

ERECTED INTO A TOWNSHIP IN 1733
TOWNSHIP OF WORCESTER
AT THE CENTER POINT OF MONTGOMERY COUNTY
PENNSYLVANIA

Board of Supervisors
RICK DELELLO, CHAIR
LOU BETZ, VICE CHAIR
STEPHEN QUIGLEY

1721 Valley Forge Road
Post Office Box 767
Worcester, PA 19490

To: Board of Supervisors

From: Christian R. Jones, Assistant Township Manager/Deputy Zoning Officer

Date: July 12, 2024

RE: Fee Schedule Amendment Resolution

Background

A Fee Schedule Amendment Resolution has been prepared for your consideration. This proposed amendment was prepared following an analysis of estimated average time spent by staff on Zoning permit application processing.

There is one version of the Resolution that identifies the modified/added fees in **RED** and another CLEAN version that will be signed and uploaded to the Township website should the BOS approve the Resolution as proposed.

For your reference, I have prepared a simplified table of the changes on a separate page (page 2 of this memo).

The purpose of this amendment is to ensure that staff time for the various items covered above are accounted for within the fees required by the Township.

A non-refundable permit application fee (which will apply to **all** permit applications) is being recommended. This application fee equates to 25% of the average cost of all zoning permits. This \$50 application fee was subtracted from the original total cost of each Zoning permit. Therefore, while a fence permit fee is proposed to be \$75, the actual permit cost is \$125. However, the Township would be requiring the first \$50 of that cost to be deposited as a separate check up-front. This will recover a portion of the cost laid out for instances where a permit application is submitted, reviewed, and either denied or withdrawn. Currently, the Township expends those resources without any compensation (including grading permit reviews which the Township Engineer charges the Township hourly rates for).

Recommendation

Staff recommends the BOS approve the Fee Schedule Amendment Resolution as presented.

Fee Schedule Changes Table

Description	Current	Proposed
Fences & Retaining Walls	\$28	\$75
Sidewalks, Walkways/Pavers, and Driveways	\$28	\$75
Decks, Patios, Gazebos, Pergolas, etc.	\$28	\$125
Relocation of existing accessory structures	\$28	\$125
Residential New Construction	\$28	\$125
Residential Additions	\$28	\$125
Non-Residential New Construction	\$28	\$125
Non-Residential Addition	\$28	\$125
Use Permit	\$0	\$125
Accessory Structures/Pole Barns/Detached Garages	\$28	\$125
Alternative Energy Equipment	\$28	\$125
Telecommunications Facilities	\$0	\$225
Signs (Permanent and Temporary)	\$28	\$125
Pools (Above and In Ground)	\$28	\$125
Application Fee (Non-Refundable)	\$0	\$50

2024 FEE SCHEDULE

Section I - RESIDENTIAL BUILDING PERMITS

permit application fee (non-refundable)	\$ 50.00
new dwellings, <i>per sf</i>	\$ 0.37
building additions & renovations, <i>minimum \$50; per sf</i>	\$ 0.37
decks 30" or more above grade	\$ 105.00
fire suppression or detection systems, standpipes & hose cabinets	\$ 120.00
accessory structures 500 sf and greater	\$ 75.00
generators, <i>plus electrical permit fee</i>	\$ 70.00
windows & doors requiring structural change	\$ 75.00
driveway gates, <i>plus electrical permit fee, if applicable</i>	\$ 75.00
Use & Occupancy permit, <i>temporary of permanent, new homes only</i>	\$ 100.00
miscellaneous construction	by escrow

