

**CHELTENHAM TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA**

RESOLUTION NO. 13-17

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

BE IT RESOLVED, and it is hereby resolved this 15th day of February, A.D. 2017, 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of the Township of Cheltenham that all fees and escrows set forth within the Township Code of Ordinances are repealed and replaced with the following fees effective February 16, 2017 (**bold, underlined**, text is added text and ~~**bold, strikethrough**~~ text is eliminated text):

Chapter A300. Fees

[HISTORY: Adopted by the Board of Commissioners of the Township of Cheltenham 8-20-1996 by Res. No. 28-96.^[1] Amendments noted where applicable.]

[1] *Editor's Note: Resolution No. 28-96 superseded former Ch. A300, Fees, adopted 12-26-1995 by Res. No. 29-95.*

§ 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 application for new alarms systems: \$50.
 - (2) Annual renewal of alarm user's permit: \$25.
 - (3) Annual renewal of alarm user's permit for users 65 and older: \$20.
 - (4) Late charge fee for user's who fail to obtain a new alarm permit when there is an activation of a new alarm system: \$35.
 - (5) Late charge fee for user's who fail to obtain the annual renewal alarm permit: \$35 per year.
 - (6) Late charge fee for user's who fail to pay the renewal alarm user's permit within 60 days of being invoiced by the Township of Cheltenham: \$35.
 - (7) Restoration fee for an alarm user whose permit is revoked: \$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: \$10.

(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: \$35.

[2] For each additional \$1,000 of estimated cost or fraction thereof: \$20.

(b) Permit fees for temporary tents.

[1] Temporary tents to be used for religious or charitable purposes: \$10.

[2] Temporary tents to be used for weddings and social functions: \$25.

[3] Temporary tents or structures to be used for commercial purposes in commercial areas: a fee of \$100 per day, for a maximum of 10 days. Permits for signs affixed to temporary tents or structures used for commercial purposes in commercial areas shall require a fee of \$25 per sign. **[Amended 9-16-2015 by Res. No. 26-15]**

[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, ~~including residential oil storage tanks of 550 gallons' capacity or less.~~

[1] For the first \$1,000 or fraction thereof of the estimated cost: \$35.

- [2] For each additional \$1,000 or fraction thereof of the estimated cost in excess of \$1,000: \$20.
- (d) Permit fee for the installation ~~of fuel~~ **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, ~~except residential less than 550 gallons, and gasoline pumps.~~
- [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. ~~For fuel storage tanks of every description: \$35 for the first 1,000 gallons of tank storage capacity or fraction thereof; and \$20 for each additional 1,000 gallons.~~**
- [2] **Installation of hazardous materials storage tanks with product other than flammable or combustible liquids: ~~For each fuel pump proposed to be installed: \$50.~~**
- [a] **For the first \$1,000 of estimated cost or fraction thereof: \$35.**
- [b] **For each additional \$1,000 of estimated cost or fraction thereof: \$20.**
- [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: \$35.**
- [b] **For each additional \$1,000 of estimated cost or fraction thereof: \$20.**
- [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: \$35.
- (b) For each additional \$1,000 of estimated cost or fraction thereof: \$20.
- (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.
- [1] Residential: \$25.
- [2] Commercial: \$50.
- (5) Building permit fee for fencing: ~~\$30~~ **\$0.30** per linear foot of fence with a minimum fee of \$30. **[Added 12-17-2002 by Res. No. 31-02]**

(6) The building permit fee for ADA accessibility 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 \$75 plus \$0.07 per square foot of floor area or each fraction of affected floor area.

[a] Accessibility plan review is considered to be 20% of the above fee calculation with a minimum fee of \$15.

[b] Accessibility inspections are considered to be 80% of the above fee calculation with a minimum fee of \$65.

[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. 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 doubled that outlined in this fee schedule.

§ 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:

(a) Master electrician contractor: \$75. **[Amended 12-17-2002 by Res. No. 29-02]**

(b) Chief plant electrician: \$50.

