

# BOROUGH OF KENHORST

## RESOLUTION #691

### 2018 FEE SCHEDULE

**RESOLVED**, that the Schedule of Fees for the Borough of Kenhorst, Berks County, Pennsylvania, for the fiscal year 2017, has been set as follows:

**ALL BUILDING PERMITS** – *Note: Any work which is started without an approved permit being issued automatically doubles the permit fees. When permit fees are doubled – property account will be assessed penalties and interest as applicable until paid in full.*

*See Appendix A (attached) for Third Party Inspector charges for Residential Building Permits. See Appendix B (attached) for Third Party Inspector Commercial Building Permits.*

<b>BUILDING PERMITS and ASSOCIATED CHARGES</b>	<b>RATES/FEEES</b>
<ul style="list-style-type: none"> <li>• <b>NON-RESIDENTIAL (NON-REFUNDABLE) PERMIT ADMINISTRATIVE/HANDLING FEE</b> - <i>Note: Applicant will be notified of the Permit Fee which will be due and payable at time of issuance and does not count toward cost of permit</i></li> </ul>	\$100.00
<ul style="list-style-type: none"> <li>• <b>RESIDENTIAL (NON-REFUNDABLE) PERMIT ADMINISTRATIVE/HANDLING FEE</b> - <i>Note: Applicant will be notified of the Permit Fee which will be due and payable at time of issuance and does not count toward cost of permit.</i></li> </ul>	\$25.00
<ul style="list-style-type: none"> <li>• <b>NON-RESIDENTIAL REINSPECTION FEE</b> (*applies to all building permit re-inspections) – <i>includes U &amp; O Certificate</i></li> </ul>	\$125.00/hour*
<ul style="list-style-type: none"> <li>• <b>RESIDENTIAL REINSPECTION FEE</b> (*applies to all building permit re-inspections) – <i>includes U &amp; O Certificate</i></li> </ul>	\$100.00/hour*
<ul style="list-style-type: none"> <li>• <b>MISCELLANEOUS PLAN REVIEWS/CONSULTATION FEES</b> – <i>Miscellaneous permit applications and/or plan reviews, property/project inspections or consultations conducted by the Borough Engineer, Zoning Officer, Building Code Official or Borough Solicitor will be assessed to the appropriate property account and accrue interest and penalties until paid in full.</i></li> </ul>	<i>\$ prevailing rates Please contact Borough Hall</i>
<ul style="list-style-type: none"> <li>• <b>PENNSYLVANIA DEPARTMENT OF LABOR &amp; INDUSTRY TRAINING FEE</b> (<i>fee applies to all residential and non-residential building permits</i>)</li> </ul>	\$4.50
<b>ALARM PERMITS</b> <ul style="list-style-type: none"> <li>• New Residential Installation Permit Fee</li> <li>• New Commercial Installation Permit Fee</li> <li>• Annual Renewal - Application/Information Required</li> </ul>	\$15.00 \$25.00 n/c

<p><b>ALLEY MAINTENANCE CHARGES</b>  <i>Alleys without municipal utilities (storm and sanitary sewers) may be repaired by the adjoining residents at their costs or will be repaired by the Borough at the request of the adjoining residents. The Borough's repair costs will be divided equally among the residents on either side of the block and invoiced as appropriate.</i></p> <p><i>Alleys that include municipal utilities will be maintained and paid for by the Borough. Note that the Borough will not plow alleys.</i></p>	As invoiced
<p><b>BURN PERMITS</b> (fire pit, chiminea, etc.) – renewed annually</p>	\$10.00/per year
<p><b>COMMUNITY CENTER RENTAL</b>  <i>(Available to Kenhorst Borough residents only)</i>  Security deposit will be returned upon satisfactory final inspection.</p>	\$150.00 for 5 hours of use, plus \$100.00 deposit
<p><b>COPIES</b></p>	\$0.25/page
<p><b>DUMPSTERS and PODS</b> – <i>Permit required for on street or off street parking of dumpsters or PODS – all fees paid in advance – fees are doubled if dumpster/pod is placed prior to obtaining a permit</i></p>	\$25.00/week
<p><b>FALSE ALARM FEES</b> – Fire, Smoke, Carbon Monoxide Alarms – for response by fire department</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> false alarm</li> <li>• 2<sup>nd</sup> and 3<sup>rd</sup> false alarm per year</li> <li>• 4<sup>th</sup> or more false alarm per year</li> </ul>	<p>No charge  \$25.00 per false alarm  \$50.00 per false alarm</p>
<p><b>FIELD USE – KENHORST BOROUGH PARK</b> - <i>Permit required for Kenhorst Borough Park Field use – including signed Indemnification Agreement and Certificate of Insurance naming Borough of Kenhorst as Additional Insured. Field use scheduled on first come, first served basis w/valid permit.</i></p>	<p>No charge for Berks County residents; however, permit is required</p>
<p><b>HANDICAPPED PARKING SPACE PERMIT</b> – <i>Completed permit application is required. Permit renewal required every 5 years – or as changes occur.</i></p>	n/c
<p><b>HEARING FEES</b> – <i>The following non-refundable application fees will be applied toward the final cost of the hearing incurred by the Borough, unless otherwise noted. Final costs will be invoiced to the applicant and will be payable within 30 days.</i></p> <p><b><u>Hearings before Borough Council:</u></b></p> <p>Building Permit Denial - Appeal of Building Code Official Action  <i>(fee returned if appeal granted)</i></p> <p>Conditional Use</p> <p>Planned Residential Development</p> <p>Property Maintenance Violation Appeal</p> <p>Sewage Permit Refusal Appeal</p> <p>Transfer of Liquor License</p> <p>Waiver of land development/subdivision process</p>	<p>\$1,000.00</p> <p>\$500.00</p> <p>\$5,000.00</p> <p>\$300.00</p> <p>\$500.00</p> <p>\$1,000.00</p> <p>\$500.00</p>

