

**Resolution No. 2018-03
New Britain Township
Bucks County, Pennsylvania**

**THE OFFICIAL SCHEDULE OF FEES AND CHARGES FOR THE
TOWNSHIP OF NEW BRITAIN, BUCKS COUNTY, PENNSYLVANIA**


WHEREAS: Resolution No. 88-29, last revised and officially adopted as Resolution No. 2017-03 last established the Official Fee Schedule for the Township of New Britain; and

WHEREAS: Upon review of current conditions and direct and indirect costs associated with the various activities addressed by this schedule of fees and charges, it has been determined that it is appropriate for the schedule to be modified;

NOW, THEREFORE BE IT RESOLVED THAT the official Fee Schedule of New Britain Township is hereby modified and adopted as attached hereto. This Fee Schedule shall be the official schedule of charges and fees of the Township of New Britain until and unless the Board of Supervisors approves contrary official action.

RESOLVED THIS 2nd DAY OF JANUARY, 2018.

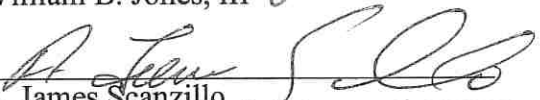
NEW BRITAIN TOWNSHIP BOARD OF SUPERVISORS



Helen B. Haun



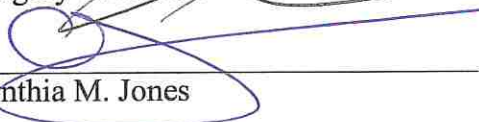
William B. Jones, III



A. James Scanzillo

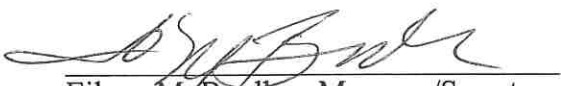


Gregory T. Hood



Cynthia M. Jones

Attest:



Eileen M. Bradley, Manager/Secretary

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BUILDING INSPECTIONS

ALL FILING FEES/BASE FEES ARE NON-REFUNDABLE

ESCROW COMPLIANCE GUARANTEE DEPOSIT

In addition to any Occupancy/Use Permit fees, escrow/compliance guarantee deposit may be required. This deposit will be refunded upon the issuance of a Certificate of Occupancy and/or Certificate of Completion, less any costs incurred by the Township in securing compliance with any permit issued to the building/developer/owner, including legal, engineering and administrative costs, will be refunded upon issuance of a Final Certificate of Occupancy. If the subject premises and/or swimming pool is occupied or used prior to the issuance of any occupancy certificate and/or certificate of completion, the compliance guarantee/escrow deposit shall be automatically forfeited.

PA State Fee for All Building Permits (Per PA UCC)

\$4.50 per Permit Issued

Additions and New Buildings

New Buildings Base Fee – (Primary Use Structures)

Residential (per dwelling unit) **FILING FEE: \$500.00 BASE FEE, plus an additional fee based upon the total square feet of all building areas of any new unit or building, including all stories, multiplied by a factor of 0.30. Uninhabitable basement and/or crawl space areas to be calculated at 50% of the total square footage of these areas. (i.e.: $(Length \times Width \times .5 \times \$0.30) = Residential \text{ Building Fee for these areas}$)**

Non-Residential **FILING FEE: \$2,000.00 BASE FEE, plus an additional fee based upon the total square footage of floor area multiplied by a factor of \$.50 per sq. ft., (including any basement areas) for the first 10,000 square foot, and then by a factor of \$.30 for any additional area.**

Filing Fee for Resubmitted Plans.....**\$150.00**

Accessory Structures

Residential: All freestanding accessory structures (including, but not limited to all garages) **\$125.00 FILING FEE/BASE FEE, plus an additional fee based upon the total square feet multiplied by a factor of \$.25 (i.e.: $L \times W \times \$0.25$)**

Residential Freestanding/Prefabricated Sheds over 250 sq. ft. to 400 s.f...... **FLAT FEE: \$100.00**
Zoning Building Permit Site Plan Evaluation/Inspection required only (*plus Zoning Fee).

Non-Residential: **\$250.00 FILING FEE/BASE FEE, plus an additional fee based upon the total square feet multiplied by a factor of \$.50 for the first 10,000 square feet and by a factor of \$0.30 for any additional area, i.e.: $(L \times W \times \$0.50) + (L \times W \times \$0.30)$**

Non-Residential Freestanding/Prefab over 250 sq. f t......**\$150.00 FILING FEE/BASE FEE**

BUILDING INSPECTIONS (continued)

Additions:

Residential **FILING FEE/ BASE FEE:** \$150.00
plus an additional fee to be based upon total square footage multiplied by a factor of \$.25
i.e.: (L x W x \$.25)

Non-residential: **FILING FEE/ BASE FEE:** \$300.00
plus an additional fee based upon the total square feet multiplied by a factor of \$.50 for the first 10,000
square feet and by a factor of \$.30 for any additional area. (i.e.: \$300.00 + (L x W x \$.50) + (L x W x
\$.30)*

Filing Fee for Resubmitted Plans..... **\$150.00**

Uniform Construction Code Board of Appeals Hearing

Application Fee.....**\$500.00**
Each Continuation.....**\$200.00**

Alterations, Repairs & Remodeling

Residential

Finishing of Basement Areas: **FEE:** \$125.00

Other Residential Alterations, Repairs and/or Remodeling: **BASE FEE:** \$175.00
plus an additional fee based upon the total square feet multiplied
by a factor of \$.30 (i.e.: \$175.00 + (L x W x \$.30) = Building Fee)

Non-Residential **FILING FEE/BASE FEE:** \$350.00
plus an additional fee based upon the total square feet multiplied by a factor
of \$.30 (i.e.: \$350.00 + (L x W x \$.30) = Building Fee)

Filing Fee for Resubmitted/Updated Plans.....**\$150.00**

Chimneys, Fireplaces & Roofs

Residential

Roof Replacement **FEE:** \$50.00
Chimney Only
Masonry **FEE:** \$100.00
Factory Built **FEE:** \$50.00
Chimney and Fireplace **FEE:** \$100.00

Non-Residential

Roof Replacement (under 10,000 sf) **FEE:** \$250.00
(over 10,000 sf) **FEE:** \$500.00

Miscellaneous

Each re-inspection due to violation or incomplete work **FEE:** \$ 50.00
Decks (uncovered) over 30" height **FEE:** \$125.00
Inspection of fences and gates for swimming pools **FEE:** \$ 40.00

***Plus Zoning Evaluation/Inspection Fee (See Zoning)**

Miscellaneous cont'd.

