

**BOROUGH OF MARCUS HOOK
DELAWARE COUNTY, PA
RESOLUTION NO. R-22-1**

GENERAL FEE SCHEDULE

WHEREAS, the Borough of Marcus Hook customarily adopts a Fee Schedule Resolution approving fees and charges; and

WHEREAS, the Borough of Marcus Hook desires to amend any and all Fee Schedules previously adopted; and

WHEREAS, the fees and charges as set forth in the following Fee Schedule will be in full force and effect until such time as an updated Fee Schedule is approved by the Borough of Marcus Hook; and

NOW, THEREFORE, be it **RESOLVED** that the Council of the Borough of Marcus Hook does hereby authorize the following fees and charges, pursuant to the Codified Ordinances of the Borough of Marcus Hook and/or as allowed under Pennsylvania state law, and in doing so rescind any previously adopted Fee Schedule:

Chapter 37, Police Department

1. Special Duty Police §37-13

Police duty and administrative fee: \$110 per hour

2. Police Services Recovery of Costs §37-21

Police call response: \$110 minimum charge covering the first hour and \$110 for the second hour or any part thereof. Plus the cost of medical treatment to injured officers and the cost of repairing damaged municipal equipment or property.

Chapter 76, Building Construction

Applicants for permits shall pay a fee based on the schedule below. Fees shall be based on total estimated project cost. The Code Enforcement Department may require the applicant to provide a contract or other similar documentation to verify the estimated project costs. Fees must be paid at the time of application. Applicant shall pay any review fees charged to the Borough by its Building Code Official (BCO) in excess of initial permit fees. Applicants shall also pay any review fees mandated by the Commonwealth of Pennsylvania from time to time (\$4.50 per permit as of the date of adoption of this resolution).

1. Building Permits: covers all building construction (residential, commercial, industrial) new construction, alterations, repairs, re-roofing, additions, renovations, demolition, etc. §76-3

For new structures, additions and alterations including garages, balconies, sheds, decks and signs.

\$20 for each \$1,000 of estimated cost or fraction thereof; minimum fee of \$40.

For demolition.

\$75 for the first \$1,000 of cost or fraction thereof and \$20 per additional \$1,000 of cost or fraction thereof.

For roofing, re-roofing, siding and facade alterations.

\$20 for each \$1,000 of estimated cost or fraction thereof; minimum fee of \$40.

For patios and driveways not requiring a Stormwater Management Plan.

\$25

For in-ground swimming pools.

\$20 for each \$1,000 of estimated cost or fraction thereof; minimum fee of \$40.

Building permit fees include the cost of two inspections. Additional fees will be charged under the following circumstances:

- A. Re-inspection Fees: \$40 dollars for the third (3rd) inspection and each additional inspection made until the violation or inspection passes or has been approved.
- B. Special Inspections: \$60 dollars for additional inspections required during non-working hours to include weekends.
- C. Accelerated Inspections: \$60 dollars for inspections required by a person who has proceeded without an approved permit, and requests an accelerated processing of a permit.

2. Electrical Permits

\$50. This fee does not include inspections or certifications, which are contracted directly by the applicant. Third party inspection is required on all electrical work. Inspection stickers are to be placed on the circuit box and inspection cards are to be sent to the Code Enforcement office.

Chapter 82, Checks Fraudulent

- 1. Checks returned for insufficient funds §82-1
\$15 per check

Chapter 84, Construction Codes

- 1. Installation, extension or replacement of sprinkler systems §84-6
Application fee: \$500

Review fee: To be invoiced directly from the Marcus Hook Plumbing Inspector based on review and inspection services rendered. Permit will not be issued until all fees are paid in full.

Chapter 90, Dumpsters and Portable Storage Containers

The application fee for a Permit allowing the temporary placement of dumpsters and PODs shall be as follows: §90-6

- 1. Commercial Property - Twenty-five dollars (\$25.00) for each permit and/or extension requested.
- 2. Residential Property - There shall be no fee for a permit to place a dumpster or POD on a residential property for up to ninety (90) days. Thereafter the owner shall pay a permit fee of Twenty-five dollars (\$25.00) for each extension requested.
- 3. Public Right of Way - There shall be no fee for a permit to place a dumpster or POD within the public right of way in order to service a residential property for up to five (5) days. Thereafter the owner shall pay a permit fee of Twenty-five dollars (\$25.00) for each extension requested.