<b><u>Hearings before Zoning Hearing Board</u></b>	
Appeal of Zoning Officer Action ( <i>fee returned if appeal granted</i> )	\$1,000.00
Appeal of validity of zoning ordinance or map	\$1,000.00
Changes to recorded plan	\$1,000.00
Lot line adjustments	\$1,000.00
Variance requests	\$500.00
Special Exception requests	\$500.00
Zoning Changes	\$2,500.00
<b><u>Subdivision/Land Development before Planning Commission</u></b>	
Residential – Subdivision Plan Application fee	\$250 plus \$25/lot or unit
Non-Residential – Subdivision Plan Application fee	\$300 plus \$30/lot or unit
Sketch Plans Review Fee	\$1,000.00
Preliminary Plans Review Fee	\$2,500.00
Final Plans Review Fee	\$2,500.00
Escrow for Subdivision Plan – 2 to 4 lots	\$2,500.00
Escrow for Subdivision Plan Review – 5 to 10 lots	\$5,000.00
Escrow for Subdivision Plan Review – over 10 lots	\$7,500.00
Escrow for <u>all</u> Land Development plans	\$5,000.00
<b>MILEAGE</b> ( <i>or as amended to reflect current federal rates</i> )	\$0.545/mile
<b>NEWSLETTER COMMERCIAL ADVERTISEMENT FEE</b>	
<i>Newsletter is published quarterly. Ads are 2 inches x 3 inches The Borough reserves the right to edit for space or reject.</i>	\$30/ad/quarter \$100/ad/year
<b>OPEN RECORDS POLICY SERVICES:</b>	
Photocopies	\$.25/copy
Certification of public record	\$ 1.00
Copies onto electronic media	\$ 20.00 plus materials
Offsite copies of subdivision, land development, or other plans	\$ 20.00 plus costs incurred
<i>NOTE: If total cost to duplicate record exceeds \$100, Borough may require pre-payment prior to providing access to the public record.</i>	
<b>OPEN SPACE</b>	
<i>Fee paid in lieu of planned open space</i>	
Fee per each residential dwelling unit	\$1,200/dwelling unit
Fee for business/commercial development	\$1,500/acre to nearest ¼ acre
<b>PLAYGROUND SUMMER PROGRAM - Applications accepted until maximum of 60 participants is reached.</b>	
<b>(RESIDENTS)</b>	
<u>Early Sign Up Fee</u> – Applications must be received and fee paid on or before April 30 <sup>th</sup> .	\$75 first child/\$25 each additional child
<u>Late Sign Up Fee</u> – for registrations received <u>after</u> April 30 <sup>th</sup> .	\$100/first child/\$30 each additional child

