

GREENWICH TOWNSHIP FEE SCHEDULE

RESOLUTION # 2024-02

WHEREAS, the Second-Class Township Code and/or municipal codes passed by the General Assembly of the Commonwealth of Pennsylvania grant to Municipalities power to adopt a fee schedule;

WHEREAS, the Greenwich Township Board of Supervisors desire to adopt a comprehensive fee schedule by Resolution;

NOW THEREFORE, in consideration of the above recitals, which are incorporated herein by reference and made part hereof, the Board of Supervisors of Greenwich Township, Berks County, Pennsylvania, hereby adopts the following comprehensive fee schedule:

A. ZONING PERMIT FEES

1. All accessory structures 200 square feet and less without a utility connection are required to have only a zoning permit. The permit fee shall be \$ 25.00.
2. All accessory structures greater than 200 square feet but less than 1,000 square feet without a utility connection are required to have only a zoning permit. The permit fee shall be \$ 95.00.
3. A zoning permit is required in conjunction with every material change in the use of land. The zoning permit fee is \$ 95.00.
4. A zoning permit is required for all farm and agricultural buildings. The fee shall be \$ 0.10 per square foot with a maximum of \$ 500.00.
5. Residential Home Occupation - \$ 95.00.
6. For zoning review and written determination or certificate for change of use of a property, confirmation of non-conformity, etc., the fee is \$ 250.00, which is non-refundable.

B. BUILDING PERMIT FEES for RESIDENTIAL CONSTRUCTION COVERED UNDER THE INTERNATIONAL RESIDENTIAL CODE (IRC)

1. Application fee
 - a. For Residential Construction - \$ 150.00 - non-refundable
 - b. For Standalone Plumbing, Electrical or Mechanical - \$ 50.00 - non-refundable
2. Structural Permit fees
 - a. New construction fee will be calculated at \$ 0.42 per square foot of building or structure area. The area includes porches, patios, attics, basements, garages, and living areas. Crawl spaces and dead area spaces (areas with less than minimum height ceilings such as kneewalls) are excluded. There is a minimum building permit fee of \$ 800.00.

Manufactured Home (not including site-built garages or decks). There is a building permit fee of \$600.00.

- b. For residential additions, including attached garages and finished basements, the fee will be calculated at \$ 0.42 per square foot of building or structure area (total area, each level). The minimum building permit fee is \$ 350.00.
- c. For garages 1,000 square feet and over, accessory structures 1,000 square feet and over that require field assembly, and decks 30" or more above grade, the fee will be calculated at \$ 0.42 per square foot of building or structure area (total area, each level). There is a minimum building permit fee of \$ 250.00.
- d. For private swimming pools over 24 inches in depth, \$ 0.42 per square foot of structure area, including surrounding patio/deck, is charged. There is a minimum permit fee of \$ 250.00 plus required electrical inspection fees.

For storable pools over 24 inches in depth and other temporary structures, there is a permit fee of \$ 100.00.

Above Ground Pools (includes building and electric) is \$250.00.

- e. Renovations, Alterations, Modifications and where none of the above categories apply, \$0.42 per square foot of building or structure area (areas with at least minimum height ceilings) is charged. There is a minimum building permit fee of \$ 200.00.
- f. The building permit renewal fee is \$50.00.
- g. Fuel storage tank fee - \$ 50.00 for installation of each tank
- h. Additional or re-inspections will be billed to the applicant on a per inspection basis. The fee for each inspection will be \$ 85.00.

3. Plumbing Permit Fees.

- a. Manufactured dwelling with crawl space (includes mobile home on foundation) \$100.00
- b. Single family dwelling (not over 3 full or partial baths) \$150.00
Each additional full or partial bath \$ 75.00
- c. Two family dwelling (not over 2 full or partial baths per unit) \$ 250.00
Each additional full or partial bath per unit \$ 75.00
- d. Additions, Renovations, and Alterations \$150.00
and permits where none of the other categories apply
- e. Additional or re-inspections will be billed to the applicant on a per inspection basis of \$ 85.00 per inspection.

