

**WILLISTOWN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**RESOLUTION NUMBER 2 OF 2025**

**A RESOLUTION PROVIDING FOR AN UPDATE TO THE FEES REQUIRED BY WILLISTOWN TOWNSHIP FOR THE CONDUCT OF BUSINESS INCLUDING SUBDIVISION/LAND DEVELOPMENT FEES, REVIEWS, 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 construction plan review and inspections including reasonable permit fees deemed necessary by the Building Code 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,

**WHEREAS**, Willistown Township provides within Chapter 119 of the Willistown Township Code for street opening permits to be administered and certain fees to be charged for such permits;

**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. 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. In the event actual expenditures incident to these processes are not reimbursed to the Township, the escrow deposit shall be used to pay for these expenditures. The charges 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 and/or 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. Land Development Financial Security – When applicable, an 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, and Stormwater Management Permits, and Zoning Permits, when applicable.
- 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. 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. Third party expenditures incident to these processes incurred by the Township shall be reimbursed to the Township upon billing.
- C. 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, as it relates to on-lot management of stormwater facilities and providing time-stamped originals to the Township in sufficient number for distribution before 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/Department Manager	\$170.00
Professional V	\$165.00
Professional IV	\$159.00
Professional III	\$148.00
Professional II	\$139.00
Professional I	\$130.00

Engineer II	\$125.00
Engineer I	\$115.00
Project Manager III	\$152.00
Project Manager II	\$139.00
Project Manager I	\$130.00
GIS Analyst II	\$119.00
GIS Analyst I	\$109.00
Technician IV	\$127.00
Technician III	\$115.00
Technician II	\$93.00
Technician I	\$79.00
Party Chief III	\$123.00
Party Chief II	\$107.00
Party Chief I	\$93.00
Instrument Person	\$73.00
Chief Field Representative	\$125.00
Field Representative III	\$115.00
Field Representative II	\$94.00
Field Representative I	\$81.00
Project Administrator	\$89.00
Clerical	\$71.00
Clerk	\$48.00

GAADT PERSPECTIVES

Principal	\$135.00
Creative Director (Publication Design & Management)	\$110.00
Planner	\$90.00
Graphic Designer	\$90.00

GAWTHROP GREENWOOD, PC

Partners	\$205.00
Associates	\$205.00
Paralegals	\$125.00
Administration	\$80.00

PENNONI ASSOCIATES, INC.

Municipal Traffic Engineer	\$153.00
Project Professional	\$142.00
Staff Professional	\$134.00
Graduate Professional	\$119.00
Field Technician	\$107.00

LAMB MCERLANE, PC

Partners & Associates	\$215.00
Paralegals	\$135.00

YERKES ASSOCIATES, INC.

Principal	\$190.00
Director of Survey	\$185.00
Senior Project Manager	\$180.00
Survey Crew (\$1,450.00/day)	\$181.25
Survey (one man)	\$105.00
Project Designers	\$160.00
CADD - Technician	\$120.00
CADD - Designer	\$150.00
Municipal Engineer	\$135.00
Municipal Design Engineer	\$122.00
Municipal Inspector	\$92.00
Commercial Plan Reviewer or Inspector	\$134.00
Residential Plan Reviewer or Inspector	\$90.00
Municipal Coordinator, Office Administration	\$73.50

HERBERT, ROWLAND, GRUBIC, INC.

Administration I	\$75.00
Administration II	\$95.00
Environmental Scientist II	\$140.00
Senior Environmental Scientist	\$155.00
Planner II	\$150.00
Senior Planner	\$160.00
Landscape Architect II	\$135.00
Surveyor I	\$85.00
Surveyor II	\$135.00
Senior Surveyor	\$160.00

Resident Project Representative II	\$125.00
Senior Resident Project Representative	\$155.00
Technician I	\$100.00
Technician II - A	\$120.00
Technician II - B	\$135.00
Senior Technician	\$160.00
Financial Specialist	\$135.00
Financial Analyst	\$160.00
Engineering Professional I	\$135.00
Engineering Professional II	\$150.00
Project Engineer	\$175.00
Senior Project Engineer	\$205.00
Assistant Project Manager	\$170.00
Project Manager	\$190.00
Senior Project Manager	\$200.00
Operations Manager/Senior Technical Leader/Principal - A	\$200.00
Operations Manager/Senior Technical Leader/Principal - B	\$205.00

ARRO CONSULTING, INC.

Support Staff	\$65.00
Office & Field Support	\$87.00
Technicians	\$115.00
Project Technicians	\$149.00
Specialists	\$179.00
Senior Specialists	\$189.00
Project Professionals	\$195.00
Senior Professionals	\$199.00
Managing Professionals	\$209.00
Managing Principals	\$219.00

**Section 4.** This Resolution shall be effective for all applications and requests received on or after January 6, 2025.

**DULY ADOPTED** this 6<sup>th</sup> of January 2025, by the Board of Supervisors of Willistown Township, Chester County, Pennsylvania, in lawful session duly assembled.

**BOARD OF SUPERVISORS  
WILLISTOWN TOWNSHIP**

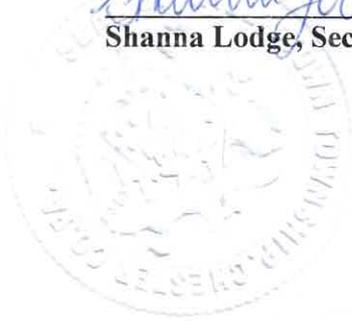
Robert T. Lange  
ROBERT T. LANGE, Chair

Molly H.B.P.  
MOLLY H.B. PERRIN, Vice Chair

William R. Shoemaker  
WILLIAM R. SHOEMAKER, Member

**ATTEST**

Shanna Lodge  
Shanna Lodge, Secretary



**Exhibit "A" - Fee Schedule (2025)**

Type of Application	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
Tank 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/Hot Tub/Spa Permit (includes barrier)	\$50.00	\$50.00
Tent Permit for tents greater than 900 sq. ft. (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. //6 month limit for permit)	\$75.00	\$150.00
Certificate of Occupancy for COs not associated with an active permit	\$75.00	\$75.00
Contractor Registration Fee (Does not apply to contractors with HIC Registration, when performing home improvement projects)	\$3,500.00	\$3,500.00
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	\$200.00	\$250.00
Sign Permit	\$200.00	\$250.00
Fence Permit	\$150.00	\$200.00
Letter of Zoning Compliance and/or Zoning Determination	\$300.00	\$300.00
Zoning Hearing Board (for special exceptions, variances, appeals of Zoning Officer)	\$1,000.00	\$1,500.00
Board of Supervisors - Curative Amendment (as defined in the MPC)	\$3,000.00	\$5,000.00
Board of Supervisors - Conditional Use (Applicant shall reimburse Township for any additional 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, 123, and 139 of the Willistown Township Code) - Applicant shall reimburse Township for any additional expenses, to the extent permitted under MPC</b>		
Engineering Review of Permit Application for Development in Floodplain Conservation District and/or FEMA Designated Floodplain	\$1,000.00	
Engineering Review of Permit Application and Calculations for Retaining Walls	\$1,000.00	
Soil Erosion & Sedimentation Control Permit (land disturbance of 5,000 SF or more)	\$500.00	
Stormwater Management Permit (cumulative additional impervious coverage of 800 SF or more since December 16, 2013)	\$500.00	
Both Stormwater Management Permit and Soil Erosion & Sedimentation Control Permit on same application	\$700.00	
<b>Subdivision and Land Development (Chapter 123 of the Willistown Township Code)</b>		
Subdivision/Land Development Sketch Plan	\$250.00	
Subdivision/Land Development Preliminary and/or Final Plan (Applicant shall reimburse Township for any additional expenses, to the extent permitted under MPC)	\$1,000.00	
Escrow Deposit - minor application (per Section 123-10 of the Willistown Township Code)	\$5,000.00	
Escrow Deposit - major application (per Section 123-10 of the Willistown Township Code)	\$10,000.00	
Reverse Subdivision/Lot Consolidation Preliminary and/or Final Plan	\$500.00	
Escrow Deposit - minor application (per Section 123-10 of the Willistown Township Code)	\$1,000.00	
<b>Highway Occupancy (Chapter 119 of the Willistown Township Code)</b>		
Openings up to 36 SF	\$200.00	
Openings greater than 36 SF, including utility work and narrow trenching or boring (permit expires after 180-days)	\$1,200.00	

Dumpster or Storage Container (placed on-street)		
Located on public street for up to 10 days		\$35.00
Located on public street for charge PER DAY starting on the 11th day		\$10.00
Driveway (new, relocated or expanded - may also be subject to Chapters 73 and 109 of the Willistown Township Code)		\$100.00
Overhead facility installation		\$125 for up to 10 physically connected facilities; \$10 for each additional physically connected facility
<b>Administration (Chapters 45, 105, 127 of the Willistown Township Code)</b>		
Sewer Certification (per parcel)		\$40.00
Sewer Certification (per parcel) - expedited, same day service (if staffing allows)		\$50.00
Returned Check Fee (per check)		\$25.00
Media conversion (scanning and conversion to pdf, 11 "x17" or smaller, cost per side of page) plus media cost		\$0.25
Certification of Records (per page)		\$5.00
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
Comprehensive Plan		\$50.00
Acres of Quakers (one book) - Includes \$195.00 book price + \$11.70 tax		\$206.70
Shipping service subject to additional \$6.00 handling fee and postage charges at cost		
<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)		\$50.00
Alarm Permit - renewal (Chapter 61 of the Willistown Township Code)		\$10.00
False Alarm - 1 - 2 calls (per call) (Chapter 61 of the Willistown Township Code)		\$0.00
3 - 4 calls (per call)		\$100.00
5 - 6 calls (per call)		\$200.00
7+ calls (per call)		\$500.00
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
Between 2 and 4 Hours		\$45.00
Between 4 and 6 Hours		\$65.00
Pavilion Rental - Rita Reves Park, Mill Park and Greentree Park		
Individual or Family Applicant - Groups of 50 people or less		\$50.00
Individual or Family Applicant - Groups of more than 50 people		\$75.00
Corporate or Organization Applicant - Groups of 50 people or less		\$75.00
Corporate or Organization Applicant - Groups of more than 50 people		\$100.00
Photography Permit (for those charging for their services)		\$50.00
<b>Sewer Connection</b>		
Sewer Connection Permit Application Fee	\$250.00 residential	
Sewer Tapping Fee (All need sewer connection permit & plumbing permit)	Base Fee per EDU	\$500.00 non-residential
Acres	\$2,155.80	Additional Fee
East Central	\$2,155.80	plus \$4,827.93
Sugartown Road	\$2,155.80	plus \$7,120.00
Perms Preserve	\$2,155.80	plus \$4,596.89

