

**JEFFERSON BOROUGH,
YORK COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2013-2

A RESOLUTION ESTABLISHING A FEE SCHEDULE FOR JEFFERSON BOROUGH

WHEREAS, Jefferson Borough desires to set forth all fees authorized to be charged and collected by the Borough into one resolution;

NOW, THEREFORE, BE IT SO RESOLVED BY THE COUNCIL OF THE BOROUGH OF JEFFERSON, as follows:

THAT, the Fee Schedule will be as follows:

JEFFERSON BOROUGH FEE SCHEDULE

RELATING TO THE COLLECTION OF DELINQUENT FEES:

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| 1. | Research and obtain current deed and mailing address for owner(s) of property in an effort to commence collection efforts against such owner(s) | \$50.00 |
| 2. | Collection letter to a single owner of a property. The collection letter fee plus the cost for postage will be assessed to an owner(s) of property for each occurrence of a delinquency for which a collection letter was sent to the owner(s). | \$125.00
plus all costs
for postage |
| 3. | If a property is owned by more than one (1) owner, the owners will be assessed the fees for obtaining the deed to the property, the fee for the first collection letter which includes postage costs, and \$40.00 for each additional collection letter sent to every record owner, plus all the costs of postage relating thereto. | \$50.00
for each additional
collection letter, plus
all costs of postage |
| 4. | 10 Day Notice letter(s) – This Notice will be sent to each owner who does not claim the collection letter sent via certified return receipt requested mail | \$75.00 per Notice |
| 5. | Drafting and filing of Municipal Claim | \$350.00 plus filing
costs |
| 6. | Notice letter to owner(s) advising requesting permission to execute | \$100.00 |

7.	Title Search	\$200.00
8.	Preparation of Execution Documents	\$600.00
	<p>The customers account will be assessed all filing costs as imposed by the York County Prothonotary's Office and Sheriff's Office related to filing of execution documents at the applicable rate of the time of the filing. As of the date of this Resolution, the filing fee for a Praeceptum for Writ of Execution is \$31.50 and the Sheriff's advance fee is \$2,500.00. The costs and fees incurred for filing and service of the execution documents may be subject to change from time to time and vary upon case to case.</p>	
9.	Attorneys' attendance at Sheriff's Sale	\$300.00
10.	Satisfaction of Municipal Claim	\$125.00
11.	Payoff letter which provides the owner(s) 30 days to remit payment prior to resuming collection efforts and includes an itemized statement	\$125.00
12.	Agreement for payment plan	\$200.00
13.	Demand letter to owner(s) advising they must resume payments immediately – per letter	\$125.00
14.	Fee for non sufficient funds – per occurrence	\$50.00
15.	Notice letter demanding owner(s) to make good on check – per letter and costs for postage	\$50.00 plus postage
16.	Attorneys' fee to file Criminal Complaint for bounced check	\$150.00
17.	Attorneys' fees to provided owner(s) with a replacement copy of Praeceptum to Remove after case has been settled	\$50.00
18.	Certification	\$25.00

The attorneys' fees in connection with collection and enforcement of a lien(s) will be imposed at a rate of \$150.00 per hour which is based upon the actual time involved unless otherwise specified above.

SEWAGE RELATED FEES

Sewage Enforcement Fees	\$80.00 per hour
Soil Probe (Does not include excavation)	\$160.00 each
Percolation Testing (Does not include excavation)	\$240.00 each
Residential Sewage Permit	\$205.00 each
Residential Septic System Design	\$650.00 each

Direct job costs will be charged when they apply (prints, copies, mileage, etc.).
Subcontracted work will be charged 1.3 times actual cost. Work involving expert testimony, legal disputes and contested conditions will be priced on a case by case basis.

Included in the above hourly rates are all overhead costs such as, accounting, clerical salaries, social security contributions, unemployment taxes (payroll, etc.) insurance, employee benefits, (sick leave, vacation, holidays, health insurance), telephone and computer charges.

BUILDING AND ZONING PERMITS

ZONING PERMITS

Zoning Permit (This fee includes one (1) zoning inspection for setbacks, etc.)	\$25.00
Zoning Re-inspection (This fee is required for each additionally zoning re-inspection which is the result of a failed initial inspection.)	\$30.00
Zoning Use or Occupancy Certificate	\$10.00

UCC PERMITS

Building Permit:

Residential	0-500 sq. ft.	\$100.00
	500-1000 sq. ft.	\$200.00
	1000-2000 sq. ft.	\$300.00
	2000-3500 sq. ft.	\$500.00
	3501 sq. ft. or more	\$.20 per sq. ft.
Commercial		\$100.00 plus \$.20 per sq. ft. of floor area

(sq. ft. are calculated on total foot print of the structure)
(includes plumbing, electrical & mechanical permit)

Building Permit (minimum work not based on sq. ft.)	\$35.00
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UCC Section 703 fee (Commonwealth Training Fund)	\$4.00 per building permit
Annual Permit (Qualified Industry Only)	\$200.00 per calendar year
Electrical Permit (If separate from Building Permit)	\$30.00 per calendar year
Plumbing Permit (If separate from Building Permit)	\$30.00 per calendar year
Mechanical Permit (If separate from Building Permit)	\$30.00
Swimming Pools (24" or Deeper)	\$50.00
Demolition of Structure	\$30.00
Renovation	\$20.00 for the 1 st \$5000 in costs, plus \$3.00 for each additional \$1000 in costs or fraction thereof
Certificate of Use and Occupancy (C of O) (1 inspection)	\$30.00
Re-inspection of C of O (due to failure of first (inspection)	\$30.00
Permit Extension (if grantable) 6 month Minimum	\$50% of original permit fees