Chapter 99, Flood Damage Prevention

Applications for Permits shall be accompanied by a fee, payable to the Borough based upon the estimated cost of the proposed construction as determined by the Floodplain Administrator. The Application Review fee shall be as follows: §99-3.04

- 1. Residential Property

a. Utility Change out on Existing Structure	\$ 25.00
b. Single Family Residential Home	\$250.00
c. Duplex	\$350.00
d. Single Family Land / Site Development	\$100.00
e. Lateral Addition to Existing Building	\$150.00
f. Multiple Residential Lots: Land/Site Development	\$400.00

2. Commercial Property

a. Utility Change out on Existing Structure	\$ 25.00
b. Commercial Structure	\$350.00
c. Commercial Structure Non-Habitable	\$200.00
d. Lateral Addition to Existing Building	\$250.00
e. Single Commercial Lot: Land/Site Development	\$350.00
f. Multiple Commercial Lots: Land/Site Development	\$500.00

Any additional costs incurred for review fees will be the responsibility of the applicant.

Chapter 102, Food Establishments

1. Retail and Wholesale Food Establishments, Public Eating Places, Vending Vehicles, Cafeterias §102-16

Yearly license fee: \$125

Re-inspection fee: \$ 50

- a. Covers each additional inspection made until the violation or inspection passes or has been approved.

Chapter 111, Hawkers, Peddlers and Solicitors

1. Soliciting or Canvassing License §111-3

Registration fee: \$100 per day

2. Foot Peddlers, Vehicle Peddlers and Door-to-Door Salespersons §111-7

Registration fee: \$100 per day, \$150 per month, \$200 per year

3. Sidewalk Sales §111-10

License fee: \$10 per day

4. Temporary Retail Business §111-14

Registration fee: \$20 per month

Chapter 132, Mechanical Standards

For installation, conversion, or replacement of heating or air conditioning equipment, the fee shall be as follows: §132-3

1. Residential Permits

\$30 for the first \$1,000 of estimated cost or fraction thereof and \$15 per additional \$1,000 of estimated cost or fraction thereof.

2. Commercial

\$50 for the first \$1,000 of estimated cost or fraction thereof and \$20 per additional \$1,000 of estimated cost or fraction thereof.

Chapter 135, Multiple Dwellings, Rooming Houses, Rental Units

1. Residential Rental License Fee §135-4

A. Rental Dwelling Unit : \$100.00 per unit

- B. Multiple Dwelling Unit: \$100.00 per unit
- C. Rooming House: \$ 50.00 per shared bathroom

2. Inspection Cost. All inspection fees cover the cost for 2 inspections for each application or renewal. All additional inspections shall cost \$50.00 each.
3. Any property owner or agent thereof who fails to submit the required application for a Rental License by the due date posted on any violations notice shall be liable for double the application fee.
4. Rental licenses are valid until the next renewal period.

Chapter 148, Parks

1. Park Pavilions §151-6

- Resident civic, religious, school groups \$25 deposit
- Residents \$25 plus \$25 deposit
- Non-residents \$100 plus \$25 deposit

The resident charge applies if 50% or more of the user group are Marcus Hook Borough residents.

2. Summer Recreation Program §151-6

- Non-resident participation \$25

3. Mickey Vernon Park Ballfields

- Adult Softball Teams - League Play - Spring/Summer \$25 per time slot
(Each time slot is 2 hours)
- Adult Softball Teams - League Play - Fall \$25 per time slot
(Each time slot is 2 hours)
- Marcus Hook Youth Sport Teams NO CHARGE
- Chichester School District Interscholastic Team Play NO CHARGE
- Tournament Fee \$150 per day
- Youth Sport Teams - Non-residents \$25 per game
\$50 per game with field lights
- Adult Sport Teams - Non-residents \$25 per game
\$50 per game with field lights

Youth: High school age and younger.

Non-resident: Any group or organization where less than 50% of the participants do not reside in the Borough of Marcus Hook.

