RESOLUTION 15 - 2025

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF MAIDENCREEK, BERKS COUNTY, PENNSYLVANIA, ADOPTING A FEE SCHEDULE FOR PLAN REVIEW, FACILITY RENTAL, STREET ACCESS PERMITS AND OTHER MISCELLANEOUS FEES.

BE IT HEREBY RESOLVED AND ENACTED, by the Board of Supervisors of the Township of Maidencreek, Berks County, Pennsylvania that, pursuant to the grant of powers set forth in the Second Class Township Code, the Pennsylvania Municipalities Planning Code, and any other applicable statute or ordinance, the schedule of fees attached to this Resolution as Appendix A through D.

RESOLVED and ADOPTED by the Board of Supervisors of the Township of Maidencreek in lawful session duly assembled, this 13th day of February 2025.

Maidencreek Township
Board of Supervisors

Joshua G. Meck

David K. Franke

Eric Bauman

Christina Hafer, Secretary

Miscellaneous Fees

Fees set for administrative or otherwise miscellaneous activities by the Township Office are set forth below:

1) Photocopies	
a) Copy 8 ½ x 11 Inch Paper per Copy	$ 0.25
b) Copy 8 ½ x 14 Inch Paper Copies	$ 0.40
c) Copy 11 x 17 Inch Paper Copies	$ 0.60
d) Copy Larger than 11 x 17 Inch per Copy	At Cost from Local Printshop[1]
2) Postage	Actual Cost
3) Publication	
a) Zoning Book with Map	$ 15.00
b) Zoning Map	$ 5.00
c) Subdivision and Land Development Book	$ 15.00
d) Comprehensive Plan	$ 25.00
e) Storm Water Management Ordinance (Ordinance No. 200)	$ 15.00
4) Recycling Items	
a) Recycling Bin	$ 10.00
b) Recycling Bin Wheel Kit	$ 12.00
c) Replacement of Recycling Site Entrance Cards	$ 15.00
5) Business Permits	
a) Amusement Permit	$ 1.00
b) Annual Cell Tower Permit	$ 250.00
c) Peddler/Transient Retailer Permit	$ 75.00
6) Parking Permits	
a) On-Street Handicap Parking Application	$ 25.00

[1] US Express Printing Located at 2845 N. 5th Street Highway, Reading, PA 19605

Rental Fees for Facilities and Equipment

These fees are utilized for expenses associated with the maintenance and improvement of public facilities owned and operated by the Township of Maidencreek.

1) Pavilion Rental (Per Day)	
a) Resident Rentals	
(i) Rental Deposit Fee	$ 50.00
(ii) Community Park Pavilion	$ 60.00
(iii) Fire Company Pavilion	$ 25.00
b) Non-Resident Rentals	
(i) Rental Deposit Fee	$ 50.00
(ii) Community Park Pavilion	$ 100.00
(iii) Fire Company Pavilion	$ 50.00
c) Concession Rental	$ 50.00
2) Athletic Field Rentals	
a) Rental Deposit Fee	$ 50.00
b) Field Rental per Day	$ 50.00
c) Non-Profit Field Rental for Season (Maximum of 12 Weeks)	$ 300.00
d) Field Rental for For-Profit Use per Day	$ 200.00
e) Field Usage with Lights per Day	$ 100.00
f) Field Usage with Lights per Season	$ 400.00
3) Other Rentals (Per Day)	
a) Rental Deposit Fee	$ 50.00
b) Township Meeting Room	$ 50.00
c) Township Equipment (Tents, Tables, Chairs, Hot-Dog Roller)	$ 50.00

The rental deposit fee is charged to cover the Township's cost for any clean-up after an event, which is the responsibility of the applicant, and is not performed to the Township's standards. If the rental location is restored to its condition or better condition before the event took place, then the rental deposit fee may be returned upon request of the applicant. It is the responsibility of the applicant to request reimbursement from the Township for the rental deposit fee.

Fees for Township owned equipment not otherwise listed above, when utilized for approved activities by the Township Road Crew for third parties, shall be charged in accordance with the third party per Federal Emergency Management Agency's most up-to-date *Schedule of Equipment Rates*.[2]

[2] Current Schedule of Equipment Rates is from 2021. Accessed: FEMA 2021 Schedule of Equipment Rates

APPENDIX C

Subdivision and Land Development Review Fees

These fees will be collected to cover the costs incurred in reviewing the application of annexation, subdivision and/or land development plans.

1.) Sketch Plan reviewed by Township Engineer	$1,000.00
2.) Preliminary Plans	
a. Application Fee	$ 500.00
b. Residential Plans with 1 – 5 lots	$2,500.00
c. Additional fee for each lot for residential plans in excess of 5 lots	$ 150.00/lot
d. Commercial and Industrial Plans	$2,500.00 plus $100 per building sq ft.
3.) Final Plans and Annexation Plans	
a. Application Fee	$ 250.00
b. Residential Plans with 1 – 5 lots	$1,500.00
c. Additional fee for each lot for residential plans in excess of 5 lots	$ 150.00/lot
d. Commercial and Industrial Plans	$1,500.00 plus $100 per building sq ft.