4.	Electrical Permit Fees	
a.	Service inspections (Service Only)	
	Service not over 200 amp	\$100.00
	over 200 but not over 400 amp	\$150.00
	over 400 amp	\$200.00
	Additional meters	\$ 25.00
b.	Electrical Wiring	
	New Single Family Dwelling	
	200 amp or less	
	Rough / Service / Final	\$225.00
	Over 200 amp but not over 600	
	Rough / Service / Final	\$275.00
c.	Dwelling additions, alterations, renovations (Includes rough and final inspection)	\$150.00
d.	Mobile Homes (includes service and final inspection)	\$175.00
e.	Solar Panels / Wind Energy	\$300.00
f.	In-Ground private pools	\$175.00
g.	Generator	\$200.00
h.	Permit for any Electrical Work which requires a Permit (Not listed elsewhere)	\$125.00
i.	Re-Inspection Fee	\$ 85.00
5.	Mechanical Permit Fees	\$150.00
	Re-Inspection Fee	\$ 85.00
6.	Energy Permit Fees	\$125.00
	Re-Inspection Fee	\$ 85.00

C. BUILDING PERMIT FEES for NON-RESIDENTIAL & RESIDENTIAL CONSTRUCTION NOT COVERED UNDER THE IRC

Permits for building, plumbing, electrical, mechanical, fire protection, and accessibility are included.

1. Application Fee. \$500.00 per submittal which will be applied to the cost of the permit.
2. Project Fund. Upon submission of an application for a permit to the Township by an applicant for a non-residential project or a residential project not covered by the IRC, the Building Code Official shall require the applicant to submit construction plans to enable the Building Code

Official to make a good faith estimate of the total cost to review the plans and perform the necessary inspections during the construction. The applicant shall pay the estimated amount into the Project Fund. The applicant shall have a right to request the Board of Supervisors to review any estimate in excess of \$ 2,000.00 and the Board of Supervisors shall have the right to confirm, decrease or increase the Project Fund.

3. Actual Permit Fee. The building permit fee for a non-residential project or a residential project not covered by the IRC shall be equal to 125% of the Building Code Official's monthly billing invoice. The invoice is based on review, administration, and inspection of the various stages of construction for compliance with the requirements of applicable codes in the Township.
4. Additions to or Refunds from Project Fund. The applicant for a building permit shall pay to the Township any amount by which the Actual Permit Fee as calculated above exceeds the Project Fund. The Township shall refund to the applicant any amount by which the Actual Permit Fee as calculated above is less than the Project Fund.

D. MISCELLANEOUS FEES

1. Temporary Certificate of Occupancy with conditions letter - \$ 90.00.
2. Penalties:
 - a. Failure to obtain a permit prior to starting work
 - 1) Zoning - An amount equal to the applicable application / zoning permit fee
 - 2) All other disciplines – An amount equal to the applicable application and permit fees or \$ 250.00, whichever is greater.
 - b. Failure to obtain a required inspection – **double** the 're-inspection' fee, or \$ 250.00, whichever is greater
3. Sign Permit
 - a. 12 square feet or less - \$ 50.00
 - b. Greater than 12 square feet - \$ 95.00
4. Demolition Permit - \$ 95.00
5. Renewal of Building, Zoning, Stormwater or Driveway permit - \$ 75.00
6. Authorized service by Township consultants (Engineer or Solicitor) – actual cost
7. Authorized services by Township consultants – material and reimbursables – actual cost
8. Mileage reimbursement – IRS rate
9. Miscellaneous – postage, out of house copies, delivery, etc. – actual cost

E. MANDATED FEES

Act 13 of 2004 as amended – Municipal Code Official Training Fee assessed for construction or building permit package issued under the PA UCC. Current rate is \$ 4.50 per project as set by Act 36 of 2017.

F. DRIVEWAY PERMIT FEES

1. Re-paving/modification to an existing driveway - \$ 50.00 flat fee
(Includes before and after visit by Township staff)
2. New driveway construction
 - a. \$ 100.00 nonrefundable application fee and \$ 1,500.00 escrow
(assumes site visit, inspections, and stormwater review by Township Engineer)
 - b. \$ 2,000.00 deposit - refundable after driveway construction is fully completed (sight distance provided, paving at entrance installed, drainage installed, etc.)
 - c. *Note: Professional services fee agreement must be executed along with initial submission.*

G. ROAD OCCUPANCY PERMIT FEES

1. Utility pole replacement - \$ 50.00 *(Reviewed by Roadmaster)*
2. Road opening (crossing, bore, longitudinal) up to 50 feet in length - \$ 50.00 non-refundable application fee and \$ 500.00 escrow
3. Road opening (crossing, bore, longitudinal) 50 feet or greater in length - \$ 50.00 non-re fundable application fee and \$ 1,500.00 escrow.
4. *Note: Professional Services fee agreement must be executed along with initial submission for items H-2 and H-3*

