate with similar services provided in the community, and are hereby set forth as follows:

CARROLL ENGINEERING CORPORATION

Principal	\$157.00
Department Manager	\$152.00
Professional V	\$147.00
Professional IV	\$142.00
Professional III	\$130.00
Professional II	\$124.00
Professional I	\$111.00
Engineer II	\$107.00
Engineer I	\$97.00
Project Manager II	\$124.00
Project Manager I	\$113.00
GIS Analyst 11	\$107.00
GIS Analyst 1	\$97.00
Technician IV	\$113.00
Technician III	\$97.00
Technician II	\$81.00
Technician I	\$70.00
Party Chief III	\$107.00
Party Chief II	\$97.00
Party Chief I	\$81.00
Instrument Person	\$65.00
Supervisor	\$125.00
Chief Field Representative	\$107.00
Field Representative III	\$97.00
Field Representative II	\$81.00
Field Representative I	\$73.00
Administrative Assistant	\$80.00
Project Administrator	\$79.00
Clerical	\$65.00
Clerk	\$44.00

GAADT PERSPECTIVES

Principal	\$125.00
Creative Director (Publication Design & Management)	\$100.00
Planner	\$80.00
Graphic Designer	\$80.00

GAWTHROP GREENWOOD, PC

Partners	\$205.00
Associates	\$195.00
Paralegals	\$125.00

PENNONI ASSOCIATES, INC.

Municipal Traffic Engineer	\$137.00
Project Professional	\$127.00
Staff Professional	\$120.00
Graduate Professional	\$107.00
Field Technician	\$95.00

LAMB MCERLANE, PC

Partners & Associates	\$205.00
Paralegals	\$125.00

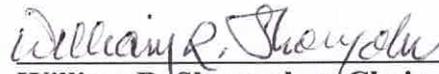
YERKES ASSOCIATES, INC.

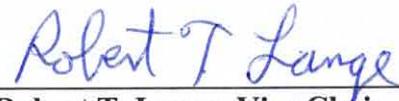
Principal	\$178.50
Municipal Engineer	\$127.75
Municipal Design Engineer	\$110.25
Municipal Inspector	\$83.25
Commercial Plan Reviewer or Inspector	\$127.75
Residential Plan Reviewer or Inspector	\$79.50
Municipal Coordinator	\$70.00

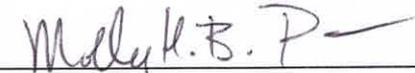
**Section 4.** This Resolution shall be effective for all applications and requests received on or after January 3, 2022.

**DULY ADOPTED** this 3<sup>rd</sup> of January, 2022, by the Board of Supervisors of Willistown Township, Chester County, Pennsylvania, in lawful session duly assembled.

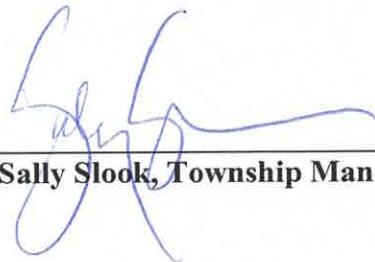
**BOARD OF SUPERVISORS  
WILLISTOWN TOWNSHIP**

  
\_\_\_\_\_  
**William R. Shoemaker, Chair**

  
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**Robert T. Lange, Vice Chair**

  
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**Molly H. B. Perrin, Member**

**ATTEST**

  
\_\_\_\_\_  
**Sally Slook, Township Manager**

Willistown Township  
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 Exhibit "A" - Fee Schedule

	Residential Fee	Non-Residential Fee
<b>Building (Chapter 72 of the Willistown Township Code)</b>		
Building Permit	\$54.50 plus 1.75% of cost	\$104.50 plus 1.75% of cost
Demolition Permit	\$54.50 plus 1.75% of cost	\$104.50 plus 1.75% of cost
Electrical Permit	\$54.50 plus 1.75% of cost	\$104.50 plus 1.75% of cost
Plumbing Permit	\$54.50 plus 1.75% of cost	\$104.50 plus 1.75% of cost
Mechanical Permit	\$54.50 plus 1.75% of cost	\$104.50 plus 1.75% of cost
Fire Prevention / Fire Protection / Fireworks Permit	\$54.50 plus 1.75% of cost	\$104.50 plus 1.75% of cost
Roofing	\$54.50 plus 1.75% of cost	\$104.50 plus 1.75% of cost
Pool permit (includes barrier)	\$50.00	\$50.00
Tent (in addition to any other permits that may be required for electrical connections, etc.)	\$200.00	\$200.00
Site Trailer (in addition to any other permits that may be required for electrical connections, etc.)	\$500.00	\$500.00
Holding Tank (subject to approval of Board of Supervisors and requirements of Chapter 105 of the Willistown Township Code)	\$75.00	\$150.00
Certificate of Occupancy	\$75.00	\$75.00
Contractor Registration Fee (Does not apply to contractors with HIC Registration, when performing home improvement projects)	\$100.00	\$200.00
Performing work without a permit (this fee is in addition to requirement for permit application(s) and associated fee(s))	\$2,500.00	\$2,500.00
UCC Board of Appeals (Applicant shall reimburse Township for actual expenses, to the extent permitted under UCC)	\$500.00	\$500.00
Continuance of any Public Hearing at Request of Applicant		
<b>Zoning (Chapter 139 of the Willistown Township Code)</b>		
Zoning Permit (including signs, banners, fences and other zoning permits issued by the zoning officer)	\$100.00	\$150.00
Registration of Non-Conforming Use	\$100.00	\$150.00
Change of Use or Occupancy	\$100.00	\$150.00
Letter of Zoning Compliance	\$1,000.00	\$1,500.00
Zoning Hearing Board	\$5,000.00	\$5,000.00
Board of Supervisors - Curative Amendment	\$1,000.00	\$1,500.00
Board of Supervisors - Conditional Use (Applicant shall reimburse Township for actual expenses, to the extent permitted under MPC)	\$1,000.00	\$1,500.00
Board of Supervisors - Demolition of Historic Resource	\$1,000.00	\$1,500.00
Continuance of any Public Hearing at Request of Applicant	\$500.00	\$500.00
<b>Engineering (Chapters 73, 109 and 139 of the Willistown Township Code)</b>		
Engineering Review of Zoning Permit for Construction in Floodplain Conservation / Floodway District	\$1,600.00	
Soil Erosion & Sedimentation Control Permit (land disturbance of 5,000 SF or more)	\$1,600.00	
Stormwater Management Permit (cumulative additional impervious coverage of 800 SF or more since December 16, 2013)	\$1,600.00	
Both Stormwater Management Permit and Soil Erosion & Sedimentation Control Permit on same application	\$2,000.00	
Engineering Review Involving Natural Resource Protection and Density Calculation (This fee is in addition to S&E, Stormwater, or other Review)	\$700.00	
Engineering Review of Plans and Calculations for Retaining Walls (This fee is in addition to S&E, Stormwater, or other Review)	\$700.00	
Board of Supervisors - Conditional Use (Applicant shall reimburse Township for actual expenses, to the extent permitted under MPC)	\$1,000.00	
Continuance of any Public Hearing at Request of Applicant	\$500.00	
Resubmission Fee	\$700.00	