Review fees are due at the time of plan filing. Plan filing will not be considered to be complete until the correct fee has been paid and a signed agreement for the Review of Land Development/Subdivision Plans has been received. All applicants must enter into a Plan Review Agreement with the township to memorialize the procedure by which the Township seeks reimbursement of review fee cost. A detailed account history will be sent to the applicant showing how fees are disbursed along with copies of corresponding invoices.

4.) Special Exceptions and Variances	$1,500.00
5.) Conditional Use	$2,500.00
6.) Rezoning	$3,500.00
7.) Property Maintenance Appeal	$1,500.00
8.) Curative Amendment	$5,000.00

Applications for zoning relief (items 4 – 8 above) shall be filed with the Township Manager and include the applicable fee which will be used to pay for costs associated with the hearing including advertising, stenographers, mailings and professional consultant fees. The Township will require reimbursement for costs exceeding the initial application fee or return fees that are not used. A detailed account history will be sent to the applicant showing how fees are disbursed along with copies of corresponding invoices.

Street Access Permits

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

Permit Issuance Fee Schedule

1) Application Fee	
a) Utilities	$ 300.00
b) Driveways	
(i) Minimum Use [e.g., Single Family Dwellings, Apartments with five or fewer units].	$ 75.00
(ii) Low Volume [e.g., office buildings, car washes]	$ 250.00
(iii) Medium Volume [e.g., Motels, Fast Food Restaurants, Service Stations, Small Shopping Plazas	$ 500.00
(iv) High Volume [e.g., large shopping centers, multi-building apartment or office complexes)	$ 1,500.00
c) Other [e.g., bank removal, sidewalk, and curb]	$ 150.00
2) Supplement Fees (per Change)	
(i) Three Month Time Extension(s)	25% of Base Fee
(ii) Six Month Time Extension(s)	50% of Base Fee
(iii) Each Submitted Change, Amendment, or Supplement	50% of Base Fee
3) Emergency Fees	
(i) Utilities	$ 200.00
(ii) Driveways	$ 50.00

These fees are applied to the costs incurred in the preliminary review of the location covered by the permit, and/or spot inspection of the permitted work, and/or subsequent inspection after the permitted work has been completed to ensure compliance with PennDOT specifications and permit provisions.

Permit Review Fee Schedule

1) Driveways	
a) Minimum Use [e.g., Single Family Dwellings, Apartments with five or fewer units].	$ 75.00
b) Low Volume [e.g., office buildings, car washes]	$ 100.00
c) Medium Volume [e.g., Motels, Fast Food Restaurants, Service Stations, Small Shopping Plazas	$ 150.00
d) High Volume [e.g., large shopping centers, multi-building apartment or office complexes)	$ 400.00
e) Other [e.g., bank removal, sidewalk, and curb]	$ 100.00
2) Surface and Sub-Surface Openings (These fees are calculated on the total linear feet of the opening being permitted within different areas of the right-of-way.)	
a) Total Linear Feet of Opening Each (100-foot increment or fraction thereof)[3]:	
(i) Opening in Pavement	$ 150.00

[3] *If longitudinal opening simultaneously occupies two or more road of highway areas identified in subsection (a) above, only the higher fee will be charged. Linear distances shall be measured to the nearest foot.

(ii) Opening in Shoulder	$ 120.00
(iii) Opening Outside Pavement Areas	$ 100.00
3) Surface and Sub-Surface Openings of Less Than 36 Square Feet (Service Connections Performed Independently of Underground Facility Installation, Pipeline Repairs) (each opening)	
a) Sub-Surface Opening Beneath Pavement	$ 130.00
b) Sub-Surface Opening Beneath Shoulder	$ 110.00
c) Sub-Surface Opening Beneath Areas Outside Pavement	$ 90.00
4) Above-Ground Facilities (e.g., poles, guys and/or anchors if installed independently of poles)	
a) Up to 10 physically connected above-ground facilities (each continuous group)	$ 150.00
b) Additional above-ground physically connected facilities (each pole with appurtenances)	$ 50.00
5) Ground or Below Facilities (e.g., Power Units, Pedestals, Connection Blocks)	
a) At or Below Grade/Ground Facility (each unit)	$ 100.00
6) Overhead and Undergrade Crossings (e.g., conveyors, or pedestrian walkways)	$ 1,000.00
7) Above-Ground Facilities (e.g., poles, guys and/or anchors if installed independently of poles)	
a) First Mile	$ 500.00
b) Each Additional Mile or Fraction Thereof	$ 50.00
8) Non-Emergency Test Holes in Pavement or Shoulder (each hole)	
a) Test Hole for Pavement	$ 100.00
b) Test Hole for Shoulder	$ 75.00
9) Other (e.g., bank removal, sidewalk, and curb)	$150.00
10) Road Closure Permit	
a) Up to Six Hours	$ 150.00
b) Six to 12 Hours	$ 300.00
c) More than 12 Hours in a Day	$ 500.00

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

Permit Inspection Fee Schedule

1) Hourly Rate for Inspector Fees	
a) Road Inspector or Superintendent	$50.90 per hour
b) Deputy Road Inspector	$46.05 per hour
c) Road Foreman	$48.33 per hour
d) Township Manager	$46.91 per hour
e) Township Engineer, or Designee	Refer to Most Recent Engineer Fee Schedule