(c) Oil burner service dealer: \$50.

(d) Refrigeration service dealer: \$50.

(e) Journeyman electrician: \$35. **[Amended 12-17-2002 by Res. No. 29-02]**

(f) Apprentice electrician: \$25. **[Amended 12-17-2002 by Res. No. 29-02]**

(g) HVAC Contractor: \$75. **[Added 12-17-2002 by Res. No. 29-02]**

§ 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]

(1) Certificate: \$75.

[1] *Editor's Note: See 40 P.S. § 638.*

§ 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.

(1) Fire reports: \$10.

(2) Annual fire inspections.

(a) Apartments:

[1] Up to 10 sleeping units: ~~\$25~~**\$35**.

[2] 10 to 25 sleeping units: \$50.

[3] 25 to 50 sleeping units: \$75.

[4] 50 to 100 sleeping units: \$100.

[5] More than 100 sleeping units: \$150.

[6] Building six stories or higher: \$200.

(b) Assembly, educational and institutional:

[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) Business, factory, high-hazard, manufacturing, mercantile and storage occupancies:

[1] Up to 3,500 square feet: \$35.

[2] 3,501 square feet to 12,000 square feet: \$75.

[3] 12,001 to 36,000 square feet: \$100.

[4] 36,001 square feet to 50,000 square feet: \$125.

[5] 50,001 square feet to 100,000 square feet: \$200.

[6] Over 100,000 square feet: \$300.

(d) ~~Reinspection: \$15.~~ **Second and subsequent reinspections required for compliance: \$20.**

(e) Installation and alteration of sprinkler systems:

[1] Up to \$1,000 of the estimated cost: \$35.

[2] Each additional \$1,000 of the estimated cost or fraction thereof: \$20.

[3] **Third party plan review (if required): actual third party cost incurred for review. Initial plan review for up to 5,000 square feet: \$50; each subsequent review for up to 5,000 square feet: \$35.**

~~[4] Initial plan review for more than 5,000 square feet: \$100; each subsequent review for more than 5,000 square feet: \$50.~~

- (f) Installation and alteration of fire alarm systems:
 - [1] Up to \$1,000 of the estimated cost, \$35.
 - [2] Each additional \$1,000 of the estimated cost or fraction thereof: \$20.
 - [3] Third party plan review (if required): actual third party cost incurred for review.**
- (g) Installation and alteration of **all other** fire suppression systems:
 - [1] Up to \$1,000 of the estimated cost: \$35.
 - [2] Each additional \$1,000 of the estimated cost or fraction thereof: \$20.
 - [3] Third party plan review (if required): actual third party cost incurred for review.**
- (h) 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: \$35.
 - [2] For each additional \$1,000 of cost or fraction thereof: **\$205.**
 - [a] Approval of permits and inspection of fire protection systems. The fee for such permits shall be \$35 for the first \$1,000 of the cost thereof, \$20 for each additional \$1,000 of cost, plus **any actual third party costs incurred for the review, if applicable. a review fee of \$50 for a fire protection system covering less than 2,500 square feet and \$100 for a fire protection system covering more than 2,500 square feet.** [Added 12-15-1998 by Ord. No. 1932-98]

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~~**Hazardous Materials Response Team**: \$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. Purposely left blank. Food handling establishments.

~~A. Pursuant to Chapter 154, Food Handling Establishments, of the Code of the Township of Cheltenham, the following fees are hereby established:~~

~~(1) License and inspection fees. [Amended 10-17-2000 by Res. No. 37-00]~~

~~(a) Restaurants.~~

- ~~[1] One to 49 seats: \$125.~~
- ~~[2] Fifty to 200 seats: \$215.~~
- ~~[3] Over 200 seats: \$300.~~

~~(b) Retail, including take-out.~~

~~[1] Zero to 1,499 square feet: \$100.~~

~~[2] One thousand five hundred to 4,999 square feet: \$215.~~

~~[3] Five thousand square feet and over: \$300.~~

~~(c) Mobile and seasonal: \$125 per unit of location.~~

~~(d) Nonprofit organizations: \$35.~~

§ 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]

(1) Service charge for collection and disposal: \$120 per single-family residential dwelling unit.