4. Mickey Vernon Park Hut / Williamson Field Hut §151-6

Use of the concession areas by non-Borough affiliated groups or organizations requires the approval of Borough Council.

Per Usage Fee: \$ 100 plus a \$100 refundable deposit

5. Community Center Fitness Facility §151-6

- Registration fee \$5
- Daily use fee - non residents \$2

6. Fishing Pier §151-6

- Annual access license - residents \$25
- Annual access license - non residents \$50

Create an annual senior citizen access license for resident and non residents sixty (60) years of age and older.

Annual access license - resident senior citizen \$15
Annual access license - non resident senior citizen \$15

Chapter 154, Plumbing

In the event work is not ready for inspection after the Inspector has been notified to make an inspection, or if work does not meet code, or if access is not available, an additional fee based on the appropriate Inspector's rate will be charged to schedule a re-inspection and the payment shall be due to the Borough prior to the actual re-inspection.

For Plumbing permits the fees shall be as follows: §154-3

1. Registration \$50 per year
2. Residential Permits - new work and alterations
 - 1-5 fixtures \$50
 - Each additional fixture \$10
 - Sewer service repairs \$50
 - Sewer lateral replacement \$100
 - Sewer tie-in / new construction \$200
 - Water service repairs / tie-in \$50
 - Water heater installation \$30
 - Back flow preventer installation \$30
 - Garbage disposal installation \$20
3. Commercial, Institutional - new work and alterations
 - 1-5 fixtures \$75
 - Each additional fixture \$10
 - Sewer service repairs \$75
 - Sewer lateral replacement \$100
 - Sewer tie-in / new construction \$200
 - Water service repairs / tie-in \$75
 - Water heater installation \$50
 - Back flow preventer installation \$50
 - Garbage disposal installation \$20

Chapter 157, Abandoned Real Property

1. Fees, Violations and Penalties §157-30
 - Semi-annual Registration fee per property \$300.00

Chapter 165, Secondhand Business

1. Secondhand Dealer §165-6
 - Permit Fee: \$50 per year

Chapter 174, Stormwater Management

The stormwater management ordinance requires the submission of a stormwater management site plan for regulated earth disturbance activities in the Borough and a Best Management Practices (BMP) operations and maintenance plan for post construction stormwater BMP's. Fees have been established to defray plan review and construction inspection costs incurred by the Borough.

1. Non-Residential: §174-24
 - A. Issuance Fee: \$200.00 plus \$50.00 per acre/or portion thereof for each acre disturbed.
 - B. Escrow: \$600.00 for one acre or less
\$250.00 for each additional acre

2. Residential: §174-24
 - A. Issuance Fee: \$75.00 for residential property disturbance of less than 1/4 acre; 1/4 acre or more \$200.00 plus \$50.00 per acre/or portion thereof for each acre disturbed.
 - B. Escrow: \$600.00 for one acre or less
\$250.00 for each additional acre

All subsequent reviews shall be 25% of the amount of the initial review fee. A new fee shall be submitted with each revision in accordance with this schedule.

3. Inspection fees will be established at the completion of the review and issuance of permit.

The permittee will be reimbursed for the amount of the escrow that is unused and will subsequently also be responsible for any additional fees necessary for plan reviews and inspections associated with the administration of the Stormwater Management Ordinance of Marcus Hook Borough.

Checks shall be made payable to Marcus Hook Borough. A minimum of two checks is required, one for the application fee and the other for the escrow amount.

Chapter 175, Streets and Sidewalks

1. Sidewalk and Curb Openings and Excavations §175-18

Permit fee of \$50.00 per opening, plus \$1.00 for each additional square foot of trench required over and above 50 square feet

2. Street Openings and Excavations §175-18

Permit fee of \$100.00 per opening, plus \$1.00 for each additional square foot of trench required over and above 50 square feet

3. Construction or repair of sidewalk, curbing, or driveway crossing the sidewalk
§175-18

Permit fee of \$25 for first \$1,000 of cost.
Each additional \$1,000 of cost or portion thereof: \$20

Chapter 178, Subdivision and Land Development

1. Adoption by Reference of County Fee Schedule §178-2

The Borough of Marcus Hook recognized the Delaware County Land Development and Subdivision Ordinance as having legal jurisdiction in Marcus Hook and has adopted by reference the Delaware County Fee Schedule for Subdivision and Land Development reviews. The fees listed in the Delaware County Fee Schedule for Subdivision and Land Development are considered administrative fees and as the basic cost for the application are not refundable.

