

**RESOLUTION NO. 2021-01**  
**A RESOLUTION OF THE BOARD OF SUPERVISORS**  
**OF THE TOWNSHIP OF SILVER SPRING, CUMBERLAND COUNTY, PA,**  
**THE SCHEDULE OF FEES PER TOWNSHIP ORDINANCES AND ESTABLISHING**  
**THE 2021 FEE SCHEDULE**

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**GENERAL**

The following fees and escrows are to be paid in advance by applicants via two (2) separate checks; one for the fee made payable to “Silver Spring Township” and one for the escrow made payable to “Silver Spring Township Developers Fund.” If the escrow collected in accordance with this Fee Schedule does not cover the reasonable/necessary cost to review the plan, Silver Spring Township shall bill the applicant for additional charges. No further permits/approvals shall be granted until all fees, invoices, and escrows have been paid. The balance of the escrow, if any, shall be refunded to the applicant if it has not been exhausted during the review process.

Any work performed without having first completed the appropriate applications and obtaining the necessary permits shall be assessed a charge of double the permit fee, up to a maximum of \$1,000.00.

**PLANNING & ZONING**

**SUBDIVISION**

- A. Application Preliminary [SALDO 303.01.d]  
and/or Final [SALDO 304.01.d] (single lot) ..... \$ 275.00  
2+ Lots (each additional) ..... \$ 20.00
- B. Escrow Deposit Preliminary [SALDO 303.06]  
and/or Final [SALDO 304.07]  
Maximum Escrow Fee for 4 or more Lots ..... \$ 3,000.00  
1 - 3 Lots ..... \$ 500.00  
4+ Lots (each additional) ..... \$ 50.00

**LAND DEVELOPMENT**

- A. Application: Preliminary [SALDO 303.01.d] and/or Final [SALDO 304.01.d] .... \$ 350.00  
Additional Fee/Acre ..... \$ 35.00
- B. Escrow: Preliminary [SALDO 303.06] and/or Final [SALDO 304.07] ..... \$ 3,000.00

**FEE-IN-LIEU OF DEDICATION**

- A. As required under Section 615.01(b2), Ordinance No. 2018-02  
Per Dwelling Unit ..... \$ 1,650.00

**TOWNSHIP CONSULTANT FEE FOR LAND DEVELOPMENT APPLICATION**

Actual cost to the Township for plan reviews, report preparation, and other services performed by consultants and/or the Township solicitor as billed to the Township at the normal rate charged the Township for similar services.

**STORMWATER MANAGEMENT PERMIT**

If the escrow collected in accordance with this Fee Schedule below is insufficient to cover the reasonable/necessary cost to review the plan, Silver Spring Township shall bill the applicant for additional charges. No further permits/approvals shall be granted until all fees, invoices, and escrows have been paid.

- A. Escrow Deposit ..... \$ 1,000.00
- B. Major Land Disturbance Application [SWMO 303.02.c] ..... \$ 550.00  
(Fee includes Cumberland County Recorder of Deeds processing fees and other administrative requirements)
- C. Minor Land Disturbance Application [SWMO 303.01] ..... \$ 300.00  
(Fee includes Cumberland County Recorder of Deeds processing fees and other administrative requirements)

**Storm Water Fee**

- A. Residential, One ERU (4,000 square feet), per month..... \$ 9.00
- B. Non-Residential, Number of ERUs x \$9, per month..... \$ Varies
- C. Administrative fee for settlement statements and requests for documentation or certification, per parcel..... \$ 20.00

**TRAFFIC IMPACT FEE**

Shall be imposed pursuant to the Transportation Capital Improvements Plan:

- Per peak p.m. hour trips ..... \$2,095.00

**ZONING**

- A. Zoning Hearing Board Application [ZO 603.1.2, ZO 702.1]..... \$ 550.00
- B. Rezoning Request Application [ZO 702.1]..... \$ 550.00
- C. Conditional Use Application [ZO 702.1] ..... \$ 550.00
- D. Curative Amendment [ZO 703.6, ZO 702.1] ..... \$ 550.00
- E. Request for Determination [ZO 702.1] ..... \$ 400.00
- F. Commercial Application [ZO 702.1] ..... \$ 150.00
- G. Residential Application [ZO 702.1]..... \$ 75.00
- H. Missed Inspection (fee may be assessed for failure to meet inspector or failure to cancel a previously scheduled inspection with at least 24 hours' notice)..... \$ 50.00
- I. Labor for all Other Work (per hour) ..... \$ 55.00
- J. Sign Permits..... \$ 150.00

**ORDINANCE AMENDMENTS**

Amendment, plus actual cost of special legal services, stenographer or other special services when required ..... \$ 600.00

**CONSERVATION REVIEW**

Review assistance for site design, landscaping and open space management is offered at the following hourly rates:

- A. Development Plan Review, Land Use Ordinances, Open Space & Trail Planning, Site Walks, Testimony, Sketch Plans:
  - Senior Conservation Advisor ..... \$ 130.00
  - Senior Director, Municipal Planning ..... \$ 95.00
  - Senior Director, Landscape ..... \$ 80.00
- B. Land Acquisition, Conservation Easements, Open Space Referenda Open Space Stewardship Plans for Parks & Developments:
  - Senior Director, Land Protection..... \$ 90.00
  - Senior Director, Landscape Planning ..... \$ 85.00
  - Director, Conservation Easement Program ..... \$ 85.00
  - Senior Stewardship Planner ..... \$ 80.00
  - Regional Director, Land Stewardship ..... \$ 80.00
- C. Mapping, Graphic Design, and Support Staff:
  - Art Director ..... \$ 75.00
  - GIS Program Director ..... \$ 75.00
  - Graphic Designer ..... \$ 60.00
  - Clerical Support..... \$ 50.00
  - Intern Support..... \$ 30.00

**ENGINEERING REVIEW**

Review of Subdivision and Land Development plans will be billed at the following hourly rates with reimbursable expenses billed at cost (including, but not limited to travel, printing, postage, photography, videos, laboratory work, equipment rental, and special outside consultants):

**Township Engineer (HRG)**

- A. Principal ..... \$ 180.00
- B. Senior Professional ..... \$ 163.00
- C. Project Professional..... \$ 152.00
- D. Staff Professional II ..... \$ 112.00
- E. Senior Technician..... \$ 112.00
- F. Technician II..... \$ 102.00
- G. Technician I..... \$ 91.00
- H. Staff Professional I ..... \$ 108.00
- I. Administrative Staff..... \$ 67.00
- J. Junior Technician ..... \$ 52.00

**Alternate Township Engineer (Pennoni)**

A. Principal Engineer .....	\$ 149.50
B. Senior Professional .....	\$ 137.00
C. Project Professional.....	\$ 124.00
D. Associate Professional .....	\$ 105.00
E. 2 Person Survey Crew.....	\$ 161.00
F. Technician II.....	\$ 89.00
G. Technician I.....	\$ 81.00
H. Field Technician .....	\$ 77.00
I. Project Assistant.....	\$ 62.00
J. Mileage.....	\$ IRS Rate

**LEGAL REVIEW**

Subdivision and land development plans including sketch plans will be billed at the following hourly rates:

A. Litigation.....	\$ 180.00
B. General Representation (without litigation) .....	\$ 170.00
C. Paralegal.....	\$ 100.00

**WIRELESS COMMUNICATIONS FACILITIES (WCF)**

Applications

A. Tower-Based WCF .....	\$ 2,500.00
B. Non-Tower WCF .....	\$ 1,000.00
C. Small WCF (Collocated) .....	\$ 500.00
(For up to five (5) Small WCFs in single application, \$100 for each Small WCF thereafter in same application)	
D. Small WCF (Requiring new wireless support structure) .....	\$ 1,000.00

Annual Fees

A. Small WCF (Inside Rights of Way) .....	\$ 270.00
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**BUILDING & CODES**

An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building, structure and facility or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system regulated by the Uniform Construction Code shall first apply to the Township and obtain the required permit under § 403.42a of the Pennsylvania Uniform Construction Code.

A fee of four dollars and fifty cents (\$4.50) shall be charged with each construction permit issued and paid to the Pennsylvania Department of Community and Economic Development (DCED) pursuant to the PA Uniform Construction Code Act (Act 13 of 2004) as amended.

The fee for each building permit issued by the Township, which will cover required plan examinations, permit processing, administrative tasks and required inspections, is as follows.

