



**CHELTENHAM TOWNSHIP  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 38-21**

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**RESOLUTION OF THE BOARD OF COMMISSIONERS OF  
CHELTENHAM TOWNSHIP, MONTGOMERY COUNTY,  
PENNSYLVANIA AMENDING, ESTABLISHING, AND  
RATIFYING CERTAIN FEES, DEPOSITS, AND ESCROW  
PAYABLE TO THE TOWNSHIP**

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**BE IT RESOLVED**, and it is hereby resolved this 15<sup>th</sup> day of December, A.D. 2021, by the Board of Commissioners of Cheltenham Township that:

**WHEREAS**, Cheltenham Township desires to hereby amend and establish all fees and escrows currently as set forth in Chapter A300 of the Code of Ordinances of the Township of Cheltenham as hereinafter referenced by this Resolution; and

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Township of Cheltenham that all fees and escrows set forth within the Township Code of Ordinances are repealed and replaced with the following fees *effective January 1, 2022*:

**Chapter A300. Fees**

**§ A300-1. Alarms. [Amended 11-16-2011 by Res. No. 35-11]**

- A. Pursuant to Chapter 86, Alarms, Article II, False Alarm Notification Control, the following fees are hereby established:
- (1) Permit fee for new alarm systems: \$50.
  - (2) Charge for alarm users who fail to obtain an alarm user's permit within 60 days of the activation of a new alarm system: \$35, in addition to permit fee.
  - (3) Annual renewal of alarm user's permit: \$35.
  - (4) Annual renewal of alarm user's permit for users 65 and older: \$30.
  - (5) Discount for renewal of alarm user's permit if paid before March 1 of each year: \$10.
  - (6) Late fee for users who fail to renew their annual alarm user's permit by March 31 of each year: \$35, in addition to permit fee.
  - (7) Fee for response to an alarm call to a location without a valid alarm user's permit: \$600.

**§ A300-2. Amusements and amusement devices.**

A. Pursuant to Chapter 94, Amusements and Amusement Devices, Article I, Carnivals, Circuses and Picnics, of the Code of the Township of Cheltenham, the following fees are hereby established:

(1) Any carnival or circus: \$1,000.

B. Pursuant to Chapter 94, Amusements and Amusement Devices, Article II, Amusement Devices, of the Code of the Township of Cheltenham, the following fees are hereby established:

(1) Annual license fee for each amusement device: \$115.

(2) The license fee for any license issued in any calendar year after July 1 shall be 1/2 of the annual license fee.

(3) Entertainment license fee: \$10.

**§ A300-3. Boxing.**

Pursuant to Chapter 105, Boxing, of the Code of the Township of Cheltenham, the following fees are hereby established:

A. License for contest: \$500.

**§ A300-4. Building construction.**

A. Pursuant to Chapter 110, Building Construction, of the Code of the Township of Cheltenham, the following fees are hereby established:

(1) Certificate of occupancy.

(a) Copy of certificate of occupancy: \$15 [**Amended 12-19-2018 by Res. No. 50-18**].

(b) No fee shall be required for the issuance of an original certificate of occupancy.

(2) Permit fees.

(a) Permit fees for new residential, commercial, industrial and institutional construction shall be as follows:

[1] For the first \$1,000 of estimated cost or fraction thereof: \$45 [**Amended 12-19-2018 by Res. No. 50-18**].

[2] For each additional \$1,000 of estimated cost or fraction thereof: \$30 [**Amended 12-19-2018 by Res. No. 50-18**].

(b) Permit fees for temporary tents.

[1] Temporary tents to be used for religious or charitable purposes: \$25 [**Amended 12-19-2018 by Res. No. 50-18**].

[2] Temporary tents to be used for weddings and social functions: \$40 [**Amended 12-19-2018 by Res. No. 50-18**].

[3] Temporary tents or structures to be used for commercial purposes in commercial areas not including those retail sales uses accessory to an existing permitted retail sales use in a permanent location in the Township [**Amended 9-16-2015 by Res. No. 26-15; Amended 3-28-2018 by Res. No. 15-18**]:

[a] Tents under 400 square feet: \$250 per tent, for a maximum of 20 consecutive days.

[b] Tents 400 square feet or more: \$400 per tent, for a maximum of 20 consecutive days.

- [c] Permits for signs affixed to temporary tents or structures used for commercial purposes in commercial areas shall require a fee of \$40 per sign **[Amended 12-19-2018 by Res. No. 50-18]**.
  - [4] Tent rental charge for Curtis Hall: no charge. Fees are included with the rental agreement.
- (c) Permit fees for the installation, conversion or replacement of heating and air conditioning. **[Amended 5-15-2017 by Res. No. 13-17]**
  - [1] For the first \$1,000 or fraction thereof of the estimated cost: \$45 **[Amended 12-19-2018 by Res. No. 50-18]**.
  - [2] For each additional \$1,000 or fraction thereof of the estimated cost in excess of \$1,000: \$30 **[Amended 12-19-2018 by Res. No. 50-18]**.
- (d) Permit fee for the installation and removal of flammable liquid, combustible liquid or hazardous materials storage tanks; fuel dispensers; and flammable liquid, combustible liquid, or hazardous materials piping and equipment of every description. **[Amended 5-15-2017 by Res. No. 13-17]**
  - [1] Installation of combustible or flammable liquid storage tanks of every description (residential and nonresidential): \$50 for the first 700 gallons of tank storage capacity, \$70 for tank capacities between 700 and 1,000 gallons and \$20 for each additional 1,000 gallons or fraction thereof.
  - [2] Installation of hazardous materials storage tanks with product other than flammable or combustible liquids:
    - [a] For the first \$1,000 of estimated cost or fraction thereof: \$45 **[Amended 12-19-2018 by Res. No. 50-18]**.
    - [b] For each additional \$1,000 of estimated cost or fraction thereof: \$30 **[Amended 12-19-2018 by Res. No. 50-18]**.
  - [3] For each fuel dispenser proposed to be installed: \$50.
  - [4] Installation or modification of all flammable liquid, combustible liquid or hazardous materials piping or systems.
    - [a] For the first \$1,000 of estimated cost or fraction thereof: \$45 **[Amended 12-19-2018 by Res. No. 50-18]**.
    - [b] For each additional \$1,000 of estimated cost or fraction thereof: \$30 **[Amended 12-19-2018 by Res. No. 50-18]**.
  - [5] Removal of flammable liquid, combustible liquid or hazardous materials storage tanks of every description (residential or nonresidential): \$50 for tanks 2,000 gallons or less in capacity and \$100 for tanks over 2,000 gallons in capacity.
- (3) Permit fees for the alteration, addition, repair or demolition, whether residential or nonresidential, of a building, and in the installation of permanent equipment therein, and the erection, construction or repair of miscellaneous structures shall be as follows:
  - (a) For the first \$1,000 of estimated cost or fraction thereof: \$45 **[Amended 12-19-2018 by Res. No. 50-18]**.
  - (b) For each additional \$1,000 of estimated cost or fraction thereof: \$30 **[Amended 12-19-2018 by Res. No. 50-18]**.