[1]Editor's Note: See also § A300-26, Discounts for user fees eliminated.

§ 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:

(1) License application to operate a massage establishment: \$200.

(2) Portion of license application that will be returned if the license is not granted: \$100.

§ 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: \$75, no discount period. [Amended 12-17-2002 by Res. No. 29-02]

(2) Journeyman plumber's license fee: \$35. [Amended 12-17-2002 by Res. No. 29-02]

(3) ~~(2.1)~~Apprentice plumber: \$25. [Added 12-17-2002 by Res. No. 29-02]

(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) Lateral permit fees.

- (a) For **the installation of new** laterals **or the repair or replacement of existing laterals installed by the property owner** from the building to the sewer main: \$75.*
- (b) For **the installation of new** laterals **or the repair or replacement of existing laterals installed by the property owner** from the building to the existing lateral: \$500.*
- (c) Demolition, disconnecting fee: \$35.

* **Township permit and inspection fees for the repair or replacement of existing laterals will be waived until December 31, 2025. State or other applicable fees are not waived.**

(7) Permit fees for plumbing work **(completed within the building envelope)**: [Added 10-16-2007 by Res. No. 41-07]

- (a) For the first \$1,000 of estimated cost or fraction thereof: \$35.
- (b) For each additional \$1,000 of estimated cost or fraction thereof: \$20.

§ 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: \$30.

§ A300-15. Real estate registry. [~~Amended 1-20-2009 by Res. No. 4-09~~]

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.

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. Pursuant to Chapter 238, Sewers, of the Code of the Township of Cheltenham, the following fees are hereby established:

- (1) Connections to existing laterals installed by the Township between the sidewalk area and the main sewer line: \$500.
- (2) Connections directly into the sewer line (when permitted by the Township) where no lateral exists in a right-of-way or sidewalk area: \$75.
- (3) Permit for dumping or discharging sewage into sewer system: \$50, plus \$25 for each 1,000 gallons of sewage discharged.
- (4) Tapping fee for sanitary sewer capacity: \$3,500 per EDU (residential and nonresidential).
[Added 1-22-2014 by Ord. No. 2277-14]

B. Pursuant to Chapter 211, Sump Pump and Groundwater Standards, of the Code of Cheltenham, the following fees are hereby established for discharges into the sanitary sewer system pursuant to § 211-2D. The monthly fee will be added to the sewer bill to cover the cost of compliance inspectors and the cost for treating the discharged water.

- (1) Seasonal waivers allowing the property owner to discharge sump pump and/or other groundwater conveyance systems discharges into the Township's wastewater collection system during the period between December 1 and March 31: \$50 per month during the waiver period. **[Added 10-26-2005 by Res. No. 34-05]**

- (2) Nonseasonal waivers allowing the property owner to discharge sump pump and/or other groundwater conveyance systems discharges into the Township's wastewater collection system without seasonal restrictions: \$50 per month during the waiver period. **[Added 10-26-2005 by Res. No. 35-05]**

C. Administrative application fee for equivalent dwelling units (EDUs) for residential and nonresidential uses: **[Added 9-16-2015 by Res. No. 26-15]**

- (1) Application fee: \$150.
- (2) Escrow fee: \$500, residential, refundable and replenishable; \$2,500, nonresidential, refundable and replenishable.

D. Discharge of fats, oils and grease to POTW: [Added 7-17-2013 by Ord. No. 2269-13]

(1) Initial permit: \$500.

(2) Annual permit renewal: \$250.

E. Sanitary sewer deduct meters. [Added 2-18-2015 by Ord. No. 2297-15]

(1) Single-family residential:

(a) Initial application and installation inspection fee (per meter): no charge.

