

**Resolution Establishing the Fee Schedule for
North Centre Township
Resolution 2024-07
Dated January 2, 2024**

WHEREAS, North Centre Township, Columbia County, PA incurs certain expenses in carrying out the administration of its municipal ordinances; and

WHEREAS, North Centre Township wishes to recover a reasonable portion of these expenses from each applicant;

NOW, THEREFORE BE IT RESOLVED, that the following schedule of fees shall supersede all previously adopted Fee Schedules and shall be utilized in the administration of the North Centre Township Code of Ordinances.

FEE SCHEDULE

The following fees shall be paid to North Centre Township at the time application is made for the respective permit, license, zoning permit or a hearing before the Township Zoning Hearing Board or the Township Supervisors. No permit or license shall be issued nor hearing scheduled until such fee has been paid to the Township by the applicant.

I. Zoning & Code Enforcement Permits

All persons desiring to undertake ANY new construction, structural alteration, or change in the use of a building, structure or land shall apply for a zoning permit. The following fees shall accompany the necessary application:

A. Principal & Accessory Buildings or Structures

For the purpose of calculating fees for Zoning Permits for principal and accessory buildings or structures, gross floor area shall be defined as the sum of all of the floors of a building measured from the exterior face of exterior walls, or from the centerline of a wall separating two buildings, including interior parking space for motor vehicles, all basement or cellar area with a floor to ceiling height of five (5) or more feet, and all area of all covered or enclosed porches, decks, patios or terraces.

1. Building or Structures (Ordinance 27)

Fees for the issuance of a zoning permit for the construction, erection, placement, addition or alteration of any principal or accessory building or structure or land (including but not limited to houses, mobile/modular homes, decks, porches, fences, sheds, storage buildings, outdoor boilers, non-commercial wind energy facilities, accessory solar energy facilities, etc., whether open or enclosed) shall be as follows, except as may be provided otherwise below:

- a. Gross floor area less than 500 sq. ft. \$30.00
- b. Gross floor area 500 sq. ft – 999 sq. ft. \$45.00

- c. Gross floor area 1,000 sq. ft. or greater. \$100.00

2. Exemptions - Zoning permits are not required for the following activities **unless proposed in a floodplain area:**

- a. Interior alterations that do not change the gross floor area or change the use
- b. General maintenance and repairs to existing buildings (roofing, siding, painting, etc.)
- c. Land cultivation, including crop or tree farming
- d. Landscaping or non-commercial timber removal
- e. Construction or erection of pasture or farm fencing, land terraces, steps or other similar features.
- f. Placement of Utility lines.
- g. Yard, porch, garage sales or auctions that are no more than 3 days long and that are held no more than 5 times per year.

B. Signs (Ordinance 27, Part7)

The fee for a Zoning Permit for the placement or erection of all signs shall be as follows:

1. Signs -

A fee of \$50.00 shall be collected for a Zoning Permit authorizing the erection or placement of any signs as permitted in Part 7 - Sign Regulations, of the Township Zoning Ordinance.

2. Exemptions: There shall be NO Permit required for:

- a. Property posting, nameplates or personal identification signs
- b. Property sale or rental signs.
- c. Temporary signs to be displayed for less than 60 continuous days in a 6-month period.

While no permit is required for the above, all other regulations of Chapter 27, Section 7 of the North Centre Township Code of Ordinances regulation signs must be followed.

C. Swimming Pools & Hot Tubs (Ordinance 27, Part 4, §433)

The fee for a Zoning Permit for the installation or placement of an above or below ground swimming pool or hot tub shall be \$50.00.

D. Fences, and Other Incidental Uses or Structures

(Ordinance 27, Part 5 §505.3, §507.B, §434, et al.)

The fee for a Zoning Permit for the erection or placement of a fence, or for any other incidental use or structure not specifically addressed by this Fee Schedule shall be \$50.00. (Pasture fencing is exempt.)

E. Home Occupations, Farm-Related Business,

(Ordinance 27, Part 4 §431 and §432)

The fee for the issuance of a Home Occupation Permit or a Farm-Related Business permit for those uses set forth in the Township Zoning Ordinance shall be \$50.00.