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------|
| In-ground Swimming Pool (minimum of 2 inspections required)* | FEE: | \$ 300.00 |
| Compliance Escrow | FEE: | \$1,000.00 |
| Aboveground Swimming Pool | FEE: | \$ 125.00 |
| Hot Tubs | FEE: | \$ 60.00 |
| Sidewalks, curbs, driveways, driveway aprons (not applicable to new developments under escrow agreements) | FEE: | \$ 50.00 |
| Wood burning stoves or fireplace inserts | FEE: | \$ 75.00 |
| | | |
| New Mobile Home pad and footers* (any additions, car ports, sheds are additional) | FEE: | \$300.00 |
| | | |
| Mobile Home relocated to new lot/installation on an existing pad In the same development* (any additions, car ports, sheds are additional) | FEE: | \$150.00 |
| | | |
| Structural Moving | | |
| Under 200 sq. ft. | FEE: | \$50.00 |
| 201- 2,000 sq. ft. | | \$150.00 |
| 2,001 sq. ft. and up | | \$75.00 per 1000 sq. ft. or portion thereof |
| | | |
| Structural Demolition | | |
| 200 – 2,000 sq. ft. | FEE: | \$250.00 |
| 2,001 sq. ft. and up | | \$250 + \$75.00 per 1000 sq. ft. or portion thereof |
| | | |
| Temporary Installation of Modular School Classrooms* | FEE: | \$500.00 |
| Temporary Construction Trailer* | FEE: | \$100.00 |
| | | |
| Minimum fee (for any inspections not listed above) | FEE: | \$75.00 residential \$150.00 commercial |
| | | |
| Commercial Accessibility Review & Inspection | | |
| New Building | FEE: | \$300.00 |
| Alteration of Existing Building | FEE: | \$125.00 |
| | | |
| Solar Installation on Roof & Ground Mounts | FEE: | \$ 75.00 residential \$ 150.00 commercial plus \$0.50/sq.ft. |

***Plus Zoning Evaluation/Inspection Fee (See Zoning)**

PLUMBING INSPECTIONS

New Buildings, Alterations and Additions

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------------------------------|
| <u>Rough piping under slab</u> (drains & water): 1 to 6 fixtures Plus an additional fee for each additional three fixtures, drainage fixture units, or fraction thereof: | FEE: | \$100.00 (residential) \$150.00 (commercial) |
| | FEE: | \$ 20.00 |
| <u>Rough Piping in walls</u> (drains & water): 1 to 6 fixtures Plus an additional fee for each additional three fixtures, drainage fixture units, or fraction thereof: | FEE: | \$100.00 (residential) \$150.00 (commercial) |
| | FEE: | \$ 20.00 |
| <u>Final fixtures:</u> 1 to 6 fixtures Plus an additional fee for each additional three fixtures or fraction thereof: | FEE: | \$100.00 (residential) \$150.00 (commercial) |
| | FEE: | \$ 20.00 |

Miscellaneous

| | | |
|-----------------------------------------------------------------------------------------|-------------|-------------------------------------------------|
| Sewer lateral | FEE: | \$ 75.00 residential \$125.00 commercial |
| Water lateral | FEE: | \$ 75.00 residential \$125.00 commercial |
| Violations inspection fee (per reinspection requirement) including failed inspection | FEE: | \$ 50.00 residential \$ 75.00 commercial |
| Lawn sprinkler systems connected to domestic water supply: | FEE: | \$ 50.00 |
| Grease traps or interceptors | FEE: | \$150.00 |
| Water-cooled air conditioners | FEE: | \$150.00 |
| Minimum Fee for Any Inspections Not Listed Above | FEE: | \$ 75.00 residential \$125.00 commercial |
| Holding tanks: Per Tank | FEE: | \$200.00 |
| Well installations - Residential (occupied single family home) | FEE: | \$100.00 |
| All Others: | FEE: | \$150.00 |
| Sewer Pumps | FEE: | \$100.00 (residential) \$200.00 (commercial) |

Wireless Communication Facilities (WCF)

| | | |
|----------------------------------|----------------|-------------------------------|
| PA State UCC Building Permit Fee | FEE: | \$ 4.50 |
| Zoning Permit | FEE: | \$ 100.00 |
| Filing Fee | FEE: | \$ 500.00 |
| Electrical Permit | FEE: | \$ 200.00 |
| Legal and Engineering | Escrow: | \$5,000.00 With signed PSA |

ELECTRICAL INSPECTIONS

United Inspection Agency is the appointed Electrical Inspection Agency for New Britain Township. Applicants shall be responsible for contacting United Inspection Agency, phone number (215) 542-9977, to arrange for electrical inspection services and provision of the underwriter's certification sticker. The Township shall charge the following fees for inspection, verification of the placement of the underwriter's certification sticker, processing of inspection file cards and related administrative fees as follows:

Electrical Inspection/Plan Review

Residential Electrical Inspections and Plan Review

Services, Equipment and Metering (600 VAC Max)

| | |
|---------------------------------------------------------------|----------|
| Single Meter 30 thru 200 Amps | \$110.00 |
| Single Meter over 200 thru 400 Amps | \$140.00 |
| Single Meter over 400 thru 600 Amps | \$150.00 |
| Single Meter over 600 thru 1200 Amps | \$250.00 |
| Single Meter over 1200 Amps | \$325.00 |
| Services exceeding one meter (per meter in addition to above) | \$ 65.00 |

Feeders and Subpanels (600 VAC Max)

| | |
|---------------------------------------------------------------|----------|
| Over 30 thru 200 Amps | \$110.00 |
| Over 200 thru 400 Amps | \$140.00 |
| Over 400 thru 600 Amps | \$150.00 |
| Over 600 thru 1200 Amps | \$250.00 |
| Over 1200 Amps | \$325.00 |
| Services exceeding one meter (per meter in addition to above) | \$ 65.00 |

Reintroduction of Power

| | |
|---------------------------------|----------|
| Single Meter 200 Amps and under | \$135.00 |
| Each additional meter | \$ 65.00 |
| Over 200 thru 400 Amps | \$150.00 |

Swimming Pools

| | |
|-------------------------------|----------|
| Pool Bonding | \$105.00 |
| Equipotential Deck Bonding | \$105.00 |
| Pool pump and relating wiring | \$105.00 |
| Pennsylvania Pool Certificate | \$320.00 |
| Residential Generators | \$150.00 |

Temporary Services

| | |
|------------------------|----------|
| 30 thru 200 Amps | \$110.00 |
| Over 200 thru 400 Amps | \$140.00 |
| Over 400 Amps | \$200.00 |

Residential Inspection (Dwelling Unit-Rough, Service and final)

| | |
|-----------------------------------------------|----------|
| Single Family Dwelling 200 Amps and under | \$300.00 |
| Single Family Dwelling 200 Amps thru 400 Amps | \$325.00 |
| Single Family Dwelling over 400 Amps | \$350.00 |

| | |
|---------------------------------------------------------------|----------|
| <u>Residential Addition and Alterations (Rough and Final)</u> | \$185.00 |
|---------------------------------------------------------------|----------|

Modular and Mobile Homes

Modular homes, service connections, 200 Amps and under \$250.00

The prices referenced above typically include plan review and rough final inspections.