(b) Annual meter reading and inspection fee (per meter): no charge.

(c) Additional reading (per meter): no charge.

(d) Reinstallation of meter inspection fee (per meter): no charge.

(2) Commercial, institutional, and multifamily residential (including apartment buildings and condominiums):

(a) Initial application and installation inspection fee (per meter): \$150.

(b) Annual meter reading and inspection fee (per meter): \$100.

(c) Additional reading (per meter): \$50.

(d) Reinstallation of meter inspection fee (per meter): \$100.

[1] *Editor's Note: See also § A300-26, Discounts for user fees eliminated.*

§ 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: \$35 per sign erected for the first \$1,000; \$20 for each additional \$1,000.

§ A300-18. Peddlers, solicitors and transient vendors. [Amended 7-21-2009 by Res. No. 30-09]

Fees for permits for commercial peddling/soliciting and indoor/outdoor transient vendors shall be as follows:

- A. One day: \$25 per person.
- B. One week (seven days): \$100 per person.
- C. One-day parade: \$150.
- D. Transient sales: a fee of \$100 per vendor, per day, for a maximum of 10 days. **[Added 9-16-2015 by Res. No. 26-15]**

[1] *Editor's Note: See also Ch. 251, Peddling, Soliciting and Transient Sales.*

§ 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: \$10 [**Amended 10-19-2016 by Res. No. 98-16**].
- (2) Permit for setting or resetting the line or grade of a curb.
 - (a) Four hundred dollars.
 - (b) For more than 75 feet of frontage: an additional \$1 per linear foot.

(3) Permit for work within right-of-way (sum of Application Fee and Construction Fee).

(a) Application Fee:

[1] Street opening (improved area or unimproved area) for each street location: \$50

[2] Sidewalk/curb (new or replacement) for each street location: \$10

(b) Construction Fee:

[1] Street opening: \$5 per square yard or increment thereof; 2 square yard minimum.

[2] Sidewalk: \$3 per 10 linear foot section of increment thereof; 30 linear-foot minimum.

[3] Curb: \$3 per 10 linear foot section or increment thereof; 30 linear-foot minimum

(4) Permit renewal.

(a) Sixty-day renewal for street opening permit: \$50.

(b) Sixty-day renewal of curb or sidewalk permit: \$5.

~~(3) Construction and inspection fees.~~

~~(a) Inspection for opening or excavations in an unimproved surface: \$35 per hour of inspection time, with a minimum charge of \$35.~~

~~(b) Inspection for opening or excavations in an improved surface: \$35 per hour of inspection time with a minimum charge of \$35.~~

~~(c) Inspection of the replacement of each break in a curb or sidewalk: \$35 per hour of inspection time, with a minimum charge of \$35.~~

~~(d) Special inspections: \$35 per hour of inspection time with a minimum charge of \$35.~~

~~(4) Permit issuance.~~

~~(a) Street opening permit: \$50.~~

~~(b) Sixty-day renewal for street opening permit: \$50.~~

~~(c) Curb or sidewalk permit: \$10.~~

~~(d) Sixty-day renewal of curb or sidewalk permit: \$5.~~

§ A300-20. Subdivision and land development.

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]

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

- [1] Township Engineer: ~~\$100 per hour.~~ Per consultant annual rate schedule for Cheltenham Township.
- ~~[2] Assistant to the Township Engineer: \$75 per hour.~~
- ~~[3] Assistant Building Inspector: \$50 per hour.~~
- [4] Clerical services: \$25 per hour.