F. Rooming or Boarding Homes, Group Homes or Institutional Residences, Personal Care or Nursing Homes, Group Day Care Homes, Centers or Nursery Schools, Bed and Breakfasts, Retail Establishments, Automotive Service Stations or Repair Garages, Personal Storage Warehouses, Adult Entertainment Establishments, Kennels, Forestry Activities, Limited Industrial Use, Contractor Shops & Yards, Mineral Extraction, Junkyards, Outdoor Commercial recreational business', Commercial Communication Towers and Antennas, Commercial Wind Energy Facilities, Principal Solar Energy and other business' not specifically mentioned that do not qualify as Home Occupations or Farm Business'. (Ordinance 27, Parts §409 - §417, §420-§425, §427-§430 et, al.)

The fee for the issuance of a permit for business' other than those considered a Home Occupation or Farm Business is \$60.00. Each communication tower and each antenna or hardware placed on the tower shall constitute an individual fee.

G. Temporary Zoning Permits (Ordinance 27 §419, §436, §1203.10)

The fee for the issuance of a Temporary Zoning Permit shall be \$50.00.

H. Seasonal Permits (Ordinance 27 §419D, §426F, and 1203.11 et. al) The fee for issuance of a Seasonal Permit shall be \$50.00. They shall be reviewed each year and a new permit shall be issued. There will be no fee after the first year of approval for the same business or use.

I. Noise and Fireworks Permit (Ordinance 2021-01) The fee for issuance of a Noise and Fireworks Permit shall be \$50.00.

J. Outdoor Boiler & Off-Season Outdoor Boiler (Ordinance 5, §306F, H, §307) The fee for issuance of an outdoor boiler shall be \$50.00. The fee for issuance of an off-season permit for an outdoor boiler shall be \$50.00 per year and must be reviewed and renewed each year.

K. Logging (Zoning Ordinance §27-421) The township zoning permit shall be required for forest management. The fee for issuance shall be \$50.00.

L. Certificate of Compliance (Ordinance 27, 1204)

There shall be no fee charged for the issuance of a Certificate of Compliance.

M. Zoning Hearing Board Hearings (Ordinance. 27, Part 10)

The following fees shall be paid to North Centre Township, in accordance with the Pennsylvania MPC as amended, prior to Hearings before the Township Zoning Hearing Board. The cost for transcription of the record and all the associated copies shall be paid by the person requesting such copies.

1. A fee of \$850.00 shall accompany each application for a Hearing before the North Centre Township Zoning Hearing Board involving:
 - a.) the appeal of any decision made by the Township Zoning Officer or municipal engineer in the administration of the Zoning Ordinance
 - b.) a request for a variance
 - c.) a request for a Special Exception
 - d.) a validity challenge of the Township Zoning Ordinance
 - e.) a request for an interpretation of Zoning Ordinance provisions.

2. In addition to the fees specified above, an additional \$100.00 shall be paid by the applicant where the Zoning Hearing Board is required to “continue” a Hearing on an application resulting from a request of the applicant or because insufficient data or documentation was presented at the initial hearing. *

*Where a “continuation” is necessary to sufficiently hear testimony on a proposed application or is called for by the Board, there shall be no additional charge assessed to the applicant.

L. Township Supervisor’s Hearings (Ordinance 27, Part 11)

The following fees shall be paid to North Centre Township, in accordance with the Pennsylvania MPC as amended, prior to Hearings before the Township Board of Supervisors. The cost for transcription of the record and all associated copies shall be paid by the persons requesting such copies.

1. Conditional Uses and Specified Appeals (Ordinance 27, §1102)

A fee of \$650.00 shall accompany each application for a Hearing before the North Centre Township Board of Supervisors involving:

- a.) a request for a Conditional Use
- b.) an appeal of the decision of the Township Zoning Officer, Municipal Engineer or other Township Representative with reference to erosion and sedimentation control, or stormwater management.

2. Ordinance Amendments or Curative Amendments
(Ordinance 27 §1101)

A fee of \$650.00 shall accompany each application for a Hearing before the North Centre Township Board of Supervisors involving:

- a.) a request for an amendment to the Township Zoning Ordinance and/or the Zoning Map
- b.) a request for a curative amendment to the Township Zoning Ordinance.

3. Additional Fees In addition to the fees specified above, an additional \$400.00 shall be paid by the applicant where the Supervisors are required to “continue” a Hearing on an application resulting from a request of the applicant or because insufficient data or documentation was presented at the initial hearing. *

*Where a “continuation” is necessary to sufficiently hear testimony on a proposed application or is called for by the Board, there shall be no additional charge assessed to the applicant.