- (4) Temporary structures.
  - (a) Permit fees for temporary buildings (other than builders' shanties) shall be the same as prescribed for new buildings.
  - (b) Renewal fees **[Amended 12-19-2018 by Res. No. 50-18]**.
    - [1] Residential: \$30.
    - [2] Commercial: \$75.
- (5) Building permit fee for fencing \$0.50 per linear foot of fence with a minimum fee of \$50. **[Added 12-17-2002 by Res. No. 31-02] [Amended 5-15-2017 by Res. No. 13-17] [Amended 12-19-2018 by Res. No. 50-18]**
- (6) The building permit fee for ADA accessibility and for commercial plan review and inspection shall be as follows: **[Added 11-17-2010 by Res. No. 44-10]**
  - (a) Accessibility plan reviewer and inspector:
    - [1] Base fee of \$100 plus \$0.10 per square foot of floor area or each fraction of affected floor area **[Amended 12-19-2018 by Res. No. 50-18]**.
      - [a] Accessibility plan review is considered to be 20% of the above fee calculation with a minimum fee of \$20.
      - [b] Accessibility inspections are considered to be 80% of the above fee calculation with a minimum fee of \$75.
      - [c] Where floor area cannot be applied (door relocations, etc.), only the minimum fee shall be charged.
    - [2] This fee shall be in addition to all other applicable building permit fees.
  - (b) Commercial plan reviewer and inspector shall be based on an hourly fee.
 

NOTE: Third party review fees shall apply per the rate sheet on file in the Planning and Zoning Department. **[Added 12-20-2017 by Res. No. 66-17]**
- (7) General Contractor Licensing Fee: \$85. **[Added 12-20-2017 by Res. No. 66-17] [Amended 12-19-2018 by Res. No. 50-18]**

- B. Pursuant Chapter 110, Building Construction, of the Code of the Township of Cheltenham, the applicable permit fee(s) for work commenced prior to obtaining approved permits required by Chapter 110, shall be tripled, as outlined in this fee schedule. **[Amended 5-15-2017 by Res. No. 13-17] [Amended 12-19-2018 by Res. No. 50-18]**
- C. Commonwealth of Pennsylvania Uniform Construction Code Administration Fee: A fee of \$4.50, or other amount, however denominated, imposed on the Township from time-to-time, will be assessed to all permits issued by the Township, which will be remitted to the Commonwealth of Pennsylvania for administration of the Pennsylvania Uniform Construction Code. **[Added 12-20-2017 by Res. No. 66-17]**

**§ A300-5. Electrical Standards.**

- A. Pursuant to Chapter 135, Electrical Standards, of the Code of the Township of Cheltenham, the following fees are hereby established:
  - (1) Application for examination, license and annual renewal fees **[Amended 12-19-2018 by Res. No. 50-18]**:

- (a) Master electrician contractor: \$85. [Amended 12-17-2002 by Res. No. 29-02]
- (b) Chief plant electrician: \$60.
- (c) Oil burner service dealer: \$60.
- (d) Refrigeration service dealer: \$60.
- (e) Journeyman electrician: \$45. [Amended 12-17-2002 by Res. No. 29-02]
- (f) Apprentice electrician: \$35. [Amended 12-17-2002 by Res. No. 29-02]
- (g) HVAC Contractor: \$85. [Added 12-17-2002 by Res. No. 29-02]

NOTE: Third party review fees may apply. [Added 12-20-2017 by Res. No. 66-17]

**§ A300-6. Explosives.**

- A. Pursuant to Chapter 139, Explosives, of the Code of the Township of Cheltenham, the following fees are hereby established:
  - (1) Thirty-day permit: \$300.
  - (2) One-year permit: \$1,000.

**§ A300-6.1. Fire insurance claims.**

- A. Pursuant to Chapter 147, Fire Insurance Claims, of the Code of the Township of Cheltenham, the following fee is hereby established for the issuance by the Director of Fiscal Affairs of a certificate indicating whether there are any delinquent taxes, assessments, penalties or user charges against real property damaged by fire. This fee is authorized by Pennsylvania State Act 98 of 1992.
  - (1) Certificate: \$75.