(b) Residential Subdivision or Land Development

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

Lot Line Revision \$325 \$525

(c) Nonresidential Subdivision

<u>Number of Lots</u>	<u>Application Fee</u>	<u>Professional Review Escrow*</u>
<u>1-3 lots</u>	<u>\$450 per lot</u>	<u>\$2,500, plus \$525 per lot</u>
<u>4+ lots</u>	<u>\$1,000, plus \$325 per lot</u>	<u>\$3,500, plus \$325 per lot</u>

Lot Line Revision \$525 \$525

(d) Nonresidential Land Development

<u>New Construction</u>	<u>Application Fee</u>	<u>Professional Review Escrow*</u>
<u>Up to 3,000 sq. ft.</u>	<u>\$375, plus \$50 per 1,000 sq. ft.</u>	<u>\$1,000, plus \$325 per 1,000 sq. ft.</u>
<u>3,001 to 10,000 sq. ft.</u>	<u>\$275, plus \$50 per 1,000 sq. ft.</u>	<u>\$3,000, plus \$225 per 1,000 sq. ft.</u>

<u>10,001 to 25,000 sq. ft.</u>	<u>\$525, plus \$50 per 1,000 sq. ft.</u>	<u>\$5,000, plus \$200 per 1,000 sq. ft.</u>
<u>25,001 to 75,000 sq. ft.</u>	<u>\$625, plus \$50 per 1,000 sq. ft.</u>	<u>\$6,000, plus \$175 per 1,000 sq. ft.</u>
<u>75,001+ sq. ft.</u>	<u>\$1,100, plus \$50 per 1,000 sq. ft.</u>	<u>\$7,000, plus \$175 per 1,000 sq. ft.</u>

(e) Plan Amendments/Minor Plans

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

*** 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.**

**The fee schedule for subdivision/land development reviews shall be as follows:
[Amended 3-16-2004 by Res. No. 6-04]**

Subdivision Fees	Application [Note (1)]	Application [Note (2), (3)]
Lot line adjustment	\$150	\$1,500
Two lot subdivision	\$400	\$1,750
Three lots and up subdivision	\$600	\$1,750 plus \$50 per lot [Note (4)]
Land development fees Single residential lot Development	\$300	\$2,000
HVAC development	\$300	\$2,000
Telecommunications Development	\$300	\$2,000
Commercial, industrial, institutional and multifamily	\$500	\$4,500
Less than 1 acre disturbed land		
Less than 25,000 GSF building area		
Less than 3 DU [Note (5)]		
Commercial/industrial, institutional and multifamily	\$1,000	\$4,500, plus \$500 for each additional acre disturbed or increment thereof, plus \$1,000 for each additional 25,000 GSF or increment thereof, plus \$50 for each DU in excess of 3 DU
Notes:		
(1)	Application fee, nonrefundable.	
(2)	Escrow fee to reimburse the Township for the reasonable and necessary expenses incurred by the Township in the review and approval process of the subdivision/land development application. If the plan is denied, any unused portion of the escrow fee will be returned to the applicant. If the plan is approved, any unused portion of the escrow fee will be returned to the applicant after the plan is recorded. Such expenses shall include, but not be limited to:	
	(a)	Fees for the services of the Township Engineer and/or consulting engineers related to the review and consideration of the plan.
	(b)	Fees for the services of the Assistant to the Township Engineer, Assistant Building

Subdivision Fees		Application [Note (1)]	Application [Note (2), (3)]
			Inspector, etc., related to review and consideration of the plan.
		(c)	Fees for clerical services related to the review and consideration of the plan.
		(d)	Fees for the services of the Township Solicitor related to the review and decision process of the application.
		(e)	Advertising costs incurred through the review and decision process.
		(f)	The cost for engineering and traffic surveys, professional certifications, and other services deemed necessary by the Board of Commissioners in reviewing the plan, including the services of a professional planner.
		(g)	Recording fees (if any are incurred by the Township).
		(h)	Administrative charges of 10% of the total cost incurred above.
	(3)	The Township Engineer shall determine the initial escrow amount required at the time of application, such escrow amount shall be paid into the escrow account for said application, and the Township shall not begin the review of the subdivision/land development application until receipt of full payment of the initial escrow amount. If at any time or times during or after the review and approval process the Township believes that the funds necessary to reimburse the Township for the reasonable and necessary expenses incurred or to be incurred by the Township in the review and approval process of the subdivision/land development application are in excess of the amount then held in the escrow fund, the Township shall so notify the applicant/developer/owner, and the applicant/developer/owner shall deposit with the Township such additional monies as has been determined by the Township to be needed to complete the review and approval process. The escrow amount determinations shall not limit the obligation of the applicant/developer/ owner for the payment of all Township Staff fees at the rates noted in Note (2)(a), above, of the fees charged by the Township Solicitor, consultants, planners, etc. and of all other costs incurred by the Township in the review and approval process of this application. [Added 3-16-2004 by Res. No. 6-04]	
	(4)	Additional escrow fee per lot for all lots.	
	(5)	DU shall mean "dwelling unit."	