Misc.

| | |
|--------------------------------------------------|----------|
| Residential | \$100.00 |
| Commercial | \$200.00 |
| Violation Inspection | \$ 70.00 |
| Electrical Inspections for Residential Generator | \$150.00 |

Electrical Inspections for Solar Projects:

| | | |
|-------------|-------------|-------------|
| Up to 10 kW | FEE: | \$ 250.00 |
| 11-100 kW | FEE: | \$ 25.00/kW |
| 100-500 kW | FEE: | \$ 15.00/kW |
| Over 500 kW | FEE: | \$ 10.00/kW |

***A re-inspection fee will apply after the second failed inspection. This is to be paid directly to the Inspection Agency.**

Commercial, Industrial and Institutional Electrical Inspections

The following is based on the total cost of the electrical portion of the construction project. This also applies to tele/data and security wiring.

| | |
|------------------------|----------------|
| Up to \$10,000 | \$ 300.00 |
| \$10,000 to \$15,000 | \$ 550.00 |
| \$15,000 to \$20,000 | \$ 700.00 |
| \$20,000 to \$30,000 | \$ 800.00 |
| \$30,000 to \$40,000 | \$ 900.00 |
| \$40,000 to \$50,000 | \$1,000.00 |
| \$50,000 to \$60,000 | \$1,100.00 |
| \$60,000 to \$70,000 | \$1,200.00 |
| \$70,000 to \$80,000 | \$1,300.00 |
| \$80,000 to \$90,000 | \$1,400.00 |
| \$90,000 to \$100,000 | \$1,500.00 |
| \$100,000 to \$125,000 | \$1,650.00 |
| \$125,000 to \$150,000 | \$1,800.00 |
| \$150,000 to \$175,000 | \$1,950.00 |
| \$175,000 to \$200,000 | \$2,100.00 |
| \$200,000 to \$250,000 | \$2,250.00 |
| \$250,000 to \$300,000 | \$2,400.00 |
| \$300,000 to \$350,000 | \$2,550.00 |
| \$350,000 to \$400,000 | \$2,700.00 |
| \$400,000 to \$450,000 | \$2,850.00 |
| \$450,000 to \$500,000 | \$3,050.00 |
| Above \$500,000 | Call for Price |

Electric Signs

| | |
|----------------------|----------|
| Single Unit | \$120.00 |
| Each additional Unit | \$ 20.00 |

Parking Lot Poles

| | |
|-------------------------|----------|
| First five fixtures | \$125.00 |
| Each additional fixture | \$ 10.00 |

Signaling Systems, Fire Alarms, Security Systems

| | |
|-----------------------------------------------|----------|
| System inspection including 25 devices | \$125.00 |
| Each additional 25 devices or portion thereof | \$ 15.00 |

***A re-inspection fee will apply after the second failed inspection. This is to be paid directly to the inspection agency.**

MECHANICAL INSPECTIONS

Miscellaneous

| | | |
|------------------------------------------------------------------------|-------------|---------------------------------------------|
| Replacement of existing residential heater or furnace oil and gas only | FEE: | \$ 75.00 |
| Replacement of existing AC Unit | FEE: | \$ 75.00 |
| New equipment installation: | | |
| Heating equipment – Heat Pumps, etc. | FEE: | \$150.00 residential \$250.00 commercial |
| Air conditioning equipment | FEE: | \$100.00 residential \$200.00 commercial |
| Non-Residential space heaters per unit | FEE: | \$100.00 Minimum \$ 25.00 per Unit |
| Non-Residential rooftop Heater/AC Unit | FEE: | \$300.00 per unit |
| Oil or Propane tanks; 1 to 1,000 gallons | FEE: | \$ 50.00 |
| each additional 500 gallons or fraction thereof | FEE: | \$ 2.50 |
| Kitchen Exhaust Hoods | FEE: | \$150.00 |
| Gas Logs/Fireplaces/Wood Stoves | FEE: | \$ 50.00 |
| Minimum fee for Any Inspection Not Listed Above | FEE: | \$ 60.00 residential \$150.00 commercial |
| Re-inspection (if required) and thereafter including failed inspection | FEE: | \$ 50.00 |

FIRE MARSHAL INSPECTIONS

Annual Fire Inspections – applicable to all non-residential structures, units

| | | |
|-------------------------------------------------------------------------|-------------|----------|
| Up to 5,000 square feet | FEE: | \$ 30.00 |
| 5,001 to 40,000 square feet | FEE: | \$ 60.00 |
| 40,001 square feet and over | FEE: | \$150.00 |
| Non-Residential Multi-Tenant Building - Sprinkler, Alarm, and Fire Lane | FEE: | \$ 75.00 |
| All other inspections not listed above (minimum fee) | FEE: | \$ 75.00 |

FIRE PREVENTION INSPECTIONS

| | | |
|---------------------------------------------------------------------|----------------------------|---------------------------------------------|
| Fire system water service | FEE: | \$100.00 residential \$150.00 commercial |
| Fire system standpipes per riser | FEE: | \$125.00 |
| Fire System Riser | FEE: | \$125.00 |
| Fire system sprinklers \$1.00 per head | FEE: FEE: | \$100.00 minimum \$250.00 minimum |
| | | Residential Commercial |
| Cross connection and back flow preventers | FEE: | \$ 75.00 |
| Blasting Permit (per day of blasting) | FEE: | \$ 75.00 |
| Fire alarm panel | FEE: | \$100.00 |
| Smoke detector/Heater Detector/Appliance per 25 or fraction thereof | FEE: | \$100.00 |
| Fire extinguishers per 10 units or fraction thereof | FEE: | \$ 50.00 |
| Fire Suppression System (Other than fire sprinklers) | FEE: | \$200.00 per unit |
| Underground tank removal | FEE: | \$ 75.00 |
| Fire Reports | FEE: | \$ 75.00 |
| Fire Photographs | FEE: | \$ 5.00 per print |
| Fire Alarm Violation (4 th false alarm) | FEE: | \$ 50.00 |
| Fire Alarm Violation (5 th false alarm) | FEE: | \$100.00 |
| Fire Alarm Violation and thereafter | FEE: | \$150.00 per alarm |
| Minimum Fee for Any Inspection Not Listed Above | FEE: | \$ 60.00 residential \$ 75.00 commercial |

Fees for Construction Work completed without proper permits (Building, Plumbing, Electrical, Fire, etc.):

(a) Construction permits obtained as a result of construction that has been completed prior to the issuance of any required township permit: The normal permit fee as required by this Resolution, plus 100% of said permit, plus the costs of (b), below, if deemed necessary by the township to ensure code compliance.