2. Review Fees

Review fees are used to offset the Borough's expenses related to plan reviews. Each applicant, owner, subdivider or developer seeking approval of any sketch, preliminary or final plan for subdivision or land development shall place into escrow with the Borough at the time of application an amount determined by the Borough to cover estimated costs of engineering reviews and / or inspections, professional planning reviews (not including the County Planning Commission application fee), legal services, and any other professional services used by the Borough in connection with the application. From this review fee escrow, the Borough shall pay invoices of the professionals as they become due. Where the review fee escrow is deemed to be insufficient during the processing of an application, the Borough may request additional funds from the applicant before the application is processed further. Any amount remaining in the review fee escrow account after the applicant's plans have been completed or withdrawn will be refunded to

the applicant. However, there will be no refunds of amounts paid from an escrow for work previously done.

Chapter 180, Taxation

1. Tax Certifications §180-41
Fee \$20.00
2. Duplicate Tax Bill §181-42
Fee \$10.00
3. Fraudulent Checks §181-43
Fee \$15.00

Chapter 182, Pay Telephones

1. Initial Fee §182-2
\$25.00 for each telephone
2. Annual Renewal Fee §182-2
\$10.00 for each telephone

Chapter 191, Vehicles and Traffic

1. Parking Violations §191-20 through 191-26 and 191-28
\$25 fine
2. Parking Violation §191-27
Parking in a marked handicapped parking space unless the operator or passenger is handicapped.
\$100 fine
3. Metered Parking §191-50
Tampering with meters. \$100 fine plus cost of repairing the meter
Depositing of slugs. \$100 fine plus cost of repairing the meter
Parking Meter Violations. §191-32, 191-40, 191-41, 191-44, 191-48
\$15 fine

Chapter 196, Zoning

1. For Zoning Permits the fees shall be as follows: §196-166
Erection or alteration of any building, structure, or portion thereof. \$100
Prior to the use or change of use of a building or land. \$100
Prior to the change or extension of a nonconforming use or structure. \$100
Fences. \$25
Signs. \$50
Decks. \$50
Shed. \$25

Swimming Pools. \$25 for a pool with a depth greater than two feet (2')

Prior to the placement or location of a trailer or other temporary structure on a site.
\$100

2. Occupancy Permits §196-166

Residential: Occupancy and use of a building erected, reconstructed, restored, altered, moved, or any change in ownership. \$100

Commercial: Occupancy and use of a building erected, reconstructed, restored, altered, moved, or any change of ownership and/or use of an existing building. \$150

Temporary Certificate of Occupancy.

Residential \$100

Commercial \$150

Inspection fee covers the cost of 1 inspection for each application. All additional inspections shall cost \$75 each.

Property transfer certificates of occupancy will not be issued until all required paper work and fees are submitted at least 72 hours in advance.

3. Zoning Hearing Board Hearings (appeals, variances, special exceptions, challenges to the validity of the zoning ordinance or map) §196-166

Fees are noted below as administrative fees and review fees. Administrative fees are the basic cost for the application and are not refundable. Review fees are used to offset the Borough's expenses related to applications.

Residential. \$100 administrative fee
\$100 review fee

Commercial, Professional, Institutional.
\$300 administrative fee
\$300 review fee

Industrial. \$600 administrative fee
\$600 review fee

Review fees in the amounts listed above shall be used to defray the following costs:

- A. Cost of preparation and mailing of hearing and decision notices required by the Zoning Hearing Board.
- B. Cost of preparation and mailing of lists of residents and certification for the applicant as required.
- C. Cost of publication of notice of public hearing and other legal publication charges.
- D. Fifty percent (50%) of the cost of appearance fee of the Stenographer.
- E. Stenographer's transcription costs where a transcription of the stenographic record is requested by the Applicant or if the Applicant appeals the decision of the Board.