**BUILDING PERMIT REVIEW FEE FOR CHANGED/REVISED PLANS** .....\$ 75.00 per hour

**SINGLE-FAMILY RESIDENTIAL**

- A. New Construction, Additions and Accessory Buildings/Structures ..... ICC TABLE<sup>1</sup>
- B. Manufactured or Industrialized Home Building Permit (Setting & Relocating) .. \$ 500.00
- C. Single-Family Residential Plans (in addition to Building Permit fee signed/signed and sealed by a design professional)..... \$ 300.00
- D. Demolition Permit Fee ..... \$ 75.00
- E. Minimum Permit Fee ..... \$ 75.00
- F. Alterations, Conversions, Swimming Pools, Hot Tubs, Decks, Covered Porches, Awnings, etc..... \$ 75.00<sup>4</sup>
- G. Application Fee (non-refundable, applied toward permit costs)..... \$ 75.00
- H. Administrative Fee (per hour) ..... \$ 75.00
- I. Additional Inspections  
(first inspection of each type included with permit costs) ..... \$ 50.00
- J. Missed Inspection (fee may be assessed for two consecutive failures to meet inspector, or two consecutive failures to cancel a previously scheduled inspection with at least 24 hours' notice) ..... \$ 50.00
- K. Site Visit (per hour)..... \$ 50.00
- L. DCED (non-refundable State fee)..... \$ 4.50
- M. Building Permit Fee Refund..... Footnote<sup>6</sup>

*\*See Building Permit Application and ICC Building Valuation Table for additional details.*

**MULTI-FAMILY/COMMERCIAL**

- A. New Construction, Additions, and Accessory Buildings/Structures ..... ICC TABLE<sup>2</sup>

<sup>1</sup> Gross floor area multiplied by square foot construction costs from ICC Building Valuation Data Table multiplied by the permit fee multiplier of 0.01. (The Feb. 2019 ICC Building Valuation Table shall be utilized up to 200,000 square feet, all square footage in excess of 200,000 square feet shall be calculated at .05 cents per square foot).

B. Phased Permits .....	\$ 1,000.00 <sup>3</sup>
C. Minimum Multi-Family/Commercial Building Permit Fee .....	\$ 300.00
D. Demolition Permit .....	\$ 300.00
E. Temporary Structures .....	\$ 300.00
F. Application (non-refundable, applied toward permit costs if plan approved).....	\$ 150.00
G. Additional Inspections* .....	\$ 75.00
H. Missed Inspection (fee may be assessed for two consecutive failures to meet inspector, or two consecutive failures to cancel a previously scheduled inspection with a minimum 24 hours' notice) .....	\$ 75.00
I. Site Visit (per hour).....	\$ 75.00
J. Administrative Fee (per hour) .....	\$ 75.00
K. Parking Lot Resurfacing .....	\$ 300.00
L. Alterations to structures and tenant fit-out .....	\$ 25.00 <sup>5</sup>
M. For construction/alterations involving fence, retaining walls, cell towers, warehouse racking or industrial equipment .....	
2% for the first \$100,000 of construction cost	
1% for the next \$900,000 (up to \$1,000,000) of construction cost	
.25% for construction costs that exceed \$1,000,000	
N. DCED (non-refundable State fee).....	\$ 4.50
O. Roof Covering Replacement.....	\$ 5.00 <sup>5</sup>

*\*First inspection of each type required by permit is included with permit fees*

**MOBILE HOME PARK LICENSE**

Annual License [MHPO 502.02.c]

A. 1-50 Lots .....	\$ 750.00
B. 51-100 Lots .....	\$ 1,000.00
C. Over 101 Lots.....	\$ 1,200.00

**SIGN PERMITS**

A. 0-50 square feet .....	\$ 150.00
B. 51-100 square feet .....	\$ 200.00

<sup>2</sup> Gross floor area multiplied by square foot construction costs from ICC Building Valuation Data Table attached multiplied by the permit fee multiplier of 0.01. (The ICC Building Valuation Table shall be utilized up to 200,000 square feet, all square footage in excess of 200,000 square feet shall be calculated at .05 cents per square foot).

<sup>3</sup> In addition to fees specified above per the Feb. 2019 ICC Table.

<sup>4</sup> For the first \$1,000.00 of the estimated construction cost and \$10.00 for each additional \$1,000.00.

<sup>5</sup> Per \$1,000.00 of the total estimated construction cost.

<sup>6</sup> If a residential building project has not been started and has been cancelled, a 75% permit fee refund will be honored upon request.

C. 101-200 square feet .....	\$ 300.00
D. Over 200 square feet.....	\$ 350.00

**PUBLIC WORKS**

Fees are applied to the administrative costs incurred in reviewing the application and plan(s) and issuing and processing the permit, including the preliminary review of the site location identified in the application, and are due whether or not a permit is issued and processed.

