

DILLSBURG BOROUGH FEE SCHEDULE

AS OF January 1, 2022

ZONING PERMITS \$25.00

USE PERMITS \$35.00

USE PERMIT INSPECTION \$175.00

CHANGE OF USE PERMIT INSPECTION FEE INCLUDES 2 WALK-THROUGH INSPECTIONS - ADDITIONAL FEES MAY APPLY

Approved Code Services 2022 Fee Schedule

RESIDENTIAL	
Plan Review Residential	\$90.00/hr
Residential Inspection	\$90.00/hr
Residential Electrical Inspection	\$90.00/hr
Residential Inspection Electrical Service cut in up to 200 Amps	\$100.00/hr
Hearings, Appeals and Township Mtgs, prep & appearance	\$85.00/hr
Zoning Investigation	\$75.00/hr
PA Certified Building Code Official (<i>Administrative &/or Enforcement Actions</i>)	\$85.00/hr
Clerical Services	\$50.00/hr
IRS Rate	IRS Rate
New SFD's - 10 required inspections at \$900.00 each, 1 cut-in inspection at \$100.00	
up to 3,000 s.f.	\$280.00/ea
over 3,000 s.f.	\$400.00/ea
over 6,000 s.f. (<i>Same as Commercial</i>)	\$115.00/ea
Multiple Duplexes & Townhouses of similar design	\$180.00/unit
COMMERCIAL	
Plan Review Commercial	\$115.00/hr
Commercial Inspection	\$115.00/hr
Commercial Electrical Inspection	\$120.00/hr
Commercial Inspection Electrical Service cut in	
up to 400 Amps	\$130.00/hr
up to 800 Amps	\$160.00/hr
up to 1200 Amps	\$225.00/hr
over 1200 Amps	RFQ
Expedite Plan Review Fee.	
	RFQ

*Approved Code Services offers guaranteed expedited Plan Reviews
Call our office for a quote on your specific expedited review needs*

(Expedited Services are not available December 15 through January 5).

**All Inspections are allotted up to 1-hour. Inspections taking longer than 1 hour will be charged additional hours for any part thereof.*

PER PERMIT OPTION

Residential Alteration Permit, BCO Fee \$25.00/per

Residential New Single-Family Permit, BCO Fee \$35.00/per

Commercial Permit, BCO Fee \$50.00/per

MONTHLY OPTION

Monthly BCO Service Fee \$150.00

ENFORCMENT SITE VISITS

Site visits for code enforcement are billed as a single residential or commercial inspection

Residential Enforcement and Administration \$90.00/hr

Commercial Enforcement and Administration \$115.00/hr

BCO services include approving the issuing of Permits and Certificates of Occupancy, addressing questions and concerns related to building code compliance, permits, and construction, as well as any BCO enforcement actions

DEPOSIT for Building Permits

\$25.00

****All building permit fees will be subject to a \$25 deposit for the purpose of ensuring that final inspection is completed, and permit is returned to Borough. If the Applicant contacts the Borough to obtain final inspection and returns completed permit, the \$25 deposit shall be returned. In the event the Applicant fails to contact the Borough for final inspection and the Borough must undertake additional steps to contact the Applicant and schedule final inspection, the \$25 deposit will be charged as a fee for the additional expenditures of time and labor required to be taken by the Borough in order for the Applicant to be in compliance with the final inspection process. This deposit is to encourage Applicants to timely obtain final inspection after completion of the work and represents the minimum cost of the Borough for additional work when the Applicant fails to do so.****

SURCHARGE for Department of Community and Economic Development Current Rate
(Collected on every Building permit)

*****Any property owner who begins construction of a structure or performs work which requires a building permit, prior to obtaining a building permit, shall be charged twice the amount of the original fee (\$100.00 Minimum). *******

Permit Fees refunds must be requested within 60 days of application date. No Refunds of Borough Permit Fees after 60 Days

GRADING PLAN REVIEW BY ENGINEER	\$175.00
DEMOLITION	
Residential	\$25.00
Commercial	\$75.00
SIGN	\$25.00
STREET – CUT	
A. Application Fee	\$20.00
B. Underground facilities (e.g., pipelines, buried cable with pedestals, conduit, manholes, headwall, inlet and grate). This fee is calculated on the total linear feet of the facility or facilities being permitted within the right-of-way.	
(1.) Underground facilities (first 50 feet or fraction thereof), each section	\$45.00
(2.) Additional underground facilities (each 100 feet or fraction thereof)	\$10.00
C. Surface openings (e.g., service connections performed independently of underground facility installation, pipeline repairs),	
each opening	\$45.00
D. Aboveground facilities (e.g., poles, guys and/or anchors if installed independently of poles).	
(1.) Up to 10 physically connected aboveground facilities, each continuous group	\$20.00
(2.) Additional aboveground physically connected facilities, each pole with appurtenances	\$2.00
E. Bonding Fees	TBD by Borough Engineer

RESIDENTIAL RENTAL FEES

REGISTRATION FEE – YEARLY

\$7.50 registration fee for up to 3 units per address. *\$1.50* for each additional unit per address.