H. STORMWATER FEES

1. Nonrefundable application fee - \$ 250.00
2. Small projects (groundwater recharge only) - \$ 1,500.00 escrow
3. Non small project (groundwater recharge and rate control) - \$ 3,500.00 escrow
4. *Note: Professional services fee agreement must be executed along with initial submission.*

I. SUBDIVISION AND LAND DEVELOPMENT

1. Application/Filing fee for Preliminary or Final Plan - \$ 500.00 nonrefundable
2. Escrow fee:
 - a. Initial Submission:

- 1) Subdivision and/or annexation - residential or commercial/industrial - Plan in which all lots have frontage on an existing road - \$ 2,500.00 plus \$500.00 per lot or dwelling unit
- 2) Subdivision with proposed roads - \$ 5,000.00 plus \$ 500.00 per lot or dwelling unit
- 3) Land development
 - a) Less than 20,000 square feet, gross floor area - \$ 15,000.00
 - b) 20,000 square feet or more, gross floor area - \$ 30,000.00 plus \$50.00 per 1,000 square feet
- 4) *Note: Professional services fee agreement must be executed along with initial plan submission.*

b. Revised Plan submission - any type - 50% of the initial submission fee amount

K. HEARING FEES

1. Fee for applications to the Zoning Hearing Board - \$ 1,000.00
2. Fee for conditional use hearings before Board of Supervisors;
 - a. Residential and commercial uses - \$ 2,000.00
 - b. Industrial uses - \$ 4,000.00
3. Curative Amendments - \$ 1,500.00
4. Request for rezoning or ordinance amendments - \$ 2,000.00
5. Postponed hearing (Zoning Hearing or Board of Supervisors) - \$ 250.00
6. Continued hearing (Zoning Hearing or Board of Supervisors) - \$ 250.00

L. FEE IN LIEU OF OPEN SPACE

1. One residential lot or dwelling unit - \$750
2. Two to four residential lots or dwelling units - \$1,000 per lot/dwelling unit
3. Over four new residential lots or dwelling units - \$1,500 per lot/dwelling units
4. New Commercial/Industrial buildings - \$0.25 per square foot with a minimum fee of \$2,500.

M. MISCELLANEOUS FEES

1. Subdivision or Zoning Books - \$15 each
2. Photocopies - .25 per page


It is further resolved that the appointed Secretary Treasurer or Building Code Official is hereby authorized to collect the above- mentioned fees on behalf of the Township.

Adopted and enacted by the Board of Supervisors of Greenwich Township this 1st day of May, 2023.

TOWNSHIP OF GREENWICH
BOARD OF SUPERVISORS

ATTEST:


Secretary Diane Hollenbach


Chairman Dean Spohn


Vice Chairman Victor Berger


Supervisor Steven Diehl

RESOLUTION 2024-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF GREENWICH, BERKS COUNTY, PENNSYLVANIA, APPOINTING THE SEWAGE ENFORCEMENT OFFICERS AND ESTABLISHING THE TOWNSHIP SEWAGE ENFORCEMENT OFFICER FEE SCHEDULE.

WHEREAS, in accordance with the Pennsylvania Sewage Facilities Act as amended, also known as Act 537, it is the power and duty of the Greenwich Township Board of Supervisors to provide for the protection of the public health by preventing the discharge of untreated or inadequately treated sewage; and

WHEREAS, the Township of Greenwich has enacted Ordinance 1-2006, which authorizes the Township of Greenwich to appoint DEP certified Sewage Enforcement Officers to conduct investigations and inspections, review permit applications, issue or deny permits and do all other activities as may be provided for such a person in the Sewage Facilities Act, the rules and regulations promulgated in Ordinance 1-2006 or any other ordinance adopted by Greenwich Township; and

WHEREAS, it is the Board of Supervisors of Greenwich Township desire to appoint Sewage Enforcement Officers to serve at the pleasure of the Board of Supervisors: and

WHEREAS, the Board of Supervisors of Greenwich Township wishes to establish the fee schedule for the Sewage Enforcement Officers services.