II. Sewage Fees (Ordinance 18 §103, §104, §305, §407)

A. Holding Tank Escrow - An escrow account shall be established for each holding tank at the rate of \$1.00 per gallon of tank capacity. The escrow account shall require the signatures of two township representatives to withdraw funds except for interest earned.

B. Small Stream Flow Discharge- An escrow account shall be established for each SMFD system equal to the cost of 5 years of maintenance of the system. The amount for years 2020 - 2023 for this escrow shall be \$2,000. Any additional charges will be collectible at the time of the occurrence along with any applicable collection fees. The escrow account shall require the signatures of two township representatives to withdraw funds except for interest earned.

III. Mobile Home Parks (Ordinance 14 §102 and §103)

An annual license/inspection fee of \$100 shall be charged for each mobile home park, and any time an existing mobile home park changes ownership.

IV. Transient Retail Sales License (Ordinance 13 §102)

A fee of \$25 shall be charged to process each Transient Retail Sales License application. In addition, if a State Police background check completed within the last 60 days is not provided by the applicant, an additional charge of \$25.00 will apply for the Township to obtain the background check.

V. Junkyard License (Ordinance 13 §202)

An annual license/inspection fee of \$200 shall be charged to process and renew each Junkyard License/Application.

VI. Administrative Services (Ordinance 1 §401 and §402)

The following fees are administrative fees:

- A. Returned Check** - A fee of \$35.00 shall be charged for each returned check.
- B. Wage Attachment** - A fee of \$20.00 will be charged for requests processed with the exception of child support.
- C. Record Search** - \$20.00 per hour for records research.
- D. Copies** - A fee of .25 per copy will be charged for any copies requested. An additional fee of .25 per copy will be added for any copy that is requested as "Certified".

VII. Fire Escrow (Ordinance 7 §2013.A)

When a claim occurs where the proceeds of fire insurance exceed \$7,500 inclusive, and after a certificate of no municipal claims has been issued, if the insurance payout meets or exceeds 60% of the aggregate liability, an escrow shall be established by the Township Treasurer from an amount paid to the Township from the insurer equal to \$2,000.00 per \$15,000.00 of the claim, or fraction thereof.

VIII. Driveway & Opening or Cutting of Streets

- A. Driveway Permit** (Ordinance 21 §104) - A fee of \$50.00 will be charged to process each driveway permit.
- B. Opening and Cutting of Streets** - (Ordinance 21 §202) A fee in accordance with the Schedule of Fees set forth by the Department of Transportation for processing the application and another fee for making the inspection. Each application shall be accompanied by both fees.

IX. Road Bonding Permit (Ordinance 15 Part 3)

Permits to operate vehicles in excess of 10 tons on restricted weight Township Roads:

- A. Administrative Fee** – The fee for the North Centre Township Secretary to complete all paperwork necessary to issue a permit to operate vehicles in excess of 10 tons on restricted weight township roads will be \$50 per permit.
- B. Preliminary Inspection Fee** – The fee for North Centre Township to inspect the township roads prior to any hauling will be \$40 for the first mile and \$25 per each additional mile prorated per one-tenth of a mile.
- C. Interim Inspection Fee** – The fee for North Centre Township to inspect the township roads prior to any significant hauling hiatus by the permittee will be \$40 for the first mile and \$25 for each additional mile prorated per tenth of a mile.

D. Post-Use Inspection Fee – The Fee for North Centre Township to inspect the township roads once all hauling has been concluded will be \$40 for the first mile and \$25 per each additional mile prorated per one-tenth of a mile.

E. Third-Party Consultation Fee – In the event that the North Centre Township Board of Supervisors determines that a third-party consultation is necessary to determine the extent of damage caused by excessive hauling the permittee is responsible for all costs associated with said consultation.

F. Rates for North Centre Township Equipment – When an excess maintenance agreement provides for repair work to be performed by the posting authority or its contractor, the Federal equipment use rates will apply.

X. Short-Term Rentals (Ordinance 2023-04 § 19-5)

A fee of \$100 shall be charged to process each Short-term Rental License application and conduct the required inspection as outlined in § 19-6 of Ordinance 2023-04.

ADOPTED this 2nd day of January 2024, by the Board of Supervisors of North Centre Township, Columbia County, PA.

TO BECOME EFFECTIVE on the 3rd day of January 2024.

Ronald E. LeVan Jr. _____
Chairman, North Centre Township Supervisors

Steven D. Hess Sr. _____
Supervisor

Krunal Thakore _____
Supervisor

ATTEST: _____
Mary Smith, North Centre Township Secretary