SET UP AND BOROUGH'S BI-YEARLY INSPECTION CHARGE FOR EACH AND ANY NEW AND/OR ADDITIONAL RENTAL PROPERTY DWELLING, INCLUDING BUT NOT LIMITED TO DWELLING UNITS, ROOMING HOUSES, ROOMING UNITS, DORMITORY ROOMS.

\$155.00 fee for up to 3 units per address. *\$20.00* for each additional unit per address. This will cover one (1) complete inspection per unit. Repeat inspections will cost *\$85.00* for up to three (3) units per address with *\$20.00* per additional unit per address *and must be paid at the time of the repeat inspection.*

PROFESSIONAL/TECHNICAL/ADMINISTRATIVE		
	A. Internal Staff	\$ 45.00 per hour
	B. Outside Consultants	Current Fees Plus 10%
	C. Administrative	10% of Costs
ZONING HEARING	A. Non-Refundable	\$500.00
	B. Special Services (Transcript)	Current Rate
CURATIVE AMENDMENT	A. Non-Refundable Fee	\$600.00
	B. Special Services	Current Rate
ZONING MAP		\$3.00
COPIES	Per Page	\$0.25
	Certification of Copy	\$0.50
RETURN CHECK FEE		\$50.00
PET PERMIT (DOG & CAT)		\$50.00
YARD SALE PERMIT		No Charge
DUMPSTER (including 'bag' dumpster) & POD		\$10.00
TAX COLLECTOR FEES		
	Tax Certification	\$20.00
	Copies (Both Electronic & Hard) of Tax Bills & Receipt	\$2.00
	Duplicate Bill Fee	\$5.00
	Return Check Fee	\$25.00 plus Mailing Fee
ZONING ORDINANCE BOOK		\$25.00
SUBDIVISION & LAND DEVELOPMENT ORDINANCE BOOK		\$25.00
CODIFIED ORDINANCE BOOK		\$85.00
UCC/HOUSING BOARD OF APPEALS - WRITTEN	A. Non-Refundable Fee	Current CapCOG Rate
UCC/HOUSING BOARD OF APPEALS - HEARING	A. Non-Refundable Fee	Current CapCOG Rate
	B. Special Services (Transcript)	Current Rate

SUBDIVISION AND LAND DEVELOPMENT PLANS

PRELIMINARY PLAN

A. Non-Refundable Fee	\$500.00
B. Escrow	
1. Land Development	\$4,500.00
2. Sub-Div (5 Lots or Less)	\$3,500.00
3. Sub-Div (6 Lots to 20 Lots)	\$4,500.00
4. Sub-Div (More than 20 Lots)	\$8,000.00

SKETCH PLAN OR MINOR PRELIMINARY/FINAL SUBDIVISION PLAN

A. Non-Refundable Fee	\$300.00
B. Escrow	\$2,000.00

FINAL PLAN

A. Non-Refundable Fee	\$300.00
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The escrow deposit shall be submitted with the preliminary plan. Any balance remaining after review of the preliminary plan shall either be refunded at the request of the applicant or applied to fees due for submission of a final plan. Whenever the escrow amount falls below \$500.00, the applicant, at the request of the Borough, shall submit an amount equal to one-half the amount originally submitted to replenish the escrow. When an application is rejected, or when a project is completed and there are not likely to be further costs to the Borough, any balance remaining in the escrow shall be refunded to the applicant.

The applicant is responsible to provide the Borough with any and all County, State and/or Required Reviews.

RECREATIONAL FEES

- A. \$1,500.00 per Dwelling Building Unit
- B. \$1,500.00 per Lot
- C. \$2,500 for Each Acre of Single-Lot Parcels

STORMWATER MANAGEMENT FEES

- 1. The fee for copies of the stormwater management ordinance shall be \$10.00 per copy
- 2. The filing fee for consideration of a stormwater management plan shall be broken into categories based upon the type of development proposed. In all instances, the

monies

shall either be deposited with the Borough or an escrow account established prior to the Borough's consideration of the Plan.

Category I Residential Development:

Number of lots or dwelling units	General Fee	Deposit for Consultants** legal review fees
1	\$75.00	\$300.00
2 - 5	\$75.00	\$500.00
6 - +	\$75.00	\$850.00

Category II Non-Residential Development:

Number of lots	General Fee	Deposit for Consultants legal review fees
1	\$75.00	\$1,000.00
2-5	\$75.00	\$2,000.00
6 - +	\$75.00	\$3,000.00

* Any unused portions of the deposit for consultant's review fees shall be returned to the applicant following approval or disapproval of the Stormwater Management Plan. In the event that the actual amount for engineering and legal review fees exceeds the amount of the deposit, the applicant shall reimburse the Borough an amount equal to the increased fee before further review of plan.