§ 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: \$10.
- (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: \$10.
- (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]

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 ~~permit~~ parking permit fee schedule:

Time Period	Fee
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 \$1,000. Said filing fee covers the nonrefundable application fee of \$500, 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.

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:

- (1) Accessory structures on single-family residential properties (decks, fences, garages, gazebos, pools, sheds, etc.): \$400.
- (2) Single-family residential buildings/properties (including additions thereto): \$500.
- (3) Two-family residential, townhouses and/or residential multifamily (including additions thereto and accessory structures thereon): \$1,000.
- (4) Nonresidential buildings/properties: \$1,000.
- (5) Zoning Hearing Board continuances requested by applicant: \$300.

§ 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:

(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.

~~Photocopying charges of public documents shall be assessed at the rate of \$0.25 per page with the exception of certain publications listed in Subsection A(4) below which will be subject to a single document charge.~~

(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: \$25.

(c) Current edition of Township Zoning Code: \$25.

- (d) Current edition of Subdivision Code: \$25.
 - (e) Current edition of Plumbing Code: \$25.
 - (f) Home Rule Charter: \$10.
- (5) Unless specified elsewhere in the Township's Fee Schedule, charges for all forms of certifications by Township officials: \$25.
- (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^[1]]**

[1] Editor's Note: This ordinance also provided that any person or legal entity failing to comply with this chapter shall, upon summary conviction before a Magisterial District Judge, pay a penalty of not more than \$600, together with court costs of suit, collectible in the manner provided by law.

§ 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]

A. Extension of approval or permit; verification of extension.

- (1) Extension of an approval or a permit covered by the Permit Extension Act: 25% of the original application fee, not to exceed:
 - (a) For a residential approval or permit (one single-family dwelling): \$150; and
 - (b) For a multifamily dwelling development approval or permit or a nonresidential approval or permit: \$800.
- (2) Verification of the extension of an approval or permit:
 - (a) Residential approval or permit: \$100.
 - (b) Commercial approval or permit: \$500.

~~B. Discharge of fats, oils and grease to POTW: [Added 7-17-2013 by Ord. No. 2269-13]~~

- ~~(1) Initial permit: \$500.~~
- ~~(2) Annual permit renewal: \$250.~~

~~C. Sanitary sewer deduct meters. [Added 2-18-2015 by Ord. No. 2297-15]~~

- ~~(1) Single family residential:~~
 - ~~(a) Initial application and installation inspection fee (per meter): no charge.~~
 - ~~(b) Annual meter reading and inspection fee (per meter): no charge.~~
 - ~~(c) Additional reading (per meter): no charge.~~
 - ~~(d) Reinstallation of meter inspection fee (per meter): no charge.~~
- ~~(2) Commercial, institutional, and multifamily residential (including apartment buildings and condominiums):~~
 - ~~(a) Initial application and installation inspection fee (per meter): \$150.~~

~~(b) Annual meter reading and inspection fee (per meter): \$100.~~

~~(c) Additional reading (per meter): \$50.~~

~~(d) Reinstallation of meter inspection fee (per meter): \$100.~~

B. Dumpsters and temporary storage containers [Added 10-19-2016 by Res. No. 98-16].

(1) Placement of a dumpster or temporary storage container within public rights-of-way, including the streets or roadways: \$100 per dumpster for 15 days; \$10 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 flat fee for a period not to exceed 2 years.

