

**TOWNSHIP OF SILVER SPRING  
Cumberland County, Pennsylvania**

**RESOLUTION NO. 2017-07**

**A RESOLUTION REVISING THE  
SILVER SPRING TOWNSHIP 2017 FEE SCHEDULE**

**GENERAL**

Any work performed without having first completed the appropriate applications and obtaining the necessary permits shall be assessed a fee equivalent to two-times (2x) the standard fees listed below.

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.

**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 ..... \$ 2,000.00  
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]..... \$ 2,000.00

**SEWAGE ENFORCEMENT**

- A. Full Application (includes C through I) ..... \$ 500.00
- B. Half Application Alternate or Major Repair (includes E through I) ..... \$ 275.00
- C. Perk Test..... \$ 170.00
- D. Minor Repairs/Alterations Permit (includes E and F) ..... \$ 150.00
- E. Township Fee ..... \$ 50.00

F. Permit Issued .....	\$ 55.00
G. 1st Interim Inspection .....	\$ 50.00
H. 2nd Interim Inspection.....	\$ 55.00
I. Final Inspection .....	\$ 55.00
J. Probe Hole .....	\$ 55.00

**SIGN PERMITS**

Multi-Family/Commercial Sign Building Permits

A. Over 200 square feet.....	\$ 500.00
B. 101-200 square feet .....	\$ 450.00
C. 51-100 square feet .....	\$ 350.00
D. 11-50 square feet .....	\$ 175.00
E. 0-10 square feet .....	\$ 125.00

**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.....	\$ 500.00
B. Major Land Disturbance Application [SWMO 303.02.c] .....	\$ 500.00
C. Minor Land Disturbance Application [SWMO 303.01].....	\$ 250.00

**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. Single-Family 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
K. Labor for all Other Work (per hour) .....	\$ 55.00

**CONSERVATION REVIEW**

The following review assistance for site design, landscaping and open space management is provided by an outside firm and will be billed 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
  - Director, Municipal Planning ..... \$ 80.00
  - Municipal Planning Specialist..... \$ 65.00
  
- B. Land Acquisition, Conservation Easements, Open Space Referenda Open Space Stewardship Plans for Parks & Developments:
  - Senior Director, Land Protection..... \$ 85.00
  - Senior Director, Landscape Planning ..... \$ 80.00
  - Director, Conservation Easement Program ..... \$ 85.00
  - Senior Stewardship Planner..... \$ 80.00
  - Regional Director, Land Stewardship ..... \$ 80.00
  - Landscape Planning Specialist ..... \$ 65.00
  
- C. Mapping, Graphic Design, and Support Staff:
  - Art Director ..... \$ 75.00
  - GIS & Cartography Services ..... \$ 70.00
  - Graphic Designer..... \$ 60.00
  - Clerical Support..... \$ 50.00
  - Intern Support..... \$ 25.00

**ENGINEERING REVIEW**

Review of Subdivision and Land Development plans is provided by an outside firm and 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):

- A. Senior Professional ..... \$ 145.00
- B. Project Professional ..... \$ 135.00
- C. Staff Professional II..... \$ 100.00
- D. Senior Technician..... \$ 100.00
- E. Technician II..... \$ 90.00
- F. Technician I..... \$ 80.00
- G. Staff Professional I ..... \$ 95.00
- H. Administrative Staff ..... \$ 60.00
- I. Junior Technician ..... \$ 45.00

**LEGAL REVIEW**

Legal review of subdivision and land development plans including sketch plans is provided by an outside firm and will be billed at the following hourly rates:

- A. Litigation ..... \$ 180.00
- B. General Representation (without litigation) ..... \$ 145.00
- C. Paralegal ..... \$ 100.00

**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 (\$4.00) 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, shall be as follows:

**SINGLE-FAMILY RESIDENTIAL**

- A. New Construction, Additions and Accessory Buildings/Structures ..... ICC TABLE<sup>1</sup>
- B. Manufactured 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, Solar Panels, etc.\* ..... \$ 75.00<sup>2</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

<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 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>2</sup> For the first \$1,000 of the estimated construction cost and \$10.00 for each additional \$1,000.

J. 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
K. Site Visit (per hour) .....	\$	50.00
L. DCED (non-refundable State fee) .....	\$	4.00

*\*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>3</sup>
B. Phased Permits.....	\$ 1,000.00 <sup>4</sup>
C. Minimum Multi-Family/Commercial Building Permit Fee .....	\$ 300.00
D. Demolition Permit .....	\$ 300.00
E. Construction Office/Mobile Units .....	\$ 300.00
F. Application (non-refundable, applied toward permit costs if plan approved).....	\$ 150.00
G. Additional Inspections* .....	\$ 75.00
(moved below)	
H. Missed Inspection (fee may be assessed for failure to meet inspector, or failure 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. Tenant Fit-out, Alterations, and all other improvements* .....	\$ 20.00
M. DCED (non-refundable State fee) .....	\$ 4.00
N. Roof Covering Replacement .....	\$ 10.00 <sup>5</sup>

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

**MOBILE HOME PARK LICENSE**

A. Annual License [MHPO 502.02.c].....	\$	750.00
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<sup>3</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 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>4</sup> In addition to fees specified above per the ICC Table.