STORM WATER RELATED FEES

Administrative Costs;

The administrative costs shall be the current secretary's hourly wage times the amount of time for administrative duties including;

Typing of correspondence for submission and review of Stormwater Plans,

Invoicing for time and materials and flat rates for review of Stormwater Plans;

Mailing of correspondence concerning Stormwater Plan submission and review;

And any other administrative duty required by a particular stormwater plan submission.

Zoning Officer Stormwater Plan Review Costs;

Any Stormwater Plan submitted to the Borough that constitutes less than one thousand square feet of impervious surface shall be given to the Jefferson Borough Zoning Officer for review. The flat rate of \$50.00 shall apply to any Stormwater Plan review handled by the Borough Zoning Officer.

Engineering Stormwater Plan Review Costs;

The Appointed Borough Engineer shall review any Stormwater Plan that constitutes an impervious surface area of more than one thousand square feet. The Engineer will forward an invoice to the Borough to be paid by the applicant based on time and materials necessary for that specific plan submission, whether the plan is a single building project or complex subdivision.

Public Security Requirements;

Jefferson Borough acknowledges that the Stormwater Management Ordinance allows our municipality to ask any developer to post a public security bond for a development project that includes a stormwater plan. Jefferson Borough hereby waives the requirement for posting an escrow account for a public security bond for any project requiring a stormwater plan that is less than 5,000 square feet of impervious surface. All other projects must have a security bond posted in accordance to the Stormwater Management Ordinance Sections 603 & 604; Performance and Maintenance Guarantee.

All Stormwater Plan review costs shall be remitted by the applicant to Jefferson Borough before the Zoning Officer issues a Use and Occupancy Certificate to the applicant.

STREET EXCAVATION

Street Excavation Permit	\$90.00 per permit
Street Closing Fee	\$250.00 per day
Inspection Fee	Current rates charged by Borough Engineer
Degradation Fee	No less than \$10.00 per sq. yd. calculated by actual measurement of the area involved in the completed work
Restoration Bond	No less than \$30.00 per sq. yd. for area to be restored in projects in excess of \$5,000

SIGN PERMITS

Illuminated – Permanent	\$50.00 per sign
Non Illuminated – Permanent	\$20.00 per sign
Non Illuminated – Temporary	\$10.00 per sign

SUBDIVISION LAND DEVELOPMENT FEES

Borough Filing Fee	\$150.00 per Plan, plus Per lot or dwelling unit shown on plan
York County Planning Commission Filing and Review Fees	See York County Planning Commission Fee Schedule
Waiver Request	\$100.00

Zoning Hearing Fees \$500.00 per hearing

The owner or developer shall also pay to the Borough all reasonable expenses actually incurred by the Borough for engineering and legal review of any such plan prior to any final approval of the Plan.

Zoning Ordinance \$25.00

Subdivision and Land Development Ordinance \$25.00

Comprehensive Plan \$25.00

(If a person is only requesting a copy of amendments to the Zoning Ordinance there shall be no charge for a copy of the amendment)

PENALTY FEES

Failure to obtain a permit prior to the start of construction or knowingly misrepresenting the cost of construction or other information shall result in double permit fees. Payment of penalty fees does not waive the right of the municipality to pursue any other remedies or penalties under the provisions of the PA UCC or municipal ordinances.

TAX COLLECTOR FEES

Issuance of Tax Certifications Upon Request by attorneys, realtors, title abstract companies, financial institutions or other parties with respect to the current or prior year real estate taxes upon a particular parcel of real estate \$25.00

Issuance of duplicate tax bills upon request of a property owner or other person or institution or in connection with the payment of real estate taxes where no bill is enclosed with the check and a duplicate bill must be provided by the tax collector \$3.00

Providing duplicate tax receipts upon request of a property Owner or other person or institution \$1.00
Service charge for the collection of delinquent taxes \$10.00

MISCELLANEOUS FEES

Service charge for each returned check because it is not collectable for lack of sufficient funds in the account for any other reason \$50.00 or the amount charged by the financial institution for such return, whichever is greater

(The service charge shall reflect be the same amount authorized to be charged pursuant to the Crimes Code relating to bad checks, 18 Pa. C.S. § 4105(e)(3). In the event that section of the Crimes Code is amended, this section shall automatically be amended to modify the service charge to be the same as found in that section.)

Photocopies	
8 ½ ”x11”	\$.25 per page
8 ½ ”x14”	\$.25 per page
Non standard copies	Actual cost of copying
Computer Disk	Actual cost
Certification of Document	\$1.00 (Does not include notary fee)
Postage	Actual cost of mailing
Facsimile	Actual cost

The fees and costs set forth herein are subject to modification from time to time by a duly adopted resolution of the Borough Council in a meeting duly assembled.

ADOPTED this 7th day of January 2013 by the Jefferson Borough Council.

Attest:

JEFFERSON BOROUGH

Secretary

By: _____
President