

**WILLISTOWN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION NUMBER 2 OF 2026

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	\$178.00
Department Manager	\$175.00
Professional V	\$170.00
Professional IV	\$163.00
Professional III	\$152.00
Professional II	\$143.00
Professional I	\$133.00
Engineer II	\$129.00
Engineer I	\$119.00
Project Manager III	\$156.00
Project Manager II	\$143.00
Project Manager I	\$133.00
GIS Manager	\$156.00
Senior GIS Analyst	\$119.00
GIS Analyst I	\$107.00
Technician IV	\$130.00
Technician III	\$120.00
Technician II	\$91.00
Technician I	\$73.00
Party Chief	\$126.00
Survey Field Technician	\$91.00
Robotic Crew	\$148.00
Chief Field Representative	\$130.00
Field Representative III	\$118.00
Field Representative II	\$96.00
Field Representative I	\$91.00
Project Administrator	\$83.00
Clerical	\$49.00
Clerk	\$48.00
Traffic Manager	\$190.00
Senior Traffic Engineer	\$185.00
Traffic Engineer	\$155.00

GAADT PERSPECTIVES

Principal	\$150.00
Creative Director (Publication Design & Management)	\$120.00
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	\$160
Project Professional	\$149
Staff Professional	\$141
Graduate Professional	\$125
Field Technician	\$112

LAMB MCERLANE, PC

Partners & Associates	\$215.00
Paralegals	\$135.00

YERKES ASSOCIATES, INC.

Principal	\$199.5
Director of Survey	\$194.25
Senior Project Manager	\$189.00
Survey Crew (\$1524.00/day)	\$190.5
Survey (one man)	\$110.25
Project Designers	\$168.00
CADD - Technician	\$126.00
CADD - Designer	\$157.50
Municipal Engineer	\$141.75
Municipal Design Engineer	\$128.00
Municipal Landscape Architect	135.00
Municipal Inspector	\$96.50
Commercial Plan Reviewer or Inspector	\$140.75
Residential Plan Reviewer or Inspector	\$94.50
Municipal Coordinator, Office Administration	\$77.25

HERBERT, ROWLAND, GRUBIC, INC.

Administration I	\$70 - \$90
Administration II	\$85 - \$105
Environmental Scientist I	\$95 - \$125
Environmental Scientist II	\$125 - \$155
Senior Environmental Scientist	\$155 - \$170
Planner I	\$100 - \$130
Planner II	\$130 - \$150
Senior Planner	\$150 - \$185
Landscape Architect I	\$95 - \$125
Landscape Architect II	\$125 - \$155
Senior Landscape Architect	\$155 - \$170
Surveyor I	\$85 - \$120
Surveyor II	\$120 - \$145
Senior Surveyor	\$145 - \$170
GIS Professional I	\$95 - \$130
GIS Professional II	\$130 - \$140
Senior GIS Professional	\$145 - \$170
Resident Project Representative I	\$85 - \$125
Resident Project Representative II	\$130 - \$145
Senior Resident Project Representative	\$145 - \$170
Junior Technician	\$80 - \$100
Technician I	\$105 - \$135
Technician II	\$135 - \$160
Senior Technician	\$160 - \$185
Financial Specialist	\$120 - \$150
Financial Analyst	\$150 - \$175
Financial Strategist	\$175 - \$185
Engineering Professional I	\$135 - \$170
Engineering Professional II	\$170 - \$180
Project Engineer	\$180 - \$205
Senior Project Engineer	\$205 - \$215
Assistant Project Manager	\$150 - \$180
Project Manager	\$180 - \$200
Senior Project Manager	\$200 - \$215
Operations Manager/Senior Technical Leader/Principal - B	\$180 - \$230

ARRO CONSULTING, INC.

Residential Plan Review and Inspections	\$115.00
Commercial Plan Review and Inspections	\$155.00
Zoning Officer	\$125.00
Special Meeting Attendance	\$160.00

Section 4. This Resolution shall be effective for all applications and requests received on or after January 5, 2026.

DULY ADOPTED this 5th of January 2026, by the Board of Supervisors of Willistown Township, Chester County, Pennsylvania, in lawful session duly assembled.

**BOARD OF SUPERVISORS
WILLISTOWN TOWNSHIP**


Molly H.B. Perrin
Molly H. B. Perrin, Chair

Matthew McCarry
Matthew McCarry, Vice Chair

ATTEST

William R. Shoemaker
William R. Shoemaker, Member

Shanna Lodge
Shanna Lodge, Secretary

Exhibit "A" - Fee Schedule (2026)