Section II - NON-RESIDENTIAL BUILDING PERMITS

permit application fee (non-refundable)	\$ 50.00
new buildings, <i>per sf</i>	\$ 0.43
building additions & renovations	
for the first 500 sf of floor area	\$ 295.00
for each additional 500 sf of floor area or fraction thereof	\$ 200.00
windows & doors requiring structural change; driveway gates	\$ 70.00
driveway gates, <i>plus electrical permit fee, if applicable</i>	\$ 75.00
fire suppression or detection systems, standpipes & hose cabinets	\$ 220.00
generators, <i>plus electrical permit fee</i>	\$ 120.00
construction trailers, <i>plus electrical and mechanical permit fee, if applicable</i>	\$ 90.00
Use & Occupancy permit, <i>temporary or permanent, new construction only</i>	\$ 100.00
Use & Occupancy inspection, <i>tenant change, resale, use change</i>	\$ 100.00
miscellaneous construction	by escrow

Section III - MECHANICAL, ELECTRICAL & PLUMBING PERMITS

permit application fee (non-refundable)	\$ 50.00
mechanical	\$ 85.00
gas piping installtion	\$ 70.00
electrical	\$ 28.00
plumbing	
up to three fixtures	\$ 70.00
each additional fixture	\$ 23.00
water service	\$ 70.00
sewer lateral	\$ 90.00
grinder pump	\$ 63.00
sewer tapping fee, per EDU	\$ 3,200.00

Section IV - OTHER BUILDING PERMIT & REVIEW FEES

permit application fee (non-refundable)	\$ 50.00
retaining walls 4' or greater in height	\$ 90.00
fences 6' or greater in height	\$ 28.00
pools, spas & hot tubs	
above-ground	\$ 60.00
in-ground	\$ 125.00
solar panels	\$ 120.00
signs	
requires building inspector and zoning officer reviews	\$ 60.00
requires zoning officer review only	\$ 28.00
flag poles	\$ 23.00
antennas & rays	
cell & radio antennas, 50 ft and greater in height	\$ 480.00
small wireless facility antenna/array, up to 4 antenna/arrays	\$ 500.00
small wireless facility antenna/array, each additional array	\$ 100.00
small wireless facility pole	\$ 1,000.00
small wireless facility right-of-way use fee, per facility, per year	\$ 270.00
wireless/cell tower	\$ 1,350.00
wireless/cell tower antenna/array, up to 5 antennae/arrays	\$ 365.00
wireless/cell tower, each additional antenna/array	\$ 115.00

Section IV - OTHER BUILDING PERMIT & REVIEW FEES (continued)

permit application fee (non-refundable)	\$ 50.00
demolition permit	
per building demolished or load bearing walls	\$ 150.00
interior alteration that does not include load-bearing walls	\$ 85.00
accessory structure 1,001 sf or greater	\$ 90.00
accessory structure up to 1,000 sf	no fee
below-ground tank, installation or removal, non-propane	\$ 58.00
plan review fees	
building plan	\$ 140.00
accessibility plans	\$ 73.00
mechanical plans	\$ 73.00
fire plans	\$ 55.00
plumbing plans	\$ 73.00
stucco repair	\$ 55.00

Section V - ZONING PERMITS

permit application fee (non-refundable)	\$ 50.00
fences and retaining walls	\$ 75.00
sidewalks, walkways/pavers, and driveways	\$ 75.00
decks, patios, gazebos, and pergolas	\$ 125.00
moving or relocating existing accessory structures	\$ 125.00
accessory structures/pole barns, and detached garages	\$ 125.00
pools	\$ 125.00
alternative energy equipment	\$ 125.00
residential new construction	\$ 125.00
residential additions	\$ 125.00
non-residential new construction	\$ 125.00
non-residential additions	\$ 125.00
signs (permanent and temporary)	\$ 125.00
telecommunications facilities	\$ 225.00
use permit	\$ 125.00

Section V - ZONING PERMITS (continued)

solicitation permit, per individual soliciting	\$	28.00
grading & excavation permit		
up to three inspections	\$	365.00
each additional inspection	\$	145.00
stormwater management escrow, 7500 sf and greater	\$	1,000.00