(b) Special tests and/or agencies required to determine compliance due to concealed construction or work completed prior to obtaining any required permit(s).

Applicant shall pay the cost incurred by the township plus 10%, or in the alternative, the applicant shall be required to produce approved proof of compliance, such as soil compaction testing, electrical certifications, compressed air testing of pipes, or other similar testing deemed necessary and deemed acceptable to the township.

ADMINISTRATION

Publications and Maps

| | | |
|--------------------------------------------|-------------|----------|
| Zoning Ordinance (including Zoning Map) | FEE: | \$ 60.00 |
| Zoning Map | FEE: | \$ 3.00 |
| Subdivision and Land Development Ordinance | FEE: | \$ 30.00 |
| Comprehensive Plan | FEE: | \$ 25.00 |
| Open Space Plan (2000, 2008) | FEE: | \$ 30.00 |

Codified Codes

| | | |
|---------------|-------------|----------|
| Printed | FEE: | \$500.00 |
| Computer Disk | FEE: | \$ 50.00 |

Copy Requests: may be furnished as xerographic copies or as electronic recordings on computer disks. Records only available in other media may be furnished in that media at the option of the Township. Copy fees estimated to exceed \$50.00 shall be prepaid.

| | | |
|----------------------------------|-------------|---------------------|
| Photostatic Copies Black & White | FEE: | \$ 0.25 per page |
| Photostatic Copies in Color | FEE: | \$ 0.35 per page |
| Copying by Outside Vendor | FEE: | actual service cost |

Electronic Media –only new Township furnished disks or new disks from an unopened package may be utilized. **FEE:** \$ 3.00/disk
*Additional RTKL Fees may apply as outlined in Appendix D

Postage:

| | | |
|-------------------------------------------------|-------------|----------------------------------------------|
| U.S. Mail (1 st Class) | FEE: | \$ 1.00/envelope plus actual cost of postage |
| Package shipping by USPS, UPS, FedEx and others | FEE: | actual service cost |

Deed Registration: **FEE:** \$ 10.00/per deed

Returned Check: **FEE:** \$ 30.00

Certification of Record: **FEE:** \$ 25.00

IRS mileage allowance as established by IRS

Manpower & Equipment Usages:

Road Crew – Foreman **FEE:** \$ 60.00/hr.
Laborer \$ 45.00/hr.

Equipment **Dump Truck** \$ 150.00/hr.
Loader \$ 200.00/hr.
Miscellaneous Equipment \$ 50.00/hr.

SPECIAL PERMITS for items, uses, or activities not listed in this fee schedule: As established by the Township Manager on a case-by-case basis utilizing the estimated costs to the Township made necessary by reason of the application or request.

ROAD OCCUPANCY PERMIT

Township Road Occupancy Permit

| | | |
|---------|-------------|-----------------------------------------------------------------------------|
| Utility | FEE: | \$ 100.00 plus \$10.00 Per sq. yd. of excavation within public ROW |
|---------|-------------|-----------------------------------------------------------------------------|

| | | |
|----------|-------------|----------------------------------------------|
| Driveway | FEE: | \$ 75.00 residential \$ 100.00 commercial |
|----------|-------------|----------------------------------------------|

Township Highway Occupancy Permit

| | | |
|---------|-------------|----------|
| Utility | FEE: | \$ 50.00 |
|---------|-------------|----------|

| | | |
|--------------------------------------------------|-------------|-------------------------------------------------------------------------------------------|
| Above-Ground Facilities (poles, guy wires, etc.) | FEE: | \$ 20.00 up to 10 Physically connected, continuous facilities \$ 2.00 each add'l |
|--------------------------------------------------|-------------|-------------------------------------------------------------------------------------------|

Licenses

| | | |
|-------------------------------------|-------------|------------|
| Liquor License Transfer Application | FEE: | \$2,000.00 |
|-------------------------------------|-------------|------------|

| | | |
|------------------------------------------------------------------------|----------------|----------------|
| <u>Petition to Vacate Public Road/Right-of-Way/Paper Street</u> | FEE: | \$ 200.00 plus |
| | ESCROW: | \$1,000.00 |

Storm Sewer Maintenance Fee - This fee shall apply to all existing and/or proposed storm sewers located in public rights of way within and/or along the subject property or any Township-owned easement.

| | |
|-------------|------------------------------------------------------------|
| FEE: | \$ 2.50/lineal foot of existing and proposed roadway |
|-------------|------------------------------------------------------------|

Stormwater BMP Maintenance Guarantee - This fee shall apply to all proposed stormwater BMPs installed within New Britain Township, to provide a financial guarantee for the timely installation, proper construction and continued maintenance by the owner of the subject property. Small projects costing under \$500.00 may be exempted from this fee at the discretion of the Board of Supervisors.

| | |
|-------------|--------------------------------------------------------------------------------------------------------|
| FEE: | 5% of construction cost of BMPs, with a minimum of \$100.00, but not to exceed \$10,000.00 |
|-------------|--------------------------------------------------------------------------------------------------------|

USE AND OCCUPANCY INSPECTIONS

New Unit

(One Inspection/One Re-inspection prior to issuance of Cert.)

New Single Family Dwelling

New Apartments / Mobile Homes

New Additions

Per Unit

FEE: \$150.00

FEE: \$ 75.00

FEE: \$ 40.00

Resale Unit

(One Inspection/One Re-inspection prior to issuance of Cert.)

Dwelling Units

Single Story Apartments, Mobile Homes

Apartments over Single Story

Second Re-inspection (if required) and each thereafter

FEE: \$ 75.00

FEE: \$ 50.00

FEE: \$ 75.00

FEE: \$ 40.00

Non-Residential Units

(One Inspection/One Re-inspection prior to issuance of Cert.)

New Commercial Units

Commercial Resales under 10,000 s.f.

Commercial over 10,000 s.f.

FEE: \$125.00 plus
\$0.05/s.f.

FEE: \$125.00

FEE: \$200.00

Residential Temporary Use and Occupancy Reinspection

(Per each additional inspection)

Residential

Single Story Apartments, Mobile Homes

Apartment over Single Story

FEE: \$75.00

FEE: \$50.00

FEE: \$75.00

Non-Residential Temporary Use and Occupancy Reinspection

(Per each additional inspection)

Commercial under 10,000 s.f.