If the review fees deposited by the applicant are insufficient to insure payment of all costs incurred in disposition of the pending application, the Borough shall require additional deposits in increments of \$250. Failure of the Borough to demand additional deposits from time to time shall not relieve the applicant from liability for all costs, charges, fees and expenses in excess of deposits. Amounts deposited that are in excess of the actual costs of the application disposition shall be refunded to the applicant.

4. Borough Council Hearings §196-166

Conditional Use Hearing

Residential \$100 administrative fee
 \$100 review fee

Commercial, Professional, Institutional
 \$300 administrative fee
 \$300 review fee

Industrial \$600 application fee
 \$600 review fee

Non-conforming Use Expansion, Extension

Residential \$100 administrative fee
 \$100 review fee

Commercial, Professional, Institutional
 \$300 administrative fee
 \$300 review fee

Industrial \$600 application fee
 \$600 review fee

Review fees in the amounts listed above shall be used to defray the following costs:

- A. Cost for publication of notice of public hearing and other legal publication charges.
- B. Cost for preparation and mailing notices of public hearings and decisions.
- C. Cost for appearance fee of the stenographer.
- D. Cost for one copy of the original manuscript.
- E. Cost of engineering reviews, professional planning reviews, legal services, and any other professional services used by the Borough in connection with the application.
- F. Other miscellaneous charges.

If the review fees deposited by the applicant are insufficient to insure payment of all costs incurred in deposition of the pending application, the Borough shall require additional deposits in increments of \$250. Amounts deposited that are in excess of the application disposition shall be refunded to the applicant.

5. Zoning Amendment

\$600 application fee

If this amount is not adequate to pay the actual costs incurred, the applicant will be so notified and an additional fee charged to the extent allowed by law.

Public Works/Highway Department

If it is necessary for employee(s) of the Highway Department to repair or replace Borough property damaged by others, clean streets of spills or debris due to actions of others, or to maintain private property due to vacancy or failure to obey ordinances, the following fees will be charged. The Borough may also use a private contractor to remediate violations or damaged Borough property and pass on contractor charges to the property owner or individual charged with the damage:

1. Highway Department Fee Schedule

Highway Foreman Rate: \$55 / hour per person
Highway Laborer Charge: \$35 / hour per person
Dump Truck: \$50 / hour
Removal of brush, wood, or debris: \$150 per full or partial truck load.
Lawn Mower: \$40 / day or part thereof / per lawn mower
Street Sweeper: \$50 / hour
Bobcat Loader: \$30 / hour
Small engine tools: \$50 / day or part thereof / 3 tools or less
Salt: \$60 / ton
Trash bags: \$5 each

2. Special Refuse Collection (Bulk Trash)

Special Item Fees

Refrigerator \$20
Freezer \$20
Air Conditioner \$20
Dishwasher \$15
Washer \$15
Dryer \$15
Stove \$20
Microwave \$15
Hot Water Heater \$15
Dehumidifier \$15
Radiator \$20

Other Items

\$10 per item (limit of 6 items)

Miscellaneous Fees, Sales of Publications/Maps

1. Administration

Code of the Borough of Marcus Hook \$.25 per page / side
Copies of Ordinances, Resolutions, etc: \$.25 per page / side
Certification of a Public Record: \$5 per record

2. Police Department

Police Motor Vehicle Accident Report: \$15
Police Incident Report: \$15
Photographs (8" x 10"): \$10 each
Fingerprinting: Residents: \$15 per card. Non-Residents: \$20 per card.
Replacement Parking Permit: \$25
Reproduction of videos and video surveillance: \$100 to \$500
Road Closure: \$150 application fee and \$500 per day, per street closure fee

3. Planning and Zoning

Zoning Map: \$10
Zoning Ordinance: \$25

4. Miscellaneous

Postage Fees: Actual cost of mailing
Specialized Documents: Actual cost
Copying (except as previously noted): \$.25 per page / side

Fee Waiver

The Borough Council, at its discretion, may lower the fees assessable under the above schedule for individual applications where the applicant can demonstrate that the scheduled fee would cause an extreme economic hardship, where the application involves land intended for the development of low-income residential dwelling units, or the project is deemed in the best interests of the community.

ADOPTED this 3rd day of January, 2022.

BOROUGH OF MARCUS HOOK

ATTEST: _____
Andrew Weldon
Borough Secretary

Josephine M. Laird
Council President