Section VI - PERMIT & INSPECTION PENALTIES

failure to provide 24 hours notice to cancel inspection cancellation	\$	50.00
not ready for inspection, per occurrence	\$	80.00
failure to correct deficiencies found after two inspections, per occurrence	\$	80.00
penalty fee for failure to obtain a permit, in addition to permit fee		2x permit fee

Section VII - ZONING HEARING BOARD & UCC APPEAL BOARD FEES

application fee, includes appeals of Zoning Officer determination		
existing residential	\$	875.00
escrow	\$	500.00
all others	\$	1,500.00
escrow	\$	1,000.00
fee to continue Zoning Hearing Board or UCC Board of Appeals hearing	\$	325.00
fee to postpone Zoning Hearing Board or UCC Board of Appeals hearing	\$	350.00
transcript copy		actual
Zoning Officer determination letter	\$	200.00

Section VIII - BOARD OF SUPERVISOR FEES

application for Conditional Use hearing		
applicaton fee	\$	1,500.00
escrow	\$	1,000.00
fee to continue Conditional Use hearing	\$	200.00
fee to postpone Conditional Use hearing	\$	250.00
application to amend the Zoning Map		
applicaton fee	\$	1,500.00
fee to continue Zoning Map amendment hearing	\$	400.00
fee to postpone Zoning Map amendment hearing	\$	450.00
Zoning Map amendment escrow	\$	2,000.00

Section VIII - BOARD OF SUPERVISOR FEES (continued)

application to amend the Zoning Ordinance	
applicaton fee	\$ 1,500.00
fee to continue Zoning Ordinance amendment hearing	\$ 200.00
fee to postpone Zoning Ordinance amendment hearing	\$ 250.00
Zoning Ordinance amendment escrow	\$ 2,000.00

validity challenge to the Zoning Ordinance or Zoning Map	
applicaton fee	\$ 2,000.00
fee to continue challenge hearing	\$ 200.00
fee to postpone challenge hearing	\$ 250.00

Section IX - SUBDIVISION & LAND DEVELOPMENT FEES

Concept Meeting	
application fee	\$ 500.00
escrow	\$ 1,000.00

Subdivision & Land Development, Sketch Plan	
application fee	\$ 1,000.00
escrow	\$ 1,500.00

Subdivision, Residential, 1 to 3 lots	
application fee	\$ 2,000.00
escrow	\$ 6,000.00

Subdivision, Residential, 4 or more lots	
base application fee	\$ 4,500.00
additional dwelling unit fee, <i>per unit, beginning with the 4th lot or unit</i>	\$ 150.00
escrow for plans with 4 to 20 lots/units	\$ 20,500.00
escrow for plans with 21 to 50 lots/units	\$ 24,500.00
escrow for plans with 51 or more lots/units	\$ 34,500.00

Land Development, Non-residential	
base application fee	\$ 5,500.00
additional fee per 1,000 sq. ft. of gross floor area	\$ 50.00
escrow	\$ 16,500.00

Transferable Development Rights	
application fee	\$ 475.00
escrow	\$ 2,500.00

Escrow Releases	
	\$ 110.00

Act 209 Traffic Impact Fee	
North Transportation Service Area, per peak PM trip	\$ 3,977.00
South Transportation Service Area, per peak PM trip	\$ 3,125.00

Section X - HIGHWAY & ROAD FEES

highway/road occupancy permit	\$	53.00
highway/road inspection fees		by escrow

Section XI - SEWER RENTAL FEES & CERTIFICATIONS

sewer rental fee		
quarterly fee, residential	\$	134.04
quarterly fee, commercial, per 1,000 gallons	\$	8.74
sewer certification		
certified letter fee	\$	30.00
property posting	\$	25.00
property posting	\$	50.00
water shut off & turn on		
water shut off & turn on	\$	30.00
return check fee		actual