**§ A300-7. Fire prevention.**

- A. Pursuant to Chapter 151, Fire Prevention, Article I, Fire Marshal, of the Code of the Township of Cheltenham, the following fees are hereby established [Amended 12-19-2018 by Res. No. 50-18].
  - (1) Fire reports: \$20.
  - (2) Annual fire inspections.
    - (a) Apartments:
      - [1] Up to 9 sleeping units: \$50.
      - [2] 10 to 24 sleeping units: \$75.
      - [3] 25 to 49 sleeping units: \$100.
      - [4] 50 to 100 sleeping units: \$125.
      - [5] More than 100 sleeping units: \$175.
      - [6] Building six stories or higher: \$250.
    - (b) Assembly, educational and institutional, business, factory, high-hazard, manufacturing, mercantile and storage occupancies:
      - [1] Up to 3,500 square feet: \$50.
      - [2] 3,501 square feet to 12,000 square feet, \$90.
      - [3] 12,001 square feet to 36,000 square feet: \$125.
      - [4] 36,001 square feet to 50,000 square feet: \$150.

[5] 50,001 square feet to 100,000 square feet: \$250.

[6] Over 100,000 square feet: \$350.

(c) Second and subsequent re-inspections required for compliance: \$25.

(d) Installation and alteration of sprinkler systems:

[1] Up to \$1,000 of the estimated cost: \$45.

[2] Each additional \$1,000 of the estimated cost or fraction thereof: \$30.

[3] Third party plan review (if required): actual third party cost incurred for review.  
**[Amended 5-15-2017 by Res. No. 13-17]**

(e) Installation and alteration of fire alarm systems:

[1] Up to \$1,000 of the estimated cost, \$45.

[2] Each additional \$1,000 of the estimated cost or fraction thereof: \$30.

[3] Third party plan review (if required): actual third party cost incurred for review.  
**[Amended 5-15-2017 by Res. No. 13-17]**

(f) Installation and alteration of all other fire suppression systems: **[Amended 5-15-2017 by Res. No. 13-17]**

[1] Up to \$1,000 of the estimated cost: \$45.

[2] Each additional \$1,000 of the estimated cost or fraction thereof: \$30.

[3] Third party plan review (if required): actual third party cost incurred for review.

(g) Approval of permits and inspection of installations of compressed and liquefied gases.  
**[Added 12-15-1998 by Ord. No. 1932-98]**

[1] For the first \$1,000 of cost: \$45.

[2] For each additional \$1,000 of cost or fraction thereof: \$30. **[Amended 5-15-2017 by Res. No. 13-17]**

[a] Approval of permits and inspection of fire protection systems. The fee for such permits shall be \$45 for the first \$1,000 of the cost thereof, \$30 for each additional \$1,000 of cost, plus any actual third party costs incurred for the review, if applicable. **[Added 12-15-1998 by Ord. No. 1932-98]**  
**[Amended 5-15-2017 by Res. No. 13-17]**

B. Pursuant to Chapter 151, Fire Prevention, Article VI, Recovery of Costs for Abatement of Hazardous Substances, of the Code of the Township of Cheltenham, the following fees are hereby established:

(1) Response to any hazardous materials release or incident which requires the services of the Township Fire Department: \$500 plus costs (Township fee does not include the cost of any other governmental agency).

C. Permit fees for Fire Department/Company standby: **[Added 11-20-2007 by Res. No. 43-07]**

(1) For the first two hours or fraction thereof: \$500.

(2) For each additional hour or fraction thereof: \$250.

**§ A300-8. Display Fireworks Permit Fee [Removed 5-15-2017 by Res. No. 13-17; Added 3-28-2018 By Res. No. 15-18].**

A. Pursuant to Chapter 194, Display Fireworks, of the Code of Cheltenham Township, the following fee is hereby established:

- (1) Permit Fee for display fireworks (per event): \$300.

**§ A300-9. Garbage, rubbish and refuse.**

A. Pursuant to Chapter 161, Garbage, Rubbish and Refuse, of the Code of the Township of Cheltenham, the following fees are hereby established:

- (1) Service charge for collection and disposal: \$325 per single-family residential dwelling unit **[Amended 12-19-2018 by Res. No. 50-18].**

**§ A300-10. Massage establishments.**

A. Pursuant to Chapter 179, Massage Establishments, of the Code of the Township of Cheltenham, the following fees are hereby established **[Amended 12-19-2018 by Res. No. 50-18]:**

- (1) License application to operate a massage establishment: \$250.
- (2) Portion of license application that will be returned if the license is not granted: \$50.

**§ A300-11. Peace and good order.**

A. Pursuant to Chapter 205, Peace and Order, Article III, Noise and Disorderly Conduct, of the Code of the Township of Cheltenham, the following fees are hereby established:

- (1) Permit fee for noncommercial use of sound truck: \$50.

**§ A300-12. Plumbing standards.**

A. Pursuant to Chapter 209, Plumbing Standards, of the Code of the Township of Cheltenham, the following fees are hereby established.

- (1) Master plumber's license fee: \$85, no discount period. **[Amended 12-17-2002 by Res. No. 29-02] [Amended 12-19-2018 by Res. No. 50-18]**
- (2) Journeyman plumber's license fee: \$45. **[Amended 12-17-2002 by Res. No. 29-02] [Amended 12-19-2018 by Res. No. 50-18]**
- (3) Apprentice plumber: \$35. **[Added 12-17-2002 by Res. No. 29-02] [Amended 12-19-2018 by Res. No. 50-18]**
- (4) Filing fees for plumbing plan.
  - (a) New construction: \$50 minimum, plus \$10 per fixture in excess of five fixtures.
  - (b) Alterations, replacement of fixtures, additions and removal: \$10 minimum, plus \$10 per fixture in excess of two fixtures.