**APPLICATION**

A. Driveways	
Single Family Residential .....	\$ 30.00
Multi-Family/Commercial .....	\$ 100.00
B. Surface Openings.....	\$ 50.00

**INSPECTION**

These fees are applied to the costs incurred in the preliminary review of the location covered by the permit, and/or spot inspection of the permitted work, and/or subsequent inspection after the permitted work has been completed to ensure compliance with Township specifications and permit provisions. All work must be completed within six months of permit issuance.

If the Township determines that the permitted work is of sufficient magnitude or importance to warrant assignment of one or more persons to inspect the permitted work on a more than spot inspection basis, the permit will so indicate and the permittee shall be charged for additional salary, overhead and expenses incurred by each assigned inspector and the Township.

If an opening simultaneously occupies two or more highway areas identified and is for an area other than a right-of way, the higher fee will be charged. This includes above-ground facilities, e.g., poles, guys and/or anchors if installed independently of poles. A \$75.00 minimum fee will apply for all initial surface openings.

A. Single Family Residential Driveway .....	\$ 125.00
B. Multi-Family/Commercial Driveway.....	\$ 200.00
C. Surface Opening within Right-of-Way (per square yard).....	\$ 5.00
D. Surface Opening of Concrete Sidewalk within Right-of-Way (per square foot)	\$ 5.00
E. E. Ground Facilities	
≥ 5 Physically Connected above-ground Facilities.....	\$ 50.00
Additional Facilities (each).....	\$ 10.00
F. Boring within Right-of-Way	
≥ 100 foot length (plus \$100 for each additional 100 foot) .....	\$ 200.00
< 100 foot length.....	\$ 100.00
G. Seismograph - Vibroseis Method (e.g. prospecting for oil, gas)	
First Mile.....	\$ 50.00
Each additional mile or fraction thereof.....	\$ 5.00
H. Non-Emergency Test Hole in Pavement or Shoulder.....	\$ 75.00
Each Additional .....	\$ 25.00
I. Other (e.g., bank removal, sidewalk and curb).....	\$ 75.00



**STREET SIGNAGE**

Traffic sign (Regulatory).....	\$ 75.00
A. Installed regulatory sign.....	\$ 125.00
Street sign (Name).....	\$ 75.00
A. Installed single sign .....	\$ 200.00
B. Installed double sign.....	\$ 250.00

**PARKS & RECREATION**

Payment of permit fees shall be required prior to confirming reservations.

**PICNIC PAVILION RENTAL PERMIT**

Rentals include the use of one pavilion during park hours.

- A. Resident - Full-Day ..... \$ 75.00
- B. Non-Resident - Full-Day ..... \$ 100.00

**SPECIAL EVENT PERMIT**

Additional fees may apply for Township services that may be essential for the event. Late fees may apply for events requested less than 90 days of the event or race.

- A. Special Event Application (does not apply to events held in a Township park). \$ 50.00
- B. Special Events in a Park (reservations include the use of one pavilion)
  - Non-Resident Individual/Business (+10% of ticket sales) ..... \$ 200.00
  - Non-Resident Civic/Non-Profit Agencies ..... \$ 175.00
  - Resident Individual/Business ..... \$ 150.00
  - Resident Civic/Non-Profit Agencies ..... \$ 125.00
  - Additional Pavilion ..... \$ 50.00
- C. Race (Bike and/or Pedestrian)
  - Non-Resident Individual/Business (+\$2.00 per participant)..... \$ 275.00
  - Non-Resident Civic/Non-Profit Agencies ..... \$ 200.00
  - Resident Individual/Business ..... \$ 175.00
  - Resident Civic/Non-Profit Agencies ..... \$ 150.00

**ATHLETIC FIELD RENTAL PERMIT**

Those eligible to receive resident rates must provide verification that at least 50% or more of their players reside in Silver Spring Township or live within the Cumberland Valley School District. A roster is required to confirm eligibility.

- A. Security Deposit (refundable) ..... \$ 200.00
- B. Tournaments (per field, per day)
  - Non-Resident Adult League..... \$ 200.00
  - Resident Adult League ..... \$ 150.00
  - Non-Resident Youth League ..... \$ 175.00
  - Resident Youth League ..... \$ 125.00
- C. Vendors (excludes Township-sponsored events) ..... \$ 35.00
- D. Single Day Practice/Game (per field, per day)
  - Non-Resident ..... \$ 60.00
  - Resident ..... \$ 35.00

E. Camps (per field, per day)	
Non-Resident Half Day (4-hour maximum) .....	\$ 135.00
Resident Half Day (4-hour maximum).....	\$ 110.00
Non-Resident Full Day .....	\$ 150.00
Resident Full Day .....	\$ 125.00
F. Maintenance Personnel Hourly Rate (requested services only) .....	\$ 35.00

**CONCESSION RENTAL PERMIT**

Fees are assessed per day of use during park hours. Tournament single day fees apply only for days when tournaments are being held. The fees are assessed per day. Weekly rates include seven days of use and do not need to be consecutive.