Commercial over 10,000 s.f.

FEE: \$125.00

FEE: \$200.00

PROFESSIONAL SERVICES ESCROW

A Professional Services Escrow Account shall be required to be deposited with the Township at the time of the initial plan application. The applicant and/or developer shall establish a Professional Services Escrow Account to reimburse New Britain Township for the reasonable and necessary expenses incurred for review of all applications, reports, plans, and the inspection of the improvements by New Britain Township's professional consultants, solicitor and/or engineer. Such expenses shall be reasonable and in accordance with the ordinary and customary fees charged by the New Britain Township Solicitor, Engineer and any other consultant for work performed for similar services in New Britain Township.

However, in no event shall the fees exceed the rate or cost charged by the New Britain Township Solicitor, Engineer or other consultant when such fees are now reimbursed or otherwise imposed on an applicant. Township incurred professional fees shall be billed in accordance with the attached professional fee schedule and Township administrative expenses shall be reimbursed at **10% per billing and a minimum of \$10.00 per bill.** A Professional Services Agreement (PSA) is required as part of the submission process.

SUBDIVISION AND LAND DEVELOPMENT

To cover costs associated with the receipt, processing and handling, required reviews pursuant to the Pennsylvania Municipalities Planning Code, Zoning and Subdivision and Land Development regulations, digitizing and archiving of plans and application materials, the following fees and professional services escrow are required:

Residential Subdivision Plans

Sketch Plan with Engineering Review

| | | | | |
|----------------------|---------------------|----------|----------------|------------|
| Minor (2 lots/units) | SERVICE FEE: | \$100.00 | ESCROW: | \$2,500.00 |
| 3 or more lots/units | SERVICE FEE: | \$100.00 | ESCROW: | \$2,500.00 |

Preliminary Plans:

| | | | | |
|----------------------|-------------------------|----------------------------------------|----------------|------------------------------------------|
| Minor (2 lots/units) | APPLICATION FEE: | \$600.00 | ESCROW: | \$10,000.00 |
| 3 or more lots/units | APPLICATION FEE: | \$900.00 plus \$200.00 per lot/unit | ESCROW: | \$1,000.00/lot \$10,000.00 Minimum |

Final Plans:

| | | | | |
|----------------------|-------------------------|----------------------------------------|----------------|------------------------------------------|
| Minor (2 lots/units) | APPLICATION FEE: | \$400.00 | ESCROW: | \$10,000.00 |
| 3 or more Lots/units | APPLICATION FEE: | \$600.00 plus \$100.00 per lot/unit | ESCROW: | \$1,000.00/lot \$10,000.00 Minimum |

Residential Land Development

Sketch Plan with Engineering Review:

| | | | |
|---------------------|----------|----------------|-------------|
| SERVICE FEE: | \$100.00 | ESCROW: | \$ 2,500.00 |
|---------------------|----------|----------------|-------------|

| | | | | |
|--------------------|-------------------------|-------------------|----------------|-------------|
| Preliminary Plans: | APPLICATION FEE: | \$300.00 per unit | ESCROW: | \$10,000.00 |
|--------------------|-------------------------|-------------------|----------------|-------------|

| | | | | |
|--------------|-------------------------|-------------------|----------------|-------------|
| Final Plans: | APPLICATION FEE: | \$200.00 per unit | ESCROW: | \$10,000.00 |
|--------------|-------------------------|-------------------|----------------|-------------|

Revised Plans (Preliminary or Final) **APPLICATION FEE: *\$75.00 per lot/unit +MAINTAIN ESCROW**
** Revised final plan fee may be waived by Township Manager if only plan note and technical revisions*

Planned Residential Development (PRD)

| | | | |
|-------------------------|------------|----------------|-----------------------------------------------|
| APPLICATION FEE: | \$4,000.00 | ESCROW: | \$10,500.00 plus \$1,000.00/lot or unit |
|-------------------------|------------|----------------|-----------------------------------------------|

Lot Line Changes and Reverse Lot Split:

Sketch Plan with Engineering Review

| | | | |
|---------------------|----------|----------------|------------|
| SERVICE FEE: | \$175.00 | ESCROW: | \$2,000.00 |
|---------------------|----------|----------------|------------|

Preliminary Plans:

| | | | | |
|---------------------|-------------------------|----------------------------------------|----------------|------------|
| Minor (2 lots/unit) | APPLICATION FEE: | \$175.00 | ESCROW: | \$5,000.00 |
| 3 or More lots/unit | APPLICATION FEE: | \$150.00 plus \$100.00 per lot/unit | ESCROW: | \$5,000.00 |

SUBDIVISION AND LAND DEVELOPMENT (continued)

Final Plans:

| | | | | |
|---------------------|-------------------------|----------------------------------------|----------------|------------|
| Minor (2 Lots/unit) | APPLICATION FEE: | \$150.00 | ESCROW: | \$5,000.00 |
| 3 or More Lots/unit | APPLICATION FEE: | \$150.00 plus \$100.00 per lot/unit | | |

Residential Site Plans for New Dwelling Construction:

| | | | |
|-------------------------|----------|----------------|------------|
| APPLICATION FEE: | \$250.00 | ESCROW: | \$5,000.00 |
|-------------------------|----------|----------------|------------|

Stormwater Site Plan Review

| | | | |
|-------------------------|---------|---------------|------------|
| APPLICATION FEE: | \$50.00 | ESCROW | \$5,000.00 |
|-------------------------|---------|---------------|------------|

Non-Residential Subdivision and/or Land Development Plans:

To cover costs associated with the receipt, processing and handling and required reviews pursuant to the Pennsylvania Municipalities Planning Code, Zoning and Subdivision & Land Development regulations, digitizing, archiving, and application materials the following fees and professional services escrow are required:

| | | | |
|---------------------------|-------------------------------------------------------------------------------------------------------------|------------------------|-------------|
| Sketch Plans..... | APPLICATION FEE: \$250.00 + | ESCROW: | \$5,000.00 |
| Preliminary Plans..... | APPLICATION FEE: \$500.00 per lot/unit + | ESCROW: | \$25,000.00 |
| Final Plans..... | APPLICATION FEE: \$400.00 per lot /unit+ | ESCROW: | \$25,000.00 |
| Revised Final Plans | APPLICATION FEE: *\$100.00 per lot /unit* | MAINTAIN ESCROW | |
| | <i>* Revised final plan fee may be waived by Township Manager if only plan note and technical revisions</i> | | |

SEWAGE FACILITY SYSTEMS

Act 537 Planning Module Review:

| | | | |
|-------------------------|----------|----------------|------------|
| APPLICATION FEE: | \$150.00 | ESCROW: | \$2,500.00 |
|-------------------------|----------|----------------|------------|

Operation & Maintenance Agreement (O&MA):

| | | | |
|-------------------------|----------|----------------|------------|
| APPLICATION FEE: | \$150.00 | ESCROW: | \$1,000.00 |
|-------------------------|----------|----------------|------------|

O&MA Non-Refundable Financial Security: \$2,500.00*

*Financial Security may be increased, as recommended by the Twp Engineer & Solicitor and approved by the Board, due to additional monitoring and enforcement requirements.