~~(5) Permit application and Sewage Enforcement Officer fees for private on-site disposal systems: [Amended 10-21-1997 by Res. No. 37-97]~~

~~(a) Deep hole test observation by Sewage Enforcement Officer: \$150.~~

~~(b) Percolation test by Sewage Enforcement Officer: \$250.~~

~~(c) Plan review and issuance of permit by Sewage Enforcement Officer including final inspection of construction: \$200.~~

~~(d) All other services performed by the Sewage Enforcement Officer which do not fall within Subsection A(4)(a) through (c) above, such as reviewing and approving~~

~~permits for the correction of a malfunctioning system, shall be charged at the rate of \$50 per hour.~~

- (6) Permit fees for Repair, Replacement or Removal of Existing Laterals. [Amended 2-15-2017 by Res. No. 13-17, Amended 4-19-2017 by Res. No. 28-17, Amended 02-19-2020 by Res. No. 10-2020]
- (a) For the repair or replacement of existing laterals: 3% of total project cost, including labor and materials, plus a one-time fee of \$19.
  - (b) Demolition, disconnecting fee: \$35.
  - (c) Failure to obtain a permit for work on a lateral: Triple the appropriate fee as outlined in item (a) above.
- (7) Permit fees for plumbing work (completed within the building envelope): [Added 10-16-2007 by Res. No. 41-07] [Amended 12-19-2018 by Res. No. 50-18]
- (a) For the first \$1,000 of estimated cost or fraction thereof: \$45.
  - (b) For each additional \$1,000 of estimated cost or fraction thereof: \$30.

**§ A300-13. Precious metals and gems.**

- A. Pursuant to Chapter 213, Precious metals and gems, of the Code of the Township of Cheltenham, the following fees are hereby established:
- (1) License fee: \$400.

**§ A300-14. Sale of property. [Amended 1-20-2009 by Res. No. 5-09]**

- A. Pursuant to Chapter 217, Property, Sale of, of the Code of Township of Cheltenham, the following fees are hereby established:
- (1) Application for certification statement and affidavits: \$40 [Amended 12-19-2018 by Res. No. 50-18].

**§ A300-15. Real estate registry.**

- A. Pursuant to Chapter 226, Real Estate Registry, of the Code of the Township of Cheltenham, the following fees are hereby established: [Amended 1-20-2009 by Res. No. 4-09]
- (1) Evidence of registration of property: \$10 [Amended 12-19-2018 by Res. No. 50-18] [Amended 03-20-2019 by Res. No. 33-19].
- B. Pursuant to Chapter 283, Vacant Building Registry and Regulations, of the Code of the Township of Cheltenham, the following fees are hereby established [Added 6-15-2016 by Ord. No. 2330-16]:
- (1) Residential Single Family Annual Registration.
    - (a) Initial registration/renewal without violations: \$400.
    - (b) First Renewal with violations: \$800.
    - (c) Second Renewal with violations: \$1,200.
    - (d) Third or more renewals with violations: \$1,400.
  - (2) Multifamily Residential/Nonresidential Annual Registration.
    - (a) Less than 5,001 sq. ft.
      - [1] Initial registration/renewal without violations: \$500.
      - [2] First Renewal with violations: \$1,000.



[3] Second Renewal with violations: \$1,500.

[4] Third or more renewals with violations: \$2,000.

(b) 5,001-10,000 sq. ft.

[1] Initial registration/renewal without violations: \$1,000.

[2] First Renewal with violations: \$2,000.

[3] Second Renewal with violations: \$3,000.

[4] Third or more renewals with violations: \$4,000.

(c) 10,001-200,000 sq. ft.

[1] Initial registration/renewal without violations: \$1,750.

[2] First Renewal with violations: \$3,500.

[3] Second Renewal with violations: \$5,250.

[4] Third or more renewals with violations: \$7,000.

(d) Over 200,000 sq. ft.

[1] Initial registration/renewal without violations: \$2,500.

[2] First Renewal with violations: \$5,000.

[3] Second Renewal with violations: \$7,500.

[4] Third or more renewals with violations: \$10,000.

(3) Waiver of Vacant Building Registration Fee: \$100, but full registration fee shall be submitted with annual registration form.

**§ A300-16. Sewers.**

A. Discharge of fats, oils and grease to POTW [Added 7-17-2013 by Ord. No. 2269-13; Amended 5-15-2017 by Res. No. 13-17, Removed 12-18-2019 by Res. No. 64-19, Added 02-19-2020 by Res. No. 10-20]:

(1) Initial permit: \$500.

(2) Annual permit renewal: \$250.

**§ A300-17. Signs and advertising.**

A. Pursuant to Chapter 242, Signs and Advertising, Article I, Sign Regulations, of the Code of the Township of Cheltenham, the following fees are hereby established:

(1) Permit: \$45 per sign erected for the first \$1,000; \$30 for each additional \$1,000 [Amended 12-19-2018 by Res. No. 50-18].

**§ A300-18. Peddlers, solicitors and transient vendors. [Amended 7-21-2009 by Res. No. 30-09; Amended 3-28-2018 by Res. No. 15-18]** Fees for permits for commercial peddling/soliciting and indoor/outdoor transient vendors shall be as follows:

A. Peddlers, solicitors and transient vendors:

(1) One day: \$25 per person.

(2) One week (seven days): \$100 per person.

(3) One-day parade: \$150.

B. Fees for transient sales vendors: \$100 per vendor, per day, for a maximum of 20 days. [Added 9-16-2015 by Res. No. 26-15; Amended 3-28-2018 by Res. No. 15-18]

**§ A300-19. Streets and sidewalks.**

A. Pursuant to Chapter 255, Streets and Sidewalks, of the Code of the Township of Cheltenham, the following fees shall be established:

- (1) Permit for placing building material in a street: \$100 [Amended 10-19-2016 by Res. No. 98-16. Amended 12-20-2017 by Res. No. 66-17].
- (2) Permit for setting or resetting the line or grade of a curb.
  - (a) \$500. [Amended 12-20-2017 by Res. No. 66-17].
  - (b) For more than 75 feet of frontage: an additional \$10 per linear foot [Amended 12-20-2017 by Res. No. 66-17].
- (3) Permit for work within right-of-way (sum of Application Fee and Construction Fee). [Amended 5-15-2017 by Res. No. 13-17]
  - (a) Application Fee:
    - [1] Street opening (improved area or unimproved area) for each street location: ~~\$150~~75 [Amended 12-20-2017 by Res. No. 66-17].
    - [2] Sidewalk/curb (new or replacement) for each street location: ~~\$75~~30 [Amended 12-20-2017 by Res. No. 66-17] [Amended 12-19-2018 by Res. No. 50-18].
  - (b) Construction Fee [Amended 12-20-2017 by Res. No. 66-17] [Amended 12-19-2018 by Res. No. 50-18]:
    - [1] Street opening: ~~\$25~~9 per square yard or increment thereof; 2 square yard minimum.
    - [2] Sidewalk: ~~\$25~~7 per 10 linear foot section of increment thereof; 30 linear-foot minimum.
    - [3] Curb: ~~\$25~~7 per 10 linear foot section or increment thereof; 30 linear-foot minimum.
- (4) Permit renewal.
  - (a) Sixty-day renewal for street opening permit: ~~\$100~~75 [Amended 12-20-2017 by Res. No. 66-17].
  - (b) Sixty-day renewal of curb or sidewalk permit: ~~\$50~~25 [Amended 12-20-2017 by Res. No. 66-17].

**§ A300-20. Subdivision and land development. [Amended 5-15-2017 by Res. No. 13-17]**

A. Pursuant to Chapter 260, Subdivision and Land Development, of the Code of the Township of Cheltenham, the following fees are hereby established:

- (1) Filing of preliminary plan for review: \$50.
- (2) Final plan: \$25, plus \$25 for each lot, dwelling unit or 3,000 square feet of floor area appearing on the final plan.
- (3) Improvement construction plan: \$15 when the application is filed, plus an amount equal to 5% of the estimated cost of the work, as determined by the Township Engineer, for the necessary inspection. The inspection charge shall be based upon the subsequently stated hourly rates for each hour or portion thereof a Township employee is engaged on the work and shall include the actual cost of any material tests. The hourly rate for a Township inspector will be \$50 per hour and \$100 per hour for the Township Engineer. Upon

completion of the work, any moneys not expended shall be refunded to the owner. Any moneys due the Township will be paid by the developer to the Township before final certification. [Amended 12-17-2002 by Res. No. 30-02]

~~(4) Posting of signs.~~

~~(a) One to five total signs: \$50 each.~~

~~(b) Additional signs: \$25.~~

(5) Subdivision/land development reviews. [Added 12-17-2002 by Res. No. 30-02; Amended 2-15-2017 by Res. No. 13-17]

(a) The hourly charges for subdivision/land development reviews shall be as follows:

[1] Township Engineer: Per consultant annual rate schedule for Cheltenham Township.

[2] Clerical services: \$25 per hour.

(b) Residential Subdivision or Land Development [Amended 12-20-2017 by Res. No. 66-17]

Number of Lots/Units	Application Fee	Professional Review Escrow*
1-5 lots/units	\$250, plus \$325 per lot/unit	\$2,500, plus \$625 per lot/unit
6-10 lots/units	\$300, plus \$275 per lot/unit	\$5,500, plus \$525 per lot/unit
11-25 lots/units	\$350, plus \$175 per lot/unit	\$8,000, plus \$424 per lot/unit
25+ lots/units	\$150, plus \$100 per lot/unit	\$10,000, plus \$225 per lot/unit
Lot Line Revision	\$325	\$1,000

(c) Nonresidential Subdivision [Amended 12-20-2017 by Res. No. 66-17]

Number of Lots	Application Fee	Professional Review Escrow*
1-3 lots	\$450 per lot	\$2,500, plus \$525 per lot
4+ lots	\$1,000, plus \$325 per lot	\$3,500, plus \$325 per lot
Lot Line Revision	\$525	\$1,500

(d) Nonresidential Land Development

New Construction	Application Fee	Professional Review Escrow*
Up to 3,000 sq. ft.	\$375, plus \$50 per 1,000 sq. ft.	\$1,000, plus \$325 per 1,000 sq. ft.
3,001 to 10,000 sq. ft.	\$275, plus \$50 per 1,000 sq. ft.	\$3,000, plus \$225 per 1,000 sq. ft.
10,001 to 25,000 sq. ft.	\$525, plus \$50 per 1,000 sq. ft.	\$5,000, plus \$200 per 1,000 sq. ft.
25,001 to 75,000 sq. ft.	\$625, plus \$50 per 1,000 sq. ft.	\$6,000, plus \$175 per 1,000 sq. ft.
75,001+ sq. ft.	\$1,100, plus \$50 per 1,000 sq. ft.	\$7,000, plus \$175 per 1,000 sq. ft.

(e) Plan Amendments/Minor Plans

Application Fee	Professional Review Escrow*
\$350, plus \$50 per 1,000 sq. ft.	<del>\$2,500</del> <u>1,000</u> , plus \$325 per 1,000 sq. ft.

\* Professional Review Escrow – These funds are collected by the Township and used to pay fees associated with professional services provided by Township Consultants (engineering, legal, etc.). Fees are held by the Township and unused fees are returned to the applicant when project review is complete. The balance of the escrow must be maintained at a level of 25% of the original escrow at all times. Work will not be

completed on the project unless the escrow balance is at or above 25% of the original escrow.

~~§ A300-21. Swimming pools.~~

~~A. Pursuant to Chapter 264, Swimming Pools, of the Code of the Township of Cheltenham, the following fees are hereby established:~~

~~(1) Annual inspection fee: \$150.~~

**§ A300-22. Taxation.**

A. Pursuant to Chapter 270, Taxation, Article II, Mercantile License Tax, of the Code of the Township of Cheltenham, the following fees are hereby established:

(1) Annual license: \$15 [Amended 12-20-2017 by Res. No. 66-17].

(2) Replacement of lost or damaged license: \$2.

B. Pursuant to Chapter 270, Taxation, Article III, Business Privilege Tax, of the Code of the Township of Cheltenham, the following fees are hereby established:

(1) Certificate of registration: \$15 [Amended 12-20-2017 by Res. No. 66-17].