** In instances, where determined by the Borough that the project is of a nature that additional monies will be required, the Borough reserves the right to require such additional fees in an amount determined by the Borough following review with the Borough Engineer and/or Solicitor.

MISCELLANEOUS FEES

- Storage Building \$10.00
- Porch for Mobile Home \$10.00
- Patio \$10.00
- Sidewalk/curb \$15.00
- Window Replacement \$10.00
- Door Replacement \$10.00
- Fence Installation \$10.00
- Deck/Porch less 30" high \$15.00
- Porch replacement w/concrete \$10.00
- Roof Repair \$10.00
- Commercial Fenced Storage \$25.00
- Driveway Permit \$15.00
- Returned Check Fee \$50.00

York County Planning Commission Schedule of Fees – 2022 (effective 1/1/2022)

Review Fees for Subdivision Plans

- Subdivision Plans (excluding sketch plans): \$550 base fee *plus* \$50 per lot/dwelling unit (not to exceed \$3,000)
- Final Plans: Where a Preliminary Plan is required, the following reduced fee will be charged for a Final Plan *if a copy of the approved Preliminary Plan (with signatures) accompanies the Final Plan submission*:

\$550 base fee plus \$30 per lot/dwelling unit (not to exceed \$3,000)
- Common Ownership Merger (COM) Plans - Where a subdivision plan proposes to combine two (2) or more adjoining lots/parcels/tracts into one (1) lot/parcel/tract and where all lots/parcels/tracts are owned by the same person(s) and no new improvements are proposed.

\$250
<https://www.ycpc.org/537/Common-Ownership-Merger-COM>
- Corrective Action Plan (CAP) – Where a plan proposes to correct an error made during the final approval and recordation process or a plan proposes to clarify the Uniform Parcel Identification (UPI) number(s) to deeded parcels.

\$250
<https://www.ycpc.org/518/Corrective-Action-Process-CAP>

All CAPs shall undergo an initial YCPC Municipal Planning Division evaluation prior to affirming that a CAP review is appropriate.

Link to request form:

<https://www.ycpc.org/FormCenter/YCPC-Forms-6/Corrective-Action-Request-61>

Review Fees for Land Development Plans

- Residential Land Development Plans: \$550.00 base fee plus \$50.00 per dwelling unit (not to exceed \$3,000)

Where a Preliminary Plan has been reviewed, the following fee will be charged for a Final Plan *if a copy of the Approved Preliminary Plan (with signatures) accompanies the Final Plan submission* –

\$550 base fee plus \$30.00 per dwelling unit (not to exceed \$3,000)

- **All Other Land Development Plans (excluding certain accessory buildings), based on building footprint:**

- \$ 550.00 for buildings and additions up to 2,000 square feet
- \$1,050.00 for buildings and additions from 2,001 - 5,000 square feet
- \$1,550.00 for buildings and additions from 5,001 - 10,000 square feet
- \$1,800.00 for buildings and additions from 10,001 - 50,000 square feet
- \$2,050.00 for buildings and additions from 50,001 - 100,000 square feet
- \$2,300.00 for buildings and additions from 100,001 - 200,000 square feet
- \$2,550.00 for buildings and additions from 200,001 - 500,000 square feet
- \$2,800.00 for buildings and additions from 500,001 square feet and over

Where a Preliminary Land Development Plan has been reviewed, a Final Land Development Plan review fee of \$550 will be charged *if a copy of the **approved Preliminary Plan (with signatures) accompanies the Final Plan submission.***

- **Fees for Reviews of Combined Land Development and Subdivision Plans**

If a plan that proposes both subdivision and land development is submitted for review, the review fee will be determined as if two separate plans were submitted – one for the subdivision, and one for the land development.

- **For a Change of Use Review to Existing Commercial/Industrial Buildings:**

\$500

- **Plans Proposing an Accessory Building on a Lot with an Existing Principal Building which does not Involve a New Access onto a Street:**

\$500

- **Fees for Participation in the Traffic Impact Study (TIS) Scoping Process**

Review required when:

- a) The TIS is required by PennDOT for access to state-maintained roads; and/or
- b) YCPC review of the TIS is requested by the municipality.

\$725

- **York County Subdivision and Land Development Ordinance**

A pre-application meeting with YCPC staff is required for plans which are subject to the requirements of the County Ordinance. Please contact the YCPC office at (717) 771-9870 for more information.

- **Review Fee of Sewage Facilities Planning Modules (Component 4B)**

\$200