Section XII - FIRE ALARM FEES

fire alarm system registration fee		no fee
false alarm penalty		
failure to register	\$	50.00
first and second offenses per year		no fine
third offense per year	\$	100.00
fourth offense per year	\$	200.00
fifth and subsequent offenses per year	\$	300.00

Section XIII - PARK RENTAL FEES

Community Hall rental fee		
per event, <i>Township resident, Township business/organization use only</i>	\$	50.00
per event, <i>non-Township resident, non-Township business/organization use only</i>	\$	100.00
security deposits, <i>by separate check, must be submitted with application</i>	\$	100.00
pavilion rental fee, <i>Township resident, Township business/organization</i>		
up to 25 individuals	\$	25.00
26-50 individuals	\$	50.00
51-75 individuals	\$	75.00
76-100 individuals, <i>maximum 100 persons per event</i>	\$	100.00
security deposits, <i>by separate check, must be submitted with application</i>		2X rental fee
pavilion rental fee, <i>non-Township resident, Non-Township business/organization</i>		
up to 25 individuals	\$	50.00
26-50 individuals	\$	100.00
51-75 individuals	\$	150.00
76-100 individuals, <i>maximum 100 persons per event</i>	\$	200.00

Section XIII - PARK RENTAL FEES (continued)

security deposits, <i>by separate check, must be submitted with application</i>		2X rental fee
field rental fee, single use, Township resident, Township business/organization		
up to four hours	\$	25.00
each additional hour	\$	5.00
field rental fee, single use, non-Township resident, Non-Township business/organization		
up to four hours	\$	50.00
each additional hour	\$	5.00
field rental fee, Spring season use (March 1 to July 31)		
one to two days per week, per field	\$	275.00
three to four days per week, per field	\$	385.00
five to seven days per week, per field	\$	550.00
discount for minimum 65% Worcester resident participants		50%
discount for minimum 90% youth participants		25%
<i>discounts may be combined</i>		
field rental fee, Fall season use (August 1 to November 30)		
one to two days per week, per field	\$	225.00
three to four days per week, per field	\$	315.00
five to seven days per week, per field	\$	450.00
discount for minimum 65% Worcester resident participants		50%
discount for minimum 90% youth participants		25%
<i>discounts may be combined</i>		

Section XIV - TAX COLLECTOR FEES

tax certification	\$	30.00
duplication of tax bill	\$	5.00
insufficient funds <i>(does not include bank fees)</i>	\$	5.00

Section XIV - OTHER FEES AND CHARGES

credit card convenience charge, varies by credit card company		actual
Township-authorized services by Township consultants, hourly fee		actual
Township-authorized services by Township consultants, reimbursables		actual
UCC building permit fee, per building permit	\$	4.50
copies for Right-to-Know requests, in-house copies, per 8.5"x11" single-sided page	\$	0.25
copies for Right-to-Know requests, in-house copies, per 8.5"x11" double-sided page	\$	0.50
copies for Right-to-Know requests, in-house copies, per 11"x17" single-sided page	\$	0.50
copies for Right-to-Know requests, in-house copies, per 11"x17" double-sided page	\$	1.00
copies for Right-to-Know requests, out-of-house copies		actual
media for Right-to-Know requests, thumb drives, DCs, tapes and other storage		actual

Section XIV - OTHER FEES AND CHARGES (continued)

mileage reimbursement	IRS rate
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miscellaneous charges, postage, toll calls, delivery fees, out-of-office copy fees, etc.	actual
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NOTES:

1 - Floor area. Floor Area is measured from outside wall to outside wall.

2 - New Residential SF Calculation. For new residential construction and additions to existing residential units, square footage shall include living spaces on all floors, basements, attached garages & attics over six feet in

3 - Total Cost Calculation. The total cost of all the construction portions of a project is generally based upon the sum of the construction contract(s) and other direct construction costs; this does not include the compensation paid to the engineer, architect and consultants or the cost of the land. The Township has the final

determination in accepting the submitted cost of construction as provided on the permit application and may

4 - Township Organization Status. For an organization to qualify as a Township-based organization, at least 65% of participants must reside in Worcester Township. Documentation that verifies participant residency

must be furnished to the Township, and the Township has sole discretion in determining if the residency has

5 - Past Due Invoices. Invoices that are past due by more than thirty (30) days are subject to interest rate charges as provided by law. Charges for services that involve a late fee as stated in this resolution are not

6 - Omissions and Errors. The failure to list, in this Resolution, a fee that is properly listed elsewhere shall not obviate the responsibility to pay that fee.

7 - "by escrow agreement". Permits for miscellaneous construction and highway/road inspections will be paid with funds posted in escrow. From this escrow the Township will deduct actual costs incurred.

8 - False fire alarm fines may be reduced or waived by the Fire Marshal if the Fire Marshal determines, in his or her sole discretion, the tenant or property owner is making a good faith effort to address and correct the

Worcester Township 2024 Zoning Permit Fee Comparison (Proposed)

Note: All figures include permit application fee and permit fee.

A Fences & Retaining Walls			
	Township	Current Fee	Proposed Fee
1	Lower Merion	\$ 295	\$ 295
2	Lower Gwynedd	\$ 150	\$ 150
3	New Hanover	\$ 150	\$ 150
4	Worcester	\$ 28	\$ 125

F Non-Residential New Construction			
	Township	Current Fee	Proposed Fee
1	Lower Merion	\$ 295	\$ 295
2	Lower Gwynedd	\$ 250	\$ 250
3	New Hanover	\$ 250	\$ 250
4	Worcester	\$ 28	\$ 175

B Sidewalks, Walkways/Pavers, & Driveways			
	Township	Current Fee	Proposed Fee
1	Lower Merion	\$ 295	\$ 295
2	Lower Gwynedd	\$ 150	\$ 150
3	New Hanover	\$ 150	\$ 150
4	Worcester	\$ 28	\$ 125

G Accessory Structures/Pole Barns/Detached Garages			
	Township	Current Fee	Proposed Fee
1	Lower Merion	\$ 295	\$ 295
2	Lower Gwynedd	\$ 150	\$ 175
3	New Hanover	\$ 150	\$ 150
4	Worcester	\$ 28	\$ 150

C Decks, Patios, Gazebos, Pergolas, etc.			
	Township	Current Fee	Proposed Fee
1	Lower Merion	\$ 295	\$ 295
2	Lower Gwynedd	\$ 150	\$ 175
3	New Hanover	\$ 150	\$ 150
4	Worcester	\$ 28	\$ 150

H Pool (Above and In Ground)			
	Township	Current Fee	Current Escrow
1	Lower Merion	\$ 295	\$ 295
2	Lower Gwynedd	\$ 150	\$ 175
3	New Hanover	\$ 150	\$ 150
4	Worcester	\$ 28	\$ 150

D Residential New Construction			
	Township	Current Fee	Proposed Fee
1	Lower Merion	\$ 295	\$ 295
2	Lower Gwynedd	\$ 150	\$ 175
3	New Hanover	\$ 150	\$ 150
4	Worcester	\$ 28	\$ 150

I Signs (Permanent and Temporary)			
	Township	Current Fee	Proposed Fee
1	Lower Merion	\$ 295	\$ 295
2	Lower Gwynedd	\$ 275	\$ 275
3	New Hanover	\$ 250	\$ 250
4	Worcester	\$ 28	\$ 175

E Residential Additions			
	Township	Current Fee	Proposed Fee
1	Lower Merion	\$ 295	\$ 295
2	Lower Gwynedd	\$ 150	\$ 175
3	New Hanover	\$ 150	\$ 150
4	Worcester	\$ 28	\$ 150

J Use Permit			
	Township	Current Fee	Proposed Fee
1	Lower Merion	\$ 295	\$ 295
2	Lower Gwynedd	\$ 250	\$ 250
3	New Hanover	\$ 235	\$ 235
4	Worcester	\$ 100	\$ 175

Worcester Township Current Fees vs. Proposed Fees

Description	Old Fee	New Fee	\$^	%^
Fences & Retaining Walls	\$ 28.00	\$ 75.00	\$ 47.00	168%
Sidewalks, Walkways/Pavers, and Driveways	\$ 28.00	\$ 75.00	\$ 47.00	168%
Decks, Patios, Gazebos, Pergolas, etc.	\$ 28.00	\$ 125.00	\$ 97.00	346%
Relocation of existing accessory structures	\$ 28.00	\$ 125.00	\$ 97.00	346%
General Zoning Permit	\$ 28.00	N/A	N/A	N/A
Residential New Construction	\$ 28.00	\$ 125.00	\$ 97.00	346%
Residential Additions	\$ 28.00	\$ 125.00	\$ 97.00	346%
Non-Residential New Construction	\$ 28.00	\$ 125.00	\$ 97.00	346%
Non-Residential Addition	\$ 28.00	\$ 125.00	\$ 97.00	346%
Use Permit	\$ -	\$ 125.00	\$ 125.00	100%
Accessory Structures/Pole Barns/Detached Garages	\$ 28.00	\$ 125.00	\$ 97.00	346%
Alternative Energy Equipment	\$ 28.00	\$ 125.00	\$ 97.00	346%
Telecommunications Facilities	N/A	\$ 225.00	\$ 225.00	100%
Signs (Permanent and Temporary)	\$ 28.00	\$ 125.00	\$ 97.00	346%
Pool (Above and In Ground)	\$ 28.00	\$ 125.00	\$ 97.00	346%
Application Fee (Non-Refundable)	N/A	\$ 50.00	\$ 50.00	100%

Residential Additions

Intake, Logging, and Distribution	0.25	Receptionist	\$ 9
Receipt, Review, and Return	1.00	Assistant Township Manager	\$ 68
Contact, Release, and Filing	0.50	Receptionist	\$ 19
Payment Processing	0.25	Finance Director	\$ 16
Permit Closeout	0.50	Assistant Township Manager	\$ 34
Overhead	0.10		\$ 15
			\$ 160
Proposed Fee			\$ 125

Non-Residential New Construction

Intake, Logging, and Distribution	0.25	Receptionist	\$ 9
Receipt, Review, and Return	1.00	Assistant Township Manager	\$ 68
Contact, Release, and Filing	0.50	Receptionist	\$ 19
Payment Processing	0.25	Finance Director	\$ 16
Permit Closeout	0.50	Assistant Township Manager	\$ 34
Overhead	0.10		\$ 15
			\$ 160
Proposed Fee			\$ 125

Non-Residential Addition

Intake, Logging, and Distribution	0.25	Receptionist	\$ 9
Receipt, Review, and Return	1.00	Assistant Township Manager	\$ 68
Contact, Release, and Filing	0.50	Receptionist	\$ 19
Payment Processing	0.25	Finance Director	\$ 16
Permit Closeout	0.50	Assistant Township Manager	\$ 34
Overhead	0.10		\$ 15
			\$ 160
Proposed Fee			\$ 125

Use Permit

Intake, Logging, and Distribution	0.25	Receptionist	\$ 9
Receipt, Review, and Return	1.00	Assistant Township Manager	\$ 68
Contact, Release, and Filing	0.50	Receptionist	\$ 19
Payment Processing	0.25	Finance Director	\$ 16
Permit Closeout	0.50	Assistant Township Manager	\$ 34
Overhead	0.10		\$ 15
			\$ 160
Proposed Fee			\$ 125