(2) Replacement of lost or damaged certificate: \$2.

**§ A300-23. Vehicles and traffic. [Amended 12-21-1999 by Ord. No. 1954-99; 12-19-2000 by Ord. No. 1973-00] [Amended 2-15-2017 by Res. No. 13-17]**

A. Pursuant to Chapter 285, Vehicles and Traffic, of the Code of the Township of Cheltenham, the following fees are hereby established:

(1) Residential permit parking permit fee: \$10.

(2) Transfer of residential parking permit: \$3.

(3) Commercial parking permit fee schedule:

<u>Time Period</u>	<u>Fee</u>
January 1-15	\$200
January 16-31	\$191
February 1-15	\$182
February 16 - end of month	\$173
March 1-15	\$164
March 16-31	\$155
April 1-15	\$146
April 16-30	\$137
May 1-15	\$128
May 16-31	\$119
June 1-15	\$110
June 16-30	\$101
July 1-15	\$92
July 16-31	\$83
August 1-15	\$74
August 16-31	\$65
September 1-15	\$56
September 16-30	\$47
October 1-15	\$38
October 16-December 31	\$29

- (4) Handicapped parking sign, pole, installation and administrative costs: \$100 [**Added 6-15-2016 by Res. No. 78-16**].

**§ A300-24. Zoning. [Amended 12-16-2008 by Res. No. 42-08]**

Pursuant to Chapter 295, Zoning, of the Code of the Township of Cheltenham, the following fees are hereby established:

- A. At the time of filing of notice of petition or application, there shall be paid to the Township Manager the sum of \$1,200. Said filing fee covers the nonrefundable application fee of \$600, postage, advertising, stenographic fee and mailing cost. If expenses exceed the filing fee, the applicant shall be billed and liable for any additional expenses. If expenses are less than the filing fee minus the application fee, the applicant shall receive a refund [**Amended 12-19-2018 by Res. No. 50-18**].
- B. At the time of filing notice of appeal or application for special exception or variance to the requirements of Chapter 295, entitled Zoning, and for continuances of Zoning Hearing Board meetings, there shall be paid to the Township Manager, by the applicant or appellant, the following nonrefundable fees [**Amended 12-19-2018 by Res. No. 50-18**]:
- (1) Accessory structures on single-family residential properties (decks, fences, garages, gazebos, pools, sheds, etc.): \$500.
  - (2) Single-family residential buildings/properties (including additions thereto): \$600.
  - (3) Two-family residential, townhouses and/or residential multifamily (including additions thereto and accessory structures thereon): \$1,200.
  - (4) Nonresidential buildings/properties: \$1,200.
  - (5) Zoning Hearing Board continuances requested by applicant [**Amended 12-20-2017 by Res. No. 66-17**]:
    - (a) Single-family residential properties: \$400.
    - (b) Two-family residential, townhouses, and/or residential multifamily properties: \$600.
    - (c) Nonresidential properties: \$600.

**§ A300-25. Administrative fees. [Added 8-20-1996 by Res. No. 29-96]**

- A. Pursuant to Chapter 5, Administration of Government, Article XI, General Provisions, of the Code of the Township of Cheltenham, the following fees are hereby established:
- (1) The fee for clerical research time shall be billed at a rate of \$25 per hour, with a minimum charge of \$25.
  - (2) The fee for research time conducted by Township administrative staff shall be billed at a rate of \$75 per hour, with a minimum charge of \$75. Administrative time shall include, but not be limited to, managerial services performed by administrative municipal employees.
  - (3) Costs to provide copies of records: [**Amended 5-15-2017 by Res. No. 13-17**]
    - (a) Black and white copies: \$0.25 per copy.
    - (b) Color copies: \$0.35 per copy.
    - (c) Specialized documents (other than 8.5" x 11"): actual cost to copy.
    - (d) CD/DVD of documents: \$3.00 per disk, if not provided by requestor.
    - (e) Flash drive of documents: actual cost of flash drive, if not provided by requestor.
    - (f) Conversion of record to paper: \$0.25 per page.

- (g) Mailing of documents: cost to mail documents.
- (h) Certification of records: \$5.00 per record.
- (4) Charges for the following Township documents:
  - (a) Unabridged edition of the Code of Cheltenham Township (hard copy or disk): \$250.
    - [1] Annual supplements: \$100.
  - (b) Current edition of Township Building Code: \$35 [**Amended 12-19-2018 by Res. No. 50-18**].
  - (c) Current edition of Township Zoning Code: \$35 [**Amended 12-19-2018 by Res. No. 50-18**].
  - (d) Current edition of Subdivision Code: \$35 [**Amended 12-19-2018 by Res. No. 50-18**].
  - (e) Current edition of Plumbing Code: \$35 [**Amended 12-19-2018 by Res. No. 50-18**].
  - (f) Home Rule Charter: \$15 [**Amended 12-19-2018 by Res. No. 50-18**].
- (5) Unless specified elsewhere in the Township's Fee Schedule, charges for all forms of certifications by Township officials: \$35 [**Amended 12-19-2018 by Res. No. 50-18**].
- (6) The Township shall be reimbursed by the requesting party for all costs including prevailing wages, travel time, expenses, and mileage of Township personnel to attend legal matters and provide expert testimony on behalf of non-municipal-related cases. Costs to the Township shall be calculated by the Township's Accounting Department and billed accordingly and paid within 30 days from the date of the last proceeding. [**Added 3-20-2007 by Ord. No. 2130-07**]

**§ A300-26. Discounts for user fees eliminated. [Added 11-16-2011 by Res. No. 33-11]**

All discounts for user fees including, but not limited to, refuse fees, sanitary sewer fees and excess water fees invoiced by the Township of Cheltenham are hereby eliminated and extinguished.