	Filing Fee or Deposit
<b>Subdivision and Land Development (Chapter 123 of the Willistown Township Code)</b>	
Filing Fee - Subdivision/Land Development Sketch Plan (informal - no engineering review)	\$100.00
Filing Fee - Subdivision/Land Development Preliminary Plan	\$1,000.00
Escrow Deposit - Plan Review - minor application (per Section 123-10 of the Willistown Township Code)	\$5,000.00
Escrow Deposit - Plan Review - major application (per Section 123-10 of the Willistown Township Code)	\$10,000.00
Filing Fee - Subdivision/Land Development Final Plan	\$1,000.00
Escrow Deposit - Plan Review - minor application (per Section 123-10 of the Willistown Township Code)	\$5,000.00
Escrow Deposit - Plan Review - major application (per Section 123-10 of the Willistown Township Code)	\$10,000.00
<b>Highway Occupancy (Chapter 119 of the Willistown Township Code)</b>	
Spot Openings up to 36 SF	\$200.00
Openings greater than 36 SF, including utility work and narrow trenching or boring (permit expires after 90-days)	\$1,200.00
Dumpster or Storage Container (placed on-street, also subject to Chapter 87 of the Willistown Township Code)	\$50.00
Located on public street for up to four days	\$50.00
Located on public street for each day over four days	\$100.00
Driveway (new, relocated or expanded - may also be subject to Chapters 73 and 109 of the Willistown Township Code)	
<b>Administration (Chapters 45, 105, 127 of the Willistown Township Code)</b>	
Tax Certification (per parcel)	\$30.00
Tax Certification (per parcel) - expedited, same day service (if staffing allows)	\$40.00
Sewer Certification (per customer)	\$30.00
Sewer Certification (per parcel) - expedited, same day service (if staffing allows)	\$40.00
Tax Reprint (per tax bill)	\$3.00
Returned Check Fee (per check)	\$50.00
Media conversion (scanning and conversion to pdf, 11" x 17" or smaller, cost per side of page) plus cost of media	\$0.25
Certification of Records (per record no matter how many pages)	\$30.00
Photocopies (black & white, 11" x 17" or smaller, cost per side of page)	\$0.25
Photocopies (color, 11" x 17" or smaller, cost per side of page)	\$0.50
Zoning Ordinance	\$30.00
Zoning Map (large, color)	\$20.00
Subdivision / Land Development Ordinance	\$30.00
Environmental Protection Ordinance	\$30.00
Comprehensive Plan	\$50.00
<i>All other copies and media conversion will be charged at cost.</i>	

Willistown Township  
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 Exhibit "A" - Fee Schedule

	Fee - Resident	Fee - Non-Resident
<b>Police and Fire (Chapters 61, 75 and 97 of the Willistown Township Code)</b>		
Peddling / Soliciting License - per individual (Chapter 97 of the Willistown Township Code)	\$100.00	
Alarm Installer Registration - annual fee (Chapter 61 of the Willistown Township Code)	\$50.00	
Alarm Permit - new installation (Chapter 61 of the Willistown Township Code)	\$25.00	
Alarm Permit - renewal (Chapter 61 of the Willistown Township Code)	\$10.00	
False Alarm - each call (Chapter 61 of the Willistown Township Code)	\$20.00	
Accident Report	\$15.00	
Public Exposition Permit - Daily Fee (Chapter 75 of the Willistown Township Code)	\$100.00	
<b>Parks and Pavilion Rental</b>		
Field Rental - Rita Reves Park and Mill Park		
First 2 Hours	\$25.00	\$25.00
Between 2 and 4 Hours	\$45.00	\$45.00
Between 4 and 6 Hours	\$65.00	\$65.00
Pavilion Rental - Rita Reves Park, Mill Park and Greentree Park		
Individual or Family Applicant - Groups of 50 people or less	\$50.00	\$75.00
Individual or Family Applicant - Groups of more than 50 people	\$75.00	\$125.00
Corporate Applicant - Groups of 50 people or less	\$75.00	\$125.00
Corporate Applicant - Groups of more than 50 people	\$100.00	\$150.00