Sidewalks, Walkways/Pavers, and Driveways

Intake, Logging, and Distribution	0.25	Receptionist	\$ 9
Receipt, Review, and Return	0.50	Assistant Township Manager	\$ 34
Contact, Release, and Filing	0.50	Receptionist	\$ 19
Payment Processing	0.25	Finance Director	\$ 16
Permit Closeout	0.50	Assistant Township Manager	\$ 34
Overhead	0.10		\$ 11
			\$ 123
Proposed Fee			\$ 75

Fences

Intake, Logging, and Distribution	0.25	Receptionist	\$ 9
Receipt, Review, and Return	0.50	Assistant Township Manager	\$ 19
Contact, Release, and Filing	0.50	Receptionist	\$ 34
Payment Processing	0.25	Finance Director	\$ 16
Permit Closeout	0.50	Assistant Township Manager	\$ 34
Overhead	0.10		\$ 11
			\$ 123
Proposed Fee			\$ 75

Accessory Structures/Pole Barns/Detached Garages

Intake, Logging, and Distribution	0.25	Receptionist	\$ 9
Receipt, Review, and Return	1.00	Assistant Township Manager	\$ 68
Contact, Release, and Filing	0.50	Receptionist	\$ 19
Payment Processing	0.25	Finance Director	\$ 16
Permit Closeout	0.50	Assistant Township Manager	\$ 34
Overhead	0.10		\$ 15
			\$ 160
Proposed Fee			\$ 125

Decks, Patios, Gazebos, Pergolas, etc.

Intake, Logging, and Distribution	0.25	Receptionist	\$ 9
Receipt, Review, and Return	1.00	Assistant Township Manager	\$ 68
Contact, Release, and Filing	0.50	Receptionist	\$ 19
Payment Processing	0.25	Finance Director	\$ 16
Permit Closeout	0.50	Assistant Township Manager	\$ 34
Overhead	0.10		\$ 15
			\$ 160
Proposed Fee			\$ 125

Alternative Energy Equipment

Intake, Logging, and Distribution	0.25	Receptionist	\$ 9
Receipt, Review, and Return	1.00	Assistant Township Manager	\$ 68
Contact, Release, and Filing	0.50	Receptionist	\$ 19
Payment Processing	0.25	Finance Director	\$ 16
Permit Closeout	0.50	Assistant Township Manager	\$ 34
Overhead	0.10		\$ 15
			\$ 160
Proposed Fee			\$ 125

Telecommunications Facilities

Intake, Logging, and Distribution	0.50	Receptionist	\$ 19
Receipt, Review, and Return	2.00	Assistant Township Manager	\$ 135
Contact, Release, and Filing	1.00	Receptionist	\$ 37
Payment Processing	0.25	Finance Director	\$ 16
Permit Closeout	0.50	Assistant Township Manager	\$ 34
Overhead	0.10		\$ 24
			\$ 266
Proposed Fee			\$ 225

Signs (Permanent and Temporary)

Intake, Logging, and Distribution	0.25	Receptionist	\$ 9
Receipt, Review, and Return	1.00	Assistant Township Manager	\$ 68
Contact, Release, and Filing	0.50	Receptionist	\$ 19
Payment Processing	0.25	Finance Director	\$ 16
Permit Closeout	0.50	Assistant Township Manager	\$ 34
Overhead	0.10		\$ 15
			\$ 160
Proposed Fee			\$ 125

Pool (Above and In Ground)

Intake, Logging, and Distribution	0.25	Receptionist	\$ 9
Receipt, Review, and Return	1.00	Assistant Township Manager	\$ 68
Contact, Release, and Filing	0.50	Receptionist	\$ 19
Payment Processing	0.25	Finance Director	\$ 16
Permit Closeout	0.50	Assistant Township Manager	\$ 34
Overhead	0.10		\$ 15
			\$ 160
Proposed Fee			\$ 125

Application Fee (Non-Refundable)

Average Permit Fee	\$ 163
25% of Average Fee	\$ 41
Proposed Fee	\$ 50