NOW, THEREFORE, in consideration of the above recitals, the Board of Supervisors of the Township of Greenwich, Berks County, Pennsylvania, resolves as follows:

Section 1. Appointment of Sewage Enforcement Officers

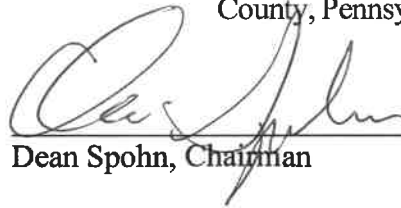
The Board of Supervisors of Greenwich Township hereby appoints Keystone Consulting Engineers to provide sewage enforcement for the Township of Greenwich with the individuals listed on EXHIBIT A appointed to act as Sewage Enforcement Officers for the township. All Sewage Enforcement Officers are authorized to perform sewage planning module soils eligibility testing and sign the false swearing statement.

Section 2. Fee Schedule

The fee schedule for the Greenwich Township Sewage Enforcement Officers shall be as listed on EXHIBIT B. The Sewage Enforcement Officer is authorized to collect fees and will deliver the fees to the Township on a regular basis with their activity report. Additional reimbursement for out-of-pocket expenses and administrative/ unspecified services will be billed at cost. Travel will be billed at the prevailing IRS rate.

RESOLVED and ADOPTED by the Board of Supervisors of the Township of Greenwich in lawful session duly assembled, this 2nd day of January, 2024A.D.

Board of Supervisors
Greenwich Township Berks
County, Pennsylvania



Dean Spohn, Chairman



Victor Berger, Vice Chairman



Steven Diehl, Supervisor

Attest:



Township Administrator

EXHIBIT A

Primary : Christopher Noll

License #01749

Alternate: Ian Stout

License #04104

EXHIBIT B – Fee Schedule

ATTACHMENT 1

SEWAGE ENFORCEMENT SERVICES

2024 FEE SCHEDULE

1. TEST PIT PROFILE ANALYSIS (PROCEDURE FOR PROBE)

- a. Permit Application (Single Lot) - The property owner or his representative will be required to set up an appointment with the Sewage Enforcement Officer (SEO) to arrange for evaluation of the pit, collection of necessary site data, taking of necessary slope readings and notation of all soil mapping information. The owner is required to supply the necessary excavation and any information pertinent to the application. At this time, the SEO will try to answer any questions, which the owner may have in reference to his system planning or permit procedure.

Keystone Consulting Engineers, Inc.'s 2024 fee for this service is \$140.00 per EDU; quantity evaluation \$140.00 per perc test site, i.e. one for the primary site, and one for the secondary, if applicable.

- b. Subdivision Planning - The developer is required to supply a drawing of the proposed subdivision delineating proposed subsurface disposal areas (drawn to scale) for each lot and provide sufficient physical markers to locate these areas in the field according to their individual location on the subdivision plan. At this point, the developer will contact the Township SEO to set up an appointment to arrange for the SEO's evaluation or observation of the pit evaluation. The developer may retain a soil scientist or other qualified individual to evaluate individual probes. This is typically performed for site suitability and planning module preparation. The developer must provide appropriate oversight and all necessary equipment and labor.

Keystone Consulting Engineers, Inc.'s 2024 fee for this service is \$140.00 per pit observation; quantity observation is \$140.00 perc test site, i.e., one for the primary and one for the secondary site.

2. PERCOLATION TEST (LIMITED TO SIX HOLES)

- a. Percolation Test (Complete) - If the site is found suitable under Step 1, arrangements may be made for the performance of percolation tests. In the complete test, the SEO will provide the necessary labor, equipment, and materials to properly conduct the test. If test results are unsuitable, the permit applicant or developer would be notified and further testing or incorporation of the proposed lot into surrounding suitable proposed lots would be required.

Keystone Consulting Engineers, Inc.'s 2024 fee for this service is \$655.00.

- b. Percolation Test (Partial) - Same as Item 2.a, except that permit applicant or developer would be required to dig the six holes and prepare them properly. The SEO

would inspect the presoak and conduct the actual tests with the developer providing the necessary labor, equipment, and materials.

Keystone Consulting Engineers, Inc.'s 2024 fee for this service is \$460.00 per test.

- c. Observation of Percolation Test - If the applicant or developer should desire to retain another qualified individual to perform the percolation test and presoak, this option would apply. Prior to the performance of testing, the SEO shall be notified of who will perform the test. If this person is qualified to perform percolation tests, scheduling may proceed. The SEO would then observe and inspect the pre-soak, hole depth and test preparation plus witness and verify test readings.

Keystone Consulting Engineers, Inc.'s 2024 fee for this service is \$410.00 per test; quantity observation \$410.00 per lot, i.e., two perc sites, includes both the primary and the secondary sites.