A. Paul Walters Memorial Park Concession	
Security Deposit (refundable) .....	\$ 100.00
Tournament Single Day Use.....	\$ 35.00
Weekly Rate .....	\$ 20.00
B. Stony Ridge Park	
Security Deposit (refundable) .....	\$ 200.00
Tournament Single Day Use.....	\$ 50.00
Weekly Rate .....	\$ 35.00

*\*Payment of permit fees shall be required prior to confirming reservations.*

**SEWAGE ENFORCEMENT**

**New Systems and Repair of Systems**

A. Full Application (includes C through I) .....	\$ 530.00
B. Half Application Alternate or Major Repair (includes E through I).....	\$ 300.00
C. Perk Test.....	\$ 170.00
D. Minor Repairs/Alterations Permit (includes E and F).....	\$ 150.00
E. Township Fee.....	\$ 60.00
F. Permit Issued .....	\$ 60.00
G. 1st Interim Inspection .....	\$ 60.00
H. 2nd Interim Inspection .....	\$ 60.00
I. Final Inspection .....	\$ 60.00
J. Probe Hole .....	\$ 60.00
K. Labor for all Other Work (per hour).....	\$ 60.00

**Maintenance of Systems**

A. Trace a Leak Dye Test .....	\$ 20.00
B. Hauler Licensing.....	\$ 25.00
C. Pumping Permit.....	\$ 50.00
D. SEO Hourly Rate.....	\$ 55.00
E. Fecal Test .....	\$ 20.00
F. Coliform Test.....	\$ 20.00
G. Reinspection Fee .....	\$ 60.00

**RIGHT TO KNOW & MISCELLANEOUS**

**Joint Compost Facility Access Card**

A. Township Residents .....	\$ 10.00
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**Joint Compost Facility Access Card Reinstatement Fees**

A. Township Residents .....	\$ 25.00
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**Lock Box Registration & Inspection**

A. Single-Family Residential .....	No Charge
B. Multi-Family/Commercial .....	\$ 75.00

**Legal Review (per hour)**

A. Litigation.....	\$ 180.00
B. No Litigation .....	\$ 170.00
C. Paralegal .....	\$ 100.00

**Solicitation Permit (Transient Merchants)**

A. Application Fee (non-refundable – per person).....	\$ 25.00
B. Permit Fee (for up to three months – per person) .....	\$ 75.00

<b>Fingerprinting (for other than Criminal Justice Purposes)</b> .....	\$	20.00
<b>Accident Report</b> .....	\$	15.00
<b>False Automatic Alarm Fines (4<sup>th</sup> and Subsequent Alarms Each Period)</b>		
Residential .....	\$	100.00
Commercial .....	\$	300.00
<b>Cumberland County Recording Fees</b> .....		Actual Cost
<b>Prints &amp; Copies</b>		
A. 8 <sup>1/2</sup> " x 11" Black & White (per page) .....	\$	.25
B. 8 <sup>1/2</sup> " x 11" Color (per page) .....	\$	.50
C. 8 <sup>1/2</sup> " x 14" Black & White (per page) .....	\$	.25
D. 8 <sup>1/2</sup> " x 14" Color (per page) .....	\$	.50
E. 11" x 17" Black & White (per page) .....	\$	.50
F. 11" x 17" Color (per page) .....	\$	1.00
G. 36" x 48" Large Format Black & White (per page) .....	\$	2.00
H. 36" x 48" Large Format Color (per page) .....	\$	4.00
I. Certified Copies (Right to Know Request, per certification) .....	\$	5.00
<b>Postage Fees</b> .....		Actual Cost
<b>Returned Checks</b> .....	\$	25.00

*All prior Resolutions are hereby repealed in whole or in part to the extent inconsistent herewith.*

**ADOPTED THIS** 4<sup>th</sup> day of January, 2021 by the Silver Spring Township Board of Supervisors.

**ATTEST:**

**SILVER SPRING TOWNSHIP BOARD  
OF SUPERVISORS**

\_\_\_\_\_  
Theresa Eberly, Secretary

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Carl R. Machamer, Chair