Fee in Lieu of Dedication of Park and Recreation Land - Under Section 715, Subdivision and Land Development Ordinance, Per Dedication Unit Required

| | | |
|------------------|-------------|-------------------------------------------|
| Residential: | FEE: | \$2,500.00/dwelling unit |
| Non-Residential: | FEE: | \$2,500.00/4,000 sq. ft. building area |

ZONING HEARING BOARD:

To cover costs of compensation for the secretary and members of the zoning hearing board, notice and advertising costs and administrative expenses associated with the hearing.

All fees are non-refundable regardless of the Zoning Board Decision:

Single-Family Residential:

| | | |
|------------------------------------------------------|-------------|------------|
| Application for Setback Variance- primary structures | FEE: | *\$ 600.00 |
| Application for Special Exceptions: | FEE: | *\$ 600.00 |
| Residential <i>Accessory</i> Structures | FEE: | *\$ 300.00 |
| Challenge to Zoning Officers Decision | FEE: | *\$ 600.00 |
| All Other ZHB Applications Not Listed | FEE: | *\$ 600.00 |

* plus an additional \$200.00 for each applicant-requested postponement or continuance or for any additional hearings (evening) required. Additional fee does not apply to rendering of the decision.

Non-Residential:

| | | |
|---------------------------------------|-------------|-------------|
| Application for Variances: | FEE: | *\$ 750.00 |
| Application for Special Exceptions: | FEE: | *\$1,000.00 |
| All Other ZHB Applications Not Listed | FEE: | *\$1,000.00 |

* plus an additional \$200.00 for each applicant-requested postponement or continuance or for any additional hearings (evening) required. Additional fee does not apply to rendering of the decision.

PARKS AND RECREATION

Unless otherwise noted below, fees for township sponsored recreational programs and other special recreational and community events shall be established by the Board of Supervisors, or the Township Manager (if necessary under the circumstances of the event or program).

Sport League Field Permits:

Note: Certificate of Insurance naming New Britain Township as the certificate holder and as additional insured is required for field/ pavilion use by all organizations and companies. All rosters must include name, street address, city, state, and residing municipality of each player.

| | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------------------------|
| Youth Groups (age 18 and under): | Application FEE: | \$ 100.00 per season |
| | Resident Fee: | \$ 7.00 per person |
| | Non-resident FEE: | \$ 10.00 per person |
| Adult Groups (age 19 - 55): | Application FEE: | \$ 100.00 per season |
| | Field Use FEE: | \$ 35.00 per use |
| Senior Groups (Age 55+): | Application FEE: | \$ 50.00 per season |
| | Non-resident FEE: | \$ 5.00 per person |
| Pavilion Reservation: | FEE: | \$ 35.00 per day/resident \$ 40.00 per day/non res. |
| Special Event Permit (Non-Tournament): | Application FEE: | \$ 35.00 per field/pavilion |
| | Security Deposit: | \$ 50.00 |
| Field Reservations (Non-league): | FEE: | \$ 25.00 per use/per field (Includes application fee) |
| Tournaments: | Application FEE: | \$ 100.00 (new) plus |
| sponsors of any gatherings, which require police, maintenance, or other personnel and/or equipment, shall be responsible for all associated costs as determined by the Township. A deposit to guarantee payment shall be determined by the Township and posted with the Township prior to permit issuance. | | |
| Camps or Instruction Sessions | Application FEE: | \$ 50.00 |
| | FEE: | \$ 25.00 per use/field per day |

POLICE

| | | |
|------------------------------------------------------------------|-------------|----------------------------------------------------------------------------------------------------------------------|
| Police Reports and/or Incident Report | FEE: | \$15.00 |
| Accident Report Fee | FEE: | \$15.00 per accident |
| Accident Photographs | FEE: | \$ 25.00 proc. fee + \$ 1.00 per 4x6 print \$ 5.00 per 8x10 print \$ 5.00 /contact sheet \$ 15.00 per CD |
| Alarm Violation (4 th & 5 th false alarms) | FEE: | \$ 60.00 |
| Alarm Violation (6 th and thereafter false alarms) | FEE: | \$ 100.00 |
| Alarm Registration | FEE: | \$ 10.00 per year |
| Fingerprinting Fee (township residents and businesses only) | FEE: | \$ 10.00 per card |
| Soliciting Permits: per Day | FEE: | \$ 20.00 |
| per Week | FEE: | \$ 50.00 |
| per Month | FEE: | \$ 100.00 |
| Stray Dog Pick Up | FEE: | \$ 15.00 |
| Parking Tickets – (Township Tickets – Not District Court) | | |
| Fire Zone | FEE: | \$ 15.00 |
| Reserved: Handicapped | FEE: | \$ 15.00 |
| Left side to curb | FEE: | \$ 10.00 |
| Between AM/PM | FEE: | \$ 10.00 |
| During Winter Storm | FEE: | \$ 10.00 |
| Where Signs Prohibit | FEE: | \$ 10.00 |
| Within an Intersection | FEE: | \$ 10.00 |
| Blocking Driveway | FEE: | \$ 10.00 |
| All other not listed above (minimum fee) | FEE: | \$ 10.00 |

J. LAWRENCE GRIM, JR.
MARY C. EBERLE
JOHN B. RICE
DIANNE C. MAGEE *
DALE EDWARD CAYA
DAVID P. CARO +
DANIEL J. PACI + †
JONATHAN J. REISS ◊
GREGORY E. GRIM †
PETER NELSON *
PATRICK M. ARMSTRONG
SEAN M. GRESH
DIANE M. SODANO *
KELLY L. EBERLE *
COLBY S. GRIM
JOEL STEINMAN
MATTHEW E. HOOVER
STEPHEN J. KRAMER
REBECCA A. O'NEILL*†

* ALSO ADMITTED IN NEW JERSEY
◊ ALSO ADMITTED IN NEW YORK
† MASTERS IN TAXATION
+ ALSO A CERTIFIED PUBLIC ACCOUNTANT

LAW OFFICES
GRIM, BIEHN & THATCHER

A PROFESSIONAL CORPORATION

SUCCESSOR TO
GRIM & GRIM AND BIEHN & THATCHER
ESTABLISHED 1895 AND 1956,
RESPECTIVELY
121ST ANNIVERSARY 1895-2016

www.grimlaw.com

PLEASE REPLY TO:
PERKASIE

Peter Nelson
e-mail: pnelson@grimlaw.com

JOHN FREDERIC GRIM, OF COUNSEL

104 S. SIXTH STREET
P.O. BOX 215
PERKASIE, PA. 18944-0215
(215) 257-6811
FAX (215) 257-5374

(215) 536-1200
FAX (215) 538-9588

(215) 348-2199
FAX (215) 348-2520

November 15, 2016

VIA ELECTRONIC CORRESPONDENCE

Eileen Bradley, Manager
New Britain Township
207 Park Avenue
Chalfont, PA 18914

Re: 2017 Legal Services

Dear Eileen:

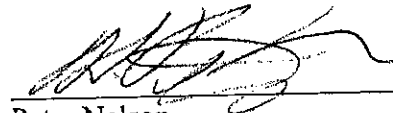
Enclosed please find our firm's 2017 Fee Schedule for all services rendered to the Township. These rates are unchanged from last year. I have established hourly rates for three categories of legal work performed for or on behalf of the Township. The enclosed Fee Schedule should be made a part of the Board's annual fee resolution.

If you have any questions, please do not hesitate to contact me.

Sincerely,

GRIM, BIEHN & THATCHER

By


Peter Nelson

HPN/jb

Enclosures

cc: Mary Koenig (via email only)

J. LAWRENCE GRIM, JR.
JEFFREY G. TRAUGER
MARY C. EBERLE
JOHN B. RICE
DIANNE C. MAGEE *
DALE EDWARD CAYA
DAVID P. CARO *
DANIEL J. PACI †
JONATHAN J. REISS †
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PLEASE REPLY TO:
PERKASIE

Peter Nelson
e-mail: pnelson@grimlaw.com

JOHN FREDERIC GRIM, OF COUNSEL

104 S. SIXTH STREET
P.O. Box 215
PERKASIE, PA. 18944-0215
(215) 257-6811
FAX (215) 257-5374

P.O. Box 380
QUAKERTOWN, PA, 18951-0380
(215) 536-1200
FAX (215) 538-9588

P.O. Box 1369
DOYLESTOWN, PA, 18901
(215) 348-2199
FAX (215) 348-2520

November 15, 2016

Schedule of Legal Fees for 2017
Effective January 1, 2017

- | 1. <u>General Legal Services</u> | <u>Hourly Rate</u> |
|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Includes attendance at meetings, ordinance preparation, telephone consultation, police and/or labor matters, land preservation, etc. ----- | \$155.00 |
| 2. <u>Litigation</u> | |
| Includes travel to and from courthouse, district justice, and/or hearing ----- | \$155.00 |
| 3. <u>Real Estate</u> | |
| Includes all real estate, subdivision, and land development matters ----- | \$195.00 |



GILMORE & ASSOCIATES, INC.
ENGINEERING & CONSULTING SERVICES

November 14, 2016

File No. 16-01002

Eileen Bradley, Township Manager
New Britain Township
207 Park Avenue
Chalfont, PA 18914

Reference: Proposal for 2017 Professional Services

Dear Eileen:

We thank you for the opportunity for Gilmore & Associates, Inc. to provide professional services to New Britain Township since 2006 and look forward to continuing our association with the Township in 2017.

Please find enclosed Gilmore & Associates, Inc.'s 2017 Professional Services Fee Schedule, effective January 2, 2017. Please note that we are holding our rates the same from 2016. However, given the principal representation change, we will be changing my classification from Consulting Professional V to Principal Engineer. All other classifications for G&A staff working on the account will remain unchanged, while a few members of staff have been reassigned.

Please let me know if you have any questions.

Sincerely,

Janene Marchand, P.E.
Gilmore & Associates, Inc.

JM/sl

Enclosure: 2017 Professional Services Fee Schedule

cc: Erik Garton, P.E., V.P., Municipal Services Manager, Gilmore & Associates, Inc.
Craig D. Kennard, P.E., Chief Operating Officer, Gilmore & Associates, Inc.
William C. Rowland, Chief Financial Officer, Gilmore & Associates, Inc.
Kayla Glancey, Billing Coordinator, Gilmore & Associates

BUILDING ON A FOUNDATION OF EXCELLENCE

65 E. Butler Avenue | Suite 100 | New Britain, PA 18901
Phone: 215-345-4330 | Fax: 215-345-8606
www.gilmore-assoc.com



GILMORE & ASSOCIATES, INC.
ENGINEERING & CONSULTING SERVICES

**2017 PROFESSIONAL SERVICES FEE SCHEDULE
NEW BRITIAN TOWNSHIP, BUCKS COUNTY, PA**

| TITLE | RATE |
|---------------------------------|-------------|
| Principal III | \$ 150.00 |
| Principal II | \$ 145.00 |
| Principal I | \$ 140.00 |
| Consulting Professional V | \$ 135.00 |
| Consulting Professional IV | \$ 130.00 |
| Consulting Professional III | \$ 125.00 |
| Consulting Professional II | \$ 115.00 |
| Consulting Professional I | \$ 110.00 |
| Design Technician V | \$ 115.00 |
| Design Technician IV | \$ 110.00 |
| Design Technician III | \$ 100.00 |
| Design Technician II | \$ 85.00 |
| Design Technician I | \$ 70.00 |
| Construction Representative III | \$ 110.00 |
| Construction Representative II | \$ 105.00 |
| Construction Representative I | \$ 100.00 |
| Surveying Crew | \$ 140.00 |
| Project Assistant | \$ 80.00 |

Principals – Include executives, department managers, and may include project managers.

Consulting Professionals – Include project managers, geologists, environmental engineers, landscape architects, land surveyors, water resources engineers, civil engineers, sewage enforcement officers, etc.

Design Technicians – Include CADD/GIS persons, analysis, designers & other technical support staff for Consulting Professionals.

Listed Rates – All Rates listed above are hourly rates based upon straight time for a 40-hour, 5-day week and are charged on actual time expended. When requested/required to provide professional services in excess of 40 hours during the normal work week, non-exempt staff shall be charged 1.5 times the standard rate for those hours worked in excess of the normal 40 hours. Construction Representative Services requested on weekends shall be charged at the same overtime rate with a minimum of 4 hours charged.

Client Invoicing – Gilmore & Associates, Inc. invoices on a monthly basis and payment for services rendered are due within 30 days.

Proprietary Information – This Professional Services Fee Schedule is proprietary information issued by Gilmore & Associates, Inc. for review only by the recipient of this document. The information contained herein shall not be shared, reviewed or discussed with others than those receiving this original document.

Special Consulting Services – Rates vary by type of service and level of experience. Rate Schedules will be provided upon request.

THOMAS J. WALSH III
& Associates, P.C.

2500 York Road
Suite 120
Jamison, PA 18929

Attorney-at-Law

Phone: 215.343.3931
Fax: 215.343.3932
Email: twalsh@twalshlaw.com

November 17, 2016

Via Email Only

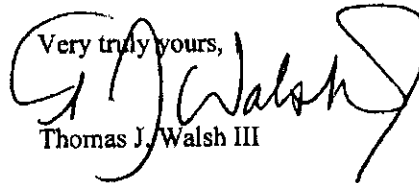
Eileen Bradley
Manager
New Britain Township
207 Park Avenue
Chalfont, PA 18914

**Re: New Britain Township – 2017 Rate for Legal Services
Zoning Hearing Board Solicitor**

Dear Eileen:

As you know, I am fortunate to serve as solicitor to the New Britain Township Zoning Hearing Board (“ZHB”). In that capacity, my responsibility is to provide general legal counsel to the ZHB and to the New Britain Township Zoning Officer. If I am re-appointed as solicitor to the ZHB in 2017, my hourly rate for legal services in 2017 will be \$155.00. Such rate shall prevail until a different rate is approved by you, the ZHB and New Britain Township.

To ensure compliance with applicable law, kindly include this rate in the New Britain Township Fee Resolution for 2017. Thank you for your consideration. Should you have any questions, please feel free to contact me.

Very truly yours,

Thomas J. Walsh III

TJW/

Office of Open Records – Official RTKL Fee Structure

Updated September 15, 2016

| Record Type / Delivery Method | Fee |
|------------------------------------|---------------------------------------------------|
| Black & White Copies | Up to \$0.25 per copy. ¹ |
| Color Copies | Up to \$0.35 per copy. ² |
| Specialized Documents ³ | Up to actual cost. |
| Records Delivered via Email | No additional fee may be imposed. ⁴ |
| CD / DVD | Up to actual cost, not to exceed \$3.00 per disc. |
| Flash Drive | Up to actual cost. |
| Facsimile | Up to actual cost. ⁵ |
| Other Media | Up to actual cost. |
| Redaction | No additional fee may be imposed. ⁶ |
| Conversion to Paper | Up to \$0.25 per page. ⁷ |
| Photographing a Record | No additional fee may be imposed. ⁸ |
| Postage | Up to actual cost of USPS first-class postage. |
| Certification of a Record | Up to \$5.00 per record. ⁹ |

¹ A “copy” is either a single-sided copy on 8.5”x11” paper, or one side of a double-sided copy on 8.5”x11” paper.

² A “copy” is either a single-sided copy on 8.5”x11” paper, or one side of a double-sided copy on 8.5”x11” paper. Note that a requester may ask for black and white copies even if the original is in color and color copies are available.

³ Including, but not necessarily limited to, non-standard sized documents and blueprints.

⁴ If a requester asks to receive records which require redactions in electronic format, an agency may print the records to provide for secure redaction, then scan them in for delivery by email. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

⁵ If an agency must print records to send them by facsimile, the agency may charge the fees noted above for B&W copies.

⁶ If a requester seeks records requiring redaction, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

⁷ If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media, unless the requester specifically requests for the record to be duplicated in the more expensive medium. *See §1307(e).*

⁸ This assumes the requester is using his or her own camera, such as a cellphone camera, to photograph the records. *See Muenz v. Township of Reserve, OOR Dkt. AP 2015-1021, 2015 PA O.O.R.D. LEXIS 1176.* If redaction is required prior to the requester being granted access to photograph records, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

⁹ Under the RTKL, an agency may impose “reasonable fees for official certification of copies if the certification is at the behest of the requester and for the purpose of legally verifying the public record.” The OOR recommends no more than \$5 per record to certify a public record. Certification fees do not include notarization fees.

Additional Notes

Fees May Be Waived: All fees established herein may be waived at the discretion of the agency.

Other Statutory Fees: If a statute other than the RTKL governs the amount an agency may charge for a certain type of record, the other statute controls. For example, a Recorder of Deeds may charge a copy fee of 50 cents per uncertified page and \$1.50 per certified page (42 P.S. § 21051). Police departments may charge up to \$15 for a copy of a vehicle accident report (75 Pa.C.S. §3751 (b)(2)); the Philadelphia Police Department may charge up to \$25 per copy (Id. at (b)(3)). State police are authorized to charge "\$5 for each copy of the Pennsylvania State Police full report of investigation." (75 Pa.C.S. §1956(b)). Other examples include the History Code, the Municipalities Planning Code, and the Criminal History Record Information Act.

Inspection of Redacted Records: If a requester wishes to inspect, rather than receive copies of, records which contain both public and non-public information, the agency may redact the non-public information. An agency may not charge the requester for the redaction itself. However, an agency may charge (in accordance with the OOR's Official Fee Structure) for any copies it must make in order to securely redact the material before allowing the requester to view the records. If, after inspecting the records, the requester chooses to obtain the copies, no additional fee may be charged.

Enhanced Electronic Access: If an agency offers enhanced electronic access to records in addition to making the records accessible for inspection and duplication by a requester, the agency may establish user fees specifically for the provision of the enhanced electronic access. The user fees for enhanced electronic access may be a flat rate, a subscription fee for a period of time, a per-transaction fee, a fee based on the cumulative time of system access, or any other reasonable method and any combination thereof. Such fees shall not be established with the intent or effect of excluding persons from access to records or duplicates thereof or of creating profit for the agency. **NOTE: Fees for enhanced electronic access must be reasonable and must be pre-approved by the OOR. Please submit enhanced electronic access fee requests to the OOR.**

Fee Limitations: Except as otherwise provided by statute, the RTKL states that no other fees may be imposed unless the agency necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee may be imposed for an agency's review of a record to determine whether the record is a public record subject to access under the RTKL. No fee may be charged for searching for or retrieval of documents. An agency may not charge staff time or salary for complying with a RTK request. No fee may be charged for an agency's response letter.

Prepayment: Prior to granting a request for access in accordance with the RTKL, an agency may require a requester to prepay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100. Once the request is fulfilled and prepared for release, the OOR recommends that the agency obtain payment prior to releasing the records.

Questions: If you have any questions regarding the OOR's Official Fee Structure, please contact the OOR (email: openrecords@pa.gov, telephone: 717-346-9903).