<p><b>Playground Summer Program (continued)</b>  <b>(NON-RESIDENTS)</b>  Non-Resident Applications accepted only if maximum is not reached by end of first week of playground.</p> <p><b>(GUESTS)</b>  Payment must be made in advance at Borough Hall. Playground Leaders will not accept payment.</p>	<p>\$200/child</p> <p>\$10.00/child/day</p>
<p><b>PROPERTY MAINTENANCE VIOLATIONS CHARGES –</b>  <i>The fees for activities and services performed by the Codes Department or Borough personnel or the Borough's agent(s) in implementing its responsibilities to enforce the 2012 International Property Maintenance code shall be reimbursed by the property owner and/or a lien will be placed on the property and penalties and interest will continue to accrue until all applied assessments have been satisfied.</i></p>	<p><i>As invoiced</i></p>
<p><b>RECYCLING CONTAINERS – (32 gallon size)</b>  First Container Free - Replacement/additional container charge</p>	<p>\$15.00/each</p>
<p><b>RENTAL HOUSING INSPECTION PERMIT FEES</b>  <i>Annual Inspection of rental properties is required.</i></p> <ul style="list-style-type: none"> <li>• Annual Inspection Fee, includes Re-inspection Fee, if required and a Certificate of Occupancy</li> <li>• Additional re-inspection fee as needed</li> <li>• Rescheduling fee for missed appointments/failure to attend inspection/subsequent follow up/re-inspections</li> <li>• Penalty if annual permit fee is not paid in full by January 31</li> </ul>	<p>\$100.00/unit</p> <p>\$50.00/unit</p> <p>\$50.00/unit/each</p> <p>\$200 .00/u nit</p>
<p><b>RETURNED CHECK FEE</b></p>	<p>\$40.00</p>
<p><b>ROAD CLOSURE FEE – (completed application required)</b></p>	<p>\$50/day + \$100 deposit</p>
<p><b>ROAD CUT (OPENING) PERMIT FEE –</b> requires total road restoration by permit holder (or their agent) per Borough specs</p>	<p>\$150.00/location</p>
<p><b>SANITARY SEWER SERVICE CHARGES</b>  Base rate for zero to 12,500 gallons per quarter</p> <p>Over 12,500 gallons per quarter surcharge</p>	<p>\$105.00/quarter (base)</p> <p>\$0.0084/gallon (over 12,500 gallons)</p>
<p><b>SEWER/REFUSE ACCOUNT CERTIFICATION</b></p>	<p>\$20.00</p>
<p><b>SOLICITATION PERMITS –</b>  <u><i>Absolutely No Soliciting in Borough of Kenhorst without a Permit</i></u>  Submit completed application seven (7) business days in advance for processing <i>Contact Borough for application and all requirements</i></p>	<p>\$100.00/person/day</p>
<p><b>STORMWATER MANAGEMENT</b>  Applicable to individual lot improvements not located within a</p>	<p>\$500.00</p>

subdivision or land development having stormwater controls.	
<b>TAX CERTIFICATION</b>	\$20.00
<b>TRASH TAG - BULK PICK-UP / ADDITIONAL BAGS over 5</b>	\$10.00/bulk or add'l items
<b>YARD/GARAGE SALE PERMIT</b> <i>Maximum - two (2) yard/garage sales per address/per year</i>	\$15.00/each
<b>ZONING PERMIT – RESIDENTIAL APPLICATION FEE –</b> <i>Application fee is non-refundable. You will be notified of the permit fee and pick up time. Permit fee is due and payable in full at time of permit issuance.</i>  <i>The following projects require a permit – Costs will be determined upon review of the application</i> <ul style="list-style-type: none"> <li>▪ Accessory structures (garage, shed, etc.) - square footage of 200 feet or less and not greater than 15 feet in height</li> <li>▪ Ag Buildings (to be used for agricultural use only)</li> <li>▪ Decks - &lt; 30 inches above grade and &lt; 200 gross square feet</li> <li>▪ Decorative Ponds</li> <li>▪ Driveways – new installation or expanded area – no permit required for a repave that does not change the original driveway footprint</li> <li>▪ New or re-roof – more than 25% shingle replacement</li> <li>▪ Patios</li> <li>▪ Pergola’s</li> <li>▪ Replacement windows</li> <li>▪ Replacement siding</li> <li>▪ Retaining walls - less than 48 inches in height</li> </ul>	\$25.00
<b>ZONING PERMIT - COMMERCIAL APPLICATION FEE</b> <i>Application fee is non-refundable. Total cost of permit is due at time of pick up.</i>	\$100.00

**ADMINISTRATION FEE** – note that a ten percent (10%) per annum or two and one half percent (2.5%) quarterly administration fee will be added to the total outstanding balance on all accounts.

**Note that Reading Area Water Authority (RAWA) charges Kenhorst Borough a \$50.00 administration fee to post a 10-day notice at a property for water shut off. RAWA also charges the Borough a \$112.00 turn off/turn on fee to restore services. These fees are collected from the property owner and will be added to the total amount owed and payable to the Borough of Kenhorst as “pass through” charges.**

**Appendix A – Kraft Code Services 2018 fee schedule - attached and part of this resolution**

**Appendix B – McCarthy Engineering Associates 2018 fee schedule - attached and part of this resolution.**

**DULY ENACTED** as a Resolution of the Borough Council of the Borough of Kenhorst, Berks County, Pennsylvania in a lawful session duly assembled on the 2nd day of January 2018.

**BOROUGH OF KENHORST**

By: \_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
Jeri L. Diesinger – Borough Manager/Secretary

**ADOPTED:** This 2nd day of January, 2018

\_\_\_\_\_  
Nickolas J. Hatzas – Mayor