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

(a) Weekday afternoons (11 a.m. to 4 p.m.): \$375

(b) Monday-Thursday evenings (7 p.m. to 12 a.m.): \$650

(c) Friday evenings (7 p.m. to 12 a.m.): \$1,750

(d) Weekends and holidays (any five hours): \$2,300

(e) Overtime: \$400/hour

(3) Glenside Hall

- (a) Weekday afternoons (11 a.m. to 4 p.m.): \$275**
- (b) Monday-Thursday evenings (7 p.m. to 12 a.m.): \$500**
- (c) Friday evenings (7 p.m. to 12 a.m.): \$1,150**
- (d) Weekends and holidays (any five hours): \$1,750**
- (e) Overtime: \$400/hour**

D. Special events: \$25, \$50 if submitted less than 90 days before the event, \$100 if submitted less than 30 days before the event. Fee waived for block parties.

§ 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]]

- (1) Fingerprinting: ~~\$25~~**\$30.**
- (2) Parking fines: \$25.
- (3) Parking meters:
 - (a) Two-hour meters: \$0.50.
 - (b) Twelve-hour meters: \$2.
 - (4) Special details: \$95.

~~(5) Individual background checks: \$10.~~

[1] Editor's Note: This ordinance provided an effective date of 1-1-2014.

B. Parks and Recreation Department.

- (1) Playground registration: \$350.
- (2) Pools: **[Amended 3-19-2014 by Res. No. 14-14]**
 - (a) Family membership fee: \$225.
 - (b) Daily:
 - [1] Adults: \$5.
 - [2] Youth: \$4.
 - (c) Guest, weekday:
 - [1] Adults: \$8.
 - [2] Youth: \$7.

(d) Guest, weekends:

[1] Adults: \$10.

[2] Youth: \$8.

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

C. Building and Zoning Department.

- (1) Zoning Use and Occupancy Certificate:
 - (a) Residential: \$60.

- (b) Commercial: \$120.
- (2) Fine penalty:
 - (a) Residential: \$150.
 - (b) Commercial: \$250.
- (3) Grading permit:
 - (a) Residential: \$200.
 - (b) Commercial: \$400.
- (4) Zoning compliance letter:
 - (a) Residential: \$50.
 - (b) Commercial: \$100.
- D. Public Works Department. [**Added 12-18-2013 by Res. No. 50-13^[2]; amended 11-19-2014 by Res. No. 43-14^[3]**]
 - (1) Special collection fee:
 - (a) Home pickup: \$25.
 - (b) Dropoff at yard: \$15.
 - (2) Landscape company disposal fee:
 - (a) Base fee for a truckload dropoff of 1 to 10 cubic yards: \$15.
 - (b) Base fee for a truckload dropoff of 11 to 20 cubic yards: \$25.
 - (3) Landscape license yearly fee: \$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**].

*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.

[2]Editor's Note: This resolution provided an effective date of 1-1-2014.

[3]Editor's Note: This resolution provided an effective date of 1-1-2015.

- E. Planning and Zoning Department. [**Added 12-16-2015 by Res. No. 46-15**]
 - (1) Residential property outstanding code violation report: \$50.
 - (2) Commercial property outstanding code violation report: \$100.
- F. Accounting Department. [**Added 12-16-2015 by Res. No. 46-15**]
 - (1) Commercial and residential sewer and refuse lien payoff calculations: \$25.

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 **15th day of February, A.D. 2017**, in the year of the Township of Cheltenham the one hundred and eighteenth.

ATTEST:



Bryan T. Havir
Township Manager and Secretary

**TOWNSHIP OF CHELTENHAM
BOARD OF COMMISSIONERS**



By: _____
Morton J. Simon, Jr., President