**§ A300-27. Miscellaneous fees. [Added 7-18-2012 by Res. No. 27-12] [Amended 5-15-2017 by Res. No. 13-17]**

- A. Purposely left blank [**Amended 12-19-2018 by Res. No. 50-18**].
- B. Dumpsters and temporary storage containers [**Added 10-19-2016 by Res. No. 98-16**] [**Amended 5-15-2017 by Res. No. 13-17**].
  - (1) Placement of a dumpster or temporary storage container within public rights-of-way, including the streets or roadways: ~~\$400~~ per dumpster for 15 days; ~~\$75~~ per dumpster for each additional day up to a maximum of 60 days.
  - (2) Placement of a dumpster or temporary storage container on private property: \$50 per dumpster for 15 days; \$10 per dumpster each additional day up to a maximum of 60 days.
  - (3) Placement of one or more dumpsters or temporary storage containers at a development or redevelopment site (projects that involve the construction or rehabilitation of multiple residences and/or the construction or rehabilitation of commercial space greater than 5,000 sq. ft.): ~~\$50~~ per month, per dumpster for a period not to exceed two (2) years [**Amended 12-19-2018 by Res. No. 50-18**].
- C. Facility rentals
  - (1) Community Centers
    - (a) Gymnasium rental: \$30/hour

- (b) Community Center room rental:
  - [1] Township resident or entity: \$35/hour
  - [2] Cheltenham Township Adult School: \$20/hour
  - [3] Non-Township resident or entity: \$50/hour

- (c) Party packages
  - [1] Basic
    - [a] Resident: \$175 for 2 hours
    - [b] Non-resident: \$205 for 2 hours
  - [2] Sports
    - [a] Resident: \$200 for 2 hours
    - [b] Non-resident: \$230 for 2 hours
  - [3] Additional time
    - [a] Resident: \$50 each additional ½ hour
    - [b] Non-resident: \$60 each additional ½ hour

(2) Curtis Hall (five hour blocks) **[Amended 12-19-2018 by Res. No. 50-18]**

- (a) Monday-Thursday days (Before 4 p.m.): \$375
- (b) Monday-Thursday evenings (4 p.m. to 12 a.m.): \$650
- (c) Friday-Sunday: contact caterer for price schedule
- d) Overtime: \$400/hour

~~(3) Glenside Hall (five hour blocks) [Amended 12-19-2018 by Res. No. 50-18]~~

- ~~(a) Weekdays Before 4 p.m.): \$200~~
- ~~(b) Monday-Thursday evenings (4 p.m. to 12 a.m.): \$375~~
- ~~(c) Friday evenings (4 p.m. to 12 a.m.): \$750~~
- ~~(d) Weekends (including Fridays) and holiday days (Before 4 p.m.): \$650~~
- ~~(e) Weekend and holiday evenings (4 p.m. to 12 a.m.): \$1,000~~
- ~~(e) Overtime: \$400/hour~~

D. Special events: \$50, \$75 if submitted less than 90 days before the event, \$125 if submitted less than 30 days before the event. Fee waived for block parties **[Amended 02-19-2020 by Res. No. 10-20]**.

E. Pursuant to Chapter 295, Zoning, Article XXXVII, Wireless Supports and Communications Facilities, of the Code of the Township of Cheltenham, the following fees shall be established **[Added 12-20-2017 by Res. No. 66-17]**:

- (1) Initial permit application fee: \$750, plus \$250 per site/per attachment.
- (2) Annual attachment fee: \$250 per site/per attachment.
- (3) Annual escalation of attachment fee: 3% per year/per site/per attachment.

F. Print and Advertising Rates [**Added 06-20-2018 by Res. No. 30-18**]:

(1)

		1 column	2 columns	3 columns
		3.375"	6.75"	10.125"
1 rows	2"	\$200	\$350	\$500
2 rows	4"	\$350	\$600	\$700
3 rows	6"	\$500	\$700	\$900
4 rows	8"	\$600	\$850	\$1,000

(2) Inserts (whole pages only)

(a) Single-sided advertisement: \$2,500

(b) Double-sided advertisement: \$3,500

G. Permit for Filming on Township Property and Public Right-of-Way: \$500 [**Added 07-17-2019 by Res. No. 47-19**]

§ A300-28. Department fees. [**Added 12-19-2012 by Res. No. 45-12**]

A. Police Department. [**Amended 12-18-2013 by Res. No. 50-13**]

(1) Fingerprinting: \$30.

(2) Parking fines, unless otherwise specified in the Pennsylvania Vehicle Code [**Amended 12-20-2017 by Res. No. 66-17**]:

(a) General parking offenses: \$25.

(b) Parking in a Fire Zone: \$50.

(c) Parking in a Handicapped Parking Space: ~~\$100~~50, unless a greater fee is posted.

(d) Parking meter fines: \$25.

(3) Parking meters:

(a) Two-hour meters: \$0.50.

(b) Twelve-hour meters: \$2.

(4) Special details: \$130 [**Amended 12-20-2017 by Res. No. 66-17 and 02-19-2020 by Res. No. 10-20**].

B. Parks and Recreation Department.

(1) Playground registration: [**Amended 12-19-2018 by Res. No. 50-18**]

(a) Resident: ~~\$450~~400.

(b) Non-resident: \$600.

(2) Pools: [**Amended 3-19-2014 by Res. No. 14-14 and 12-20-2017 by Res. No. 66-17**].

(a) Season Fees:

[1] Family membership: ~~\$275~~250.

[2] Adult membership (Age 18 and over): \$130.

[3] Student membership (Age 16-23 and full-time undergraduate students with school ID): \$90.

[4] Youth membership (Age 3-15): \$90.



[5] Senior membership: \$50.

[6] Children under 3: Free

(b) Daily Fees:

[1] Adults: \$7 per day, plus \$35 one-time registration fee.

[2] Youth: \$6 per day, plus \$35 one-time registration fee.