3. PERMIT APPLICATION REVIEW, PERMIT ISSUANCE/DENIAL - After the required testing has been analyzed and an application has been submitted, the SEO will process and notify the applicant of permit approval or denial. Please note that the system design is the responsibility of the applicant and that an incomplete submission will result in appropriate action.

Should the permit be denied per the Department of Environmental Protection's Rules and Regulations, the reasons for denial will be noted and the applicant's right to appeal will be brought to his attention. Copies of all permit correspondence and data will be provided to the applicant and to the Township for their use.

Keystone Consulting Engineers, Inc.'s 2024 fee for this service is \$220.00; additional review time at \$117.50 per hour.

4. SYSTEM REPAIRS

- a. Minor Repair - Repairs that do not include replacement of the treatment tank or absorption area, do require a permit under the Sewage Facilities Act. Installation or repair of building sewers, transmission lines, and other sewerage need to be monitored to assure compliance with slope requirements, as well as no adverse impact on the environment. In these circumstances a report will be generated supplying the appropriate information, i.e. Owner, Contractor, type of repair, etc. This information shall be provided for Township Records.

Keystone Consulting Engineers, Inc.'s 2024 fee for this service is \$300.00.

- b. Repairs - Repairs that entail repair replacement, enlargement of a treatment or retention tank, or the repair, replacement, disturbance, modification or enlargement of a soil absorption area or spray field, or the soil within or under the absorption area or spray field require a permit as described in No. 3 above.

Keystone Consulting Engineers, Inc.'s 2024 fee for this service is \$355.00; additional review time at \$117.50 per hour.

5. PRE-CONSTRUCTION INSPECTION/MEETING - After receipt of a sewage permit, and prior to any lot earth disturbance, the SEO will inspect the site to reaffirm that the designated area for the on-lot system has not been disturbed since earlier testing. During this inspection, the system installer and applicant will be required to meet with the SEO at the site to review Township guidelines and construction procedures.

Keystone Consulting Engineers, Inc.'s 2024 fee for this service is \$230.00.

6. FINAL INSPECTIONS - At the time of system installation and prior to approval to cover, necessary field inspections shall be performed. System installation, grades and distances shall be checked to the standards set forth by DEP and the results of that inspection retained on file.

These include, but are not limited, to:

- a) Surface Preparation/Excavation
- b) Sand and/or Stone/Placement
- c) Final Inspection

Keystone Consulting Engineers, Inc.'s 2024 fee for this service is \$460.00.

7. VALIDITY OF PERMIT (RENEWAL) - If the system is not built within three (3) years from the date of permit issuance, or if the property is transferred within such time, renewal is applicable. The renewal is subject to:

- a) Review of available test data and previous permit.
- b) Verify prior testing as outlined in Item 11 below.

Keystone Consulting Engineers, Inc.'s 2024 fee for this service is \$315.00 per permit renewal.

8. SYSTEM MALFUNCTION - The SEO will investigate the malfunction, establish available data, and coordinate required testing procedures. Any related activities including, but not limited to, dye testing, water sampling and lab test fees, are also included.

Due to variability of malfunctions, the fee will be accrued hourly.

Keystone Consulting Engineers, Inc.'s 2024 fee is \$117.50 per hour.

9. ALTERNATE OR EXPERIMENTAL SYSTEM REVIEW - The SEO shall review and prepare a "Report of Findings" commenting on the applicant's submission.

Keystone Consulting Engineers, Inc.'s 2024 fee for this service is \$117.50 per hour.

10. ADDITIONAL SERVICES - PLANNING, WATER QUALITY, ENVIRONMENTAL - Included is long-range planning, water quality investigation and environmental consulting on basically any specialty assignment the Township would require which is not included in Items 1 through 9. This may include additional malfunction investigation & related activities, dye testing, water samples, etc.

Services will be billed at the rates given in the attached Professional Fee Schedule.

11. VERIFY PRIOR TESTING - This pertains to an applicant whose lot was tested and found acceptable for on-lot sewage disposal, more than three (3) years ago. The SEO will inspect the site to reaffirm that the designated area for the on-lot system has not been disturbed since earlier testing.

This verification is also required under PA Code Title 25 § 72.26(b), when testing was performed or observed by a previous Sewage Enforcement Officer.

If the area shows signs of having been disturbed, the applicant will be required to follow the procedure outlined in Items 1 and 2; if not disturbed, the applicant would advance to Item 3.

Keystone Consulting Engineers, Inc.'s 2024 fee for this service is \$240.00 per inspection.