Type of Application		
Building (Chapter 72 of the Willistown Township Code)	Residential Fee	Non-Residential Fee
Building Permit	\$54.50 plus 2.5% of cost	\$104.50 plus 3.0% of cost
Demolition Permit	\$54.50 plus 2.5% of cost	\$104.50 plus 3.0% of cost
Electrical Permit	\$54.50 plus 2.5% of cost	\$104.50 plus 3.0% of cost
Plumbing Permit	\$54.50 plus 2.5% of cost	\$104.50 plus 3.0% of cost
Mechanical Permit	\$54.50 plus 2.5% of cost	\$104.50 plus 3.0% of cost
Fire Prevention/Fire Protection/Fireworks Permit	\$54.50 plus 2.5% of cost	\$104.50 plus 3.0% of cost
Tank Permit	\$54.50 plus 2.5% of cost	\$104.50 plus 3.0% of cost
Roofing	\$54.50 plus 2.5% of cost	\$104.50 plus 3.0% of cost
Pool/Hot Tub/Spa Permit <i>(includes barrier)</i>	\$54.50 plus 2.5% of cost	\$104.50 plus 3.0% of cost
Tent Permit for tents greater than 400 sq. ft. <i>(in addition to any other associated permits that may be required)</i>	\$100.00	\$150.00
Site Trailer or Temporary Structure <i>(in addition to any other associated permits that may be required; 6 month limit for permit)</i>	\$200.00	\$200.00
Administrative Certificate of Occupancy for certificates not associated with an active permit	\$100.00	\$200.00
Contractor Registration Fee <i>(Does not apply to contractors with HIC Registration, when performing residential projects)'</i>	\$75.00	\$75.00
UCC Board of Appeals <i>(Applicant shall reimburse Township for actual expenses, to the extent permitted under UCC)</i>	\$2,500.00	\$3,500.00
Continuance of any Public Hearing at Request of Applicant	\$500.00	\$500.00
Penalty for Failing to Obtain Permit(s)	2x Permit Fee	2x Permit Fee
Reinspection Fee	\$100.00	\$150.00
Zoning (Chapter 139 of the Willistown Township Code)	Residential Fee	Non-Residential Fee
Zoning Permit	\$200.00	\$250.00
Sign Permit	\$200.00	\$250.00
Fence Permit	\$150.00	\$200.00
Letter of Zoning Compliance Determination, or Verification	\$300.00	\$300.00
Zoning Hearing Board <i>(for special exceptions, variances, appeals of Zoning Officer)</i>	\$1,000.00	\$1,500.00
Board of Supervisors - Curative Amendment <i>(as defined in the MPC)</i>	\$3,000.00	\$5,000.00
Board of Supervisors - Conditional Use <i>(Applicant shall reimburse Township for any additional expenses, to the extent permitted under MPC)</i>	\$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
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	Filing Fee	
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 <i>(land disturbance of 5,000 sq. ft. or more)</i>	\$1,500.00	
Zoning Permit with Land Disturbance Fee <i>(land disturbance of 4,999 sq. ft. or less)</i>	\$250.00	
Stormwater Management Permit <i>(cumulative additional impervious coverage of 800 sq. ft. or more since December 16, 2013)</i>	\$2,000.00	
Both Stormwater Management Permit and Soil Erosion & Sedimentation Control Permit on same application	\$2,000.00	
Resubmission Fee	\$500.00	

	Filing Fee	
Subdivision and Land Development (Chapter 123 of the Willistown Township Code)		
Subdivision/Land Development Sketch Plan	\$250.00	
Subdivision/Land Development Preliminary and/or Final Plan (<i>Applicant shall reimburse Township for any additional expenses, to the extent permitted under MPC</i>)	\$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	
Highway Occupancy (Chapter 119 of the Willistown Township Code)		
Openings up to 36 sq. ft. PER OPENING	\$200.00	
Openings greater than 36 sq. ft. PER OPENING, 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 (<i>new, relocated, or expanded within right-of-way - may also be subject to Chapters 73 and 109 of the Willistown Township Code</i>)	\$100.00	
Overhead facility installation	\$125 for up to 10 physically connected facilities; \$10 for each additional physically connected facility	
Administration (Chapters 45, 105, 127 of the Willistown Township Code)		
Sewer Certification (<i>per parcel</i>)	\$40.00	
Sewer Certification (<i>per parcel</i>) - expedited, same day service (<i>if staffing allows</i>)	\$50.00	
Returned Check Fee (<i>per check</i>)	\$25.00	
Media conversion (<i>scanning and conversion to pdf, 11"x17" or smaller, cost per side of page</i>) plus media cost	\$0.25	
Certification of Records (<i>per page</i>)	\$5.00	
Photocopies (<i>black & white, 11" x 17" or smaller, cost per side of page</i>)	\$0.25	
Photocopies (<i>color, 11" x 17" or smaller, cost per side of page</i>)	\$0.50	
Comprehensive Plan	\$50.00	
Acres of Quakers (one book) - <i>Includes \$195.00 book price + \$11.70 tax</i>	\$206.70	
Shipping service subject to additional \$6.00 handling fee and postage charges at cost		
Police and Fire (Chapters 61, 75 and 97 of the Willistown Township Code)		
Peddling/Soliciting License - per individual (<i>Chapter 97 of the Willistown Township Code</i>)	\$100.00	
Alarm Installer Registration - annual fee (<i>Chapter 61 of the Willistown Township Code</i>)	\$50.00	
Alarm Permit - new installation (<i>Chapter 61 of the Willistown Township Code</i>)	\$50.00	
Alarm Permit - renewal (<i>Chapter 61 of the Willistown Township Code</i>)	\$10.00	
False Alarm - 1 - 2 calls (per call) (<i>Chapter 61 of the Willistown Township Code</i>)	\$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	