(c) Guest, weekday [**Amended 12-19-2018 by Res. No. 50-18**]:

[1] Adults: \$10 per day.

[2] Youth: \$8 per day.

(d) Guest, weekends [**Amended 12-19-2018 by Res. No. 50-18**]:

[1] Adults: \$12 per day.

[2] Youth: \$10 per day.

(3) Field rental: \$1,000 per field per year

(4) Teen camp registration [**Added 12-19-2018 by Res. No. 50-18**]:

(a) Resident: \$1,050.

(b) Non-resident: \$1,250.

C. Building and Zoning Department.

(1) Zoning Use and Occupancy Certificate [**Amended 12-19-2018 by Res. No. 50-18**]:

(a) Residential: \$75.

(b) Commercial: \$135.

(2) Fine penalty [**Amended 12-19-2018 by Res. No. 50-18**]:

(a) Residential: \$175.

(b) Commercial: \$275.

(3) Grading permit [**Amended 12-19-2018 by Res. No. 50-18**]:

(a) Residential: \$250, plus \$~~1,000~~**750** escrow.

(b) Commercial: \$425, plus \$~~1,000~~**750** escrow.

(4) Zoning compliance letter [**Amended 12-19-2018 by Res. No. 50-18**]:

(a) Residential: \$~~80~~**60** 60.

(b) Commercial: \$~~125~~**115**.

D. Public Works Department. [**Added 12-18-2013 by Res. No. 50-13; Amended 11-19-2014 by Res. No. 43-14**]

(1) Special collection fee:

(a) Home pickup: \$~~35~~**25**.

(b) Drop-off at yard: \$~~20~~**15**.

(2) Landscape company disposal fee [**Amended 02-19-2020 by Res. No. 10-20**]:

(a) Base fee for a truckload drop-off of 1 to 15 cubic yards: \$~~35~~**25**.

(b) Base fee for a truckload drop-off of 16 to 30 cubic yards: \$~~70~~**50**.

- (c) Base fee for a truckload drop-off of 31 to 50 cubic yards: ~~\$120~~**100**.
- (3) Landscape license yearly fee: ~~\$150~~**100**.\*
- (4) Tree work company license fee: \$100.\*
- (5) Installation of highway banner by Township personnel: \$500 [Added 6-15-2016 by Res. No. 78-16].
- (6) Brush/branch collection (home pickup): ~~\$30~~**15** for a 4'H x 4'W x 8'L pile, additional costs will apply for larger piles [Added 12-20-2017 by Res. No. 66-17].
- (7) Additional Recycle Tote: \$65, any size [Added 12-20-2017 by Res. No. 66-17].
- (8) Biodegradable Leaf Bags [Added 06-20-2018 by Res. No. 30-18].
  - (a) 3 bags for ~~\$2.00~~**1.50**
  - (b) 50-bag bundle for ~~\$35~~**25**
- (9) Removal of Nuisances and/or Non-Compliant Property Maintenance Code infractions: current annual hourly rate of personnel for work necessary to remove a nuisance and/or correct Non-Compliant Property Maintenance Code infractions, plus the cost of equipment and vehicles and disposal costs, if any [Added 07-17-2019 by Res. No. 47-198].

\*NOTE: The annual license fee will be reduced by 50% for any business that has an active business privilege license based in Cheltenham Township and has filed a tax return in the past year.

E. Planning and Zoning Department. [Added 12-16-2015 by Res. No. 46-15] [Amended 12-19-2018 by Res. No. 50-18]

- (1) Residential property outstanding code violation report: ~~\$75~~**60**.
- (2) Commercial property outstanding code violation report: ~~\$125~~**115**.

F. Accounting Department. [Added 12-16-2015 by Res. No. 46-15]

- (1) Commercial and residential sewer and refuse lien payoff calculations: \$25.

G. Emergency Medical Services. [Added 9-27-2017 by Res. No. 49-17] [Amended 03-20-2019 by Res. No. 33-19]

- (1) Basic Life Support (BLS): \$1,500 per call.
- (2) Advanced Life Support 1 (ALS-1): \$1,800 per call.
- (3) Advanced Life Support 2 (ALS-2): \$2,000 per call.
- (4) Mileage: \$0.15 per mile.
- (5) Treatment/No Transport: \$400 per call.
- ~~(6) Dead on Arrival (DOA): \$400 per call.~~
- (7) Police Blood Draw: \$400 per draw.
- (8) Hourly Detail Rate: \$185 per hour.
- (9) Refusals/Lift Assist: \$200 per call.

[§ A300-29. Stormwater management fees.](#)

[Pursuant to Ordinance No. -2021, the “Cheltenham Township Stormwater Management Fee Ordinance” adopted December 15, 2021, the following fees shall be established:](#)

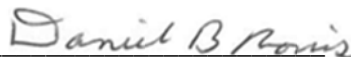
- A. Fee per Equivalent Residential Unit (ERU): \$80 per ERU in 2022, \$160 per ERU in 2023, \$220 per ERU in 2024 and future years, until changed by resolution.
- B. Late Payment Penalty – 10% of fee owed, plus 0.5% for each month unpaid and any collection, attorney and/or filing fees incurred by the Township to collect stormwater management fees.
- C. Credit application fee – TBD.

**I HEREBY CERTIFY** that the foregoing Resolution by the Board of Commissioners of the Township of Cheltenham, County of Montgomery, Commonwealth of Pennsylvania, was adopted at its meeting held at Curtis Hall, 1250 West Church Road, Wyncote, Pennsylvania 19095 on this **15<sup>th</sup> day of December, A.D. 2021**, in the year of the Township of Cheltenham the one hundred and twenty-second.

**ATTEST:**

  
\_\_\_\_\_  
**Robert Zienkowski**  
*Township Manager and Secretary*

**TOWNSHIP OF CHELTENHAM  
BOARD OF COMMISSIONERS**

By:   
**Daniel B. Norris, President**