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

**CONTRACTOR VERIFICATION (CVF)**

Assessed annually to each contractor who performs work, or provides service wherein, a permit is required as mandated by the PA Uniform Construction Code (PA UCC) and pertinent Ordinance established by Silver Spring Township, implemented in correlation to costs associated with maintenance of service records of applicable insurance policies, i.e. Worker’s Compensation and General Liability, and verification of current Act 132 Records of Contractor’s Registration, as mandated by PA UCC.

A. Fee ..... \$ 30.00

**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. Ground Facilities  
    ≥ 5 Physically Connected above-ground Facilities ..... \$ 50.00  
    Additional Facilities (each) ..... \$ 10.00

E. Boring within Right-of-Way	
≥ 100 foot length .....	\$ 200.00
< 100 foot length .....	\$ 100.00
F. Seismograph - Vibroseis Method (e.g. prospecting for oil, gas)	
First Mile .....	\$ 50.00
Each additional mile or fraction thereof .....	\$ 5.00
G. Non-Emergency Test Hole in Pavement or Shoulder .....	\$ 75.00
Each Additional .....	\$ 25.00
H. Other (e.g., bank removal, sidewalk and curb).....	\$ 75.00

**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. Half-day options are available during designated times; Option 1: Sunrise to 2:00 PM, Option 2: 3:00 PM to Sunset.

A. Resident	
Full-Day.....	\$ 75.00
Half-Day.....	\$ 50.00
B. Non-Resident	
Full-Day.....	\$ 100.00
Half-Day .....	\$ 75.00

**SPECIAL EVENT PERMIT**

For specific information on special events, refer to the Special Event Ordinance 2017-02.

A. Application Fee (non-refundable) .....	\$ 30.00
C. Special Events	
Commercial/Business	
(+25% of ticket sales or +\$5.00 per participant for bike/pedestrian races) .....	\$ 250.00/day
Non-Resident.....	\$ 150.00/day
Non-Profit/Tax Exempt Group.....	\$ 125.00/day
Resident/Community Group.....	\$ 100.00/day
B. Vendors (excludes Township-sponsored events) .....	\$ 35.00

NOTE: Per Ordinance 2017-02, the applicant will also be responsible for the payment of all costs incurred by the Township for Township support services necessary for the event, including but not limited to costs for police, fire, emergency medical services, traffic and crowd control services. These costs include any out-of-pocket expenses and portions of salaries, overtime, or hourly rates, and equipment costs attributable to the support of the event.

**ATHLETIC FIELD RENTAL PERMIT**

Fees are assessed per day of use during park hours. Discounts may apply to teams that provide funding for park capital improvements, and/or routine maintenance to the fields at a value equal to or greater than the value of the annual field rental fees. Discounts may also apply for players that reside in Silver Spring Township and/or those teams with players residing in the Cumberland Valley School District (CVSD).

A. Security Deposit (refundable).....	\$ 200.00
B. Tournament/Round Robin (adult) .....	\$ 150.00
C. Tournament/Round Robin (youth) .....	\$ 125.00
D. Single Day Fee (practice and/or games).....	\$ 65.00
E. League per Day Fee (practice and/or games) .....	\$ 35.00
F. Vendors for Tournaments/Round Robins.....	\$ 35.00
G. Camp	
Category 1. All players reside within Township .....	\$ 100.00
Category 2. Majority of players reside within CVSD .....	\$ 125.00
Category 3. Majority of players do not reside within CVSD .....	\$ 150.00

**CONCESSION RENTAL PERMIT**

Fees are assessed per day of use during park hours.

A. Paul Walters Memorial Park Concession Stand	
Security Deposit (refundable).....	\$ 100.00
Weekly.....	\$ 20.00
B. Stony Ridge Park Concession Stand	
Security Deposit (refundable).....	\$ 200.00
Weekly.....	\$ 35.00

**RIGHT TO KNOW & MISCELLANEOUS**

A. Joint Compost Facility Access Card	
Commercial Businesses (outside municipalities).....	\$ 1,200.00
Commercial Businesses (within municipalities) .....	\$ 800.00
Township Residents.....	\$ 10.00
B. Lock Box Registration & Inspection	
Single-Family Residential .....	No Charge
Multi-Family/Commercial.....	\$ 75.00

C. Legal Review (per hour)	
Litigation .....	\$ 180.00
No Litigation .....	\$ 145.00
Paralegal .....	\$ 100.00
D. Solicitation Permit (Transient Merchants)	
Application Fee (non-refundable) .....	\$ 25.00
Permit Fee (per month).....	\$ 25.00
E. Fingerprinting (for other than Criminal Justice Purposes) .....	\$ 20.00
F. Accident Report.....	\$ 15.00
G. Prints & Copies	
8½ x 11" Black & White (per page) .....	\$ .25
8½ x 11" Color (per page) .....	\$ .50
11 x 17" Black & White (per page).....	\$ .50
11 x 17" Color (per page).....	\$ 1.00
36 x 48" Large Format (per square foot).....	\$ .50
H. Returned Checks.....	\$ 25.00
I. Cumberland County Recording Fees.....	Actual Cost
J. Postage Fees .....	Actual Cost

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

**ADOPTED THIS** \_\_\_\_\_ day of \_\_\_\_\_, 2017 by the Silver Spring Township Board of Supervisors.

**ATTEST:**

**SILVER SPRING TOWNSHIP  
BOARD OF SUPERVISORS**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman