

**TOWNSHIP OF NEW GARDEN  
RESOLUTION No. 887**

**A RESOLUTION TO SET FEES TO BE CHARGED FOR VARIOUS  
SERVICES AND PERMITS WITHIN NEW GARDEN TOWNSHIP**

**Whereas**, various Ordinances call for the establishment of fees for permits, reviews, hearings, and / or inspections; and

**Whereas**, the Township provides various other services for which it charges fees; and

**Whereas**, it is helpful to have such service fees and permit fees listed in a single document for the benefit the public.

**NOW THEREFORE, BE IT HEREBY RESOLVED** that the following shall be fees charged by New Garden Township, as listed herein:

**SECTION I. – GENERAL GOVERNMENT**

**A. SALE OF DOCUMENTS**

- Copies / scans (performed by staff) \$ 0.25 p/ sheet
- Subdivision & Land Development Ordinance \$ 60.00
- Zoning Ordinance \$ 60.00
- Copy, any size taken to outside vendor, actual cost plus \$ 25.00

Right To Know Requests: Fee structure as promulgated by PA Office of Open Records (on file at the Township office or online at <https://www.openrecords.pa.gov/RTKL/FeeStructure.cfm> )

Credit Card Convenience Charge 2.5%

**B. SERVICES**

- Returned check fee \$ 35.00

**Building Use:**

- Small Conference Room \$ 200.00 deposit  
\$ 75.00 resident  
\$ 150.00 non-resident
- Medium Conference Room \$ 250.00 deposit  
\$ 150.00 resident

\$ 300.00 non-resident

- Large Board Room (BOS)
  - \$ 300.00 deposit
  - \$ 450.00 resident
  - \$ 600.00 non-resident

**SECTION II. – PUBLIC SAFETY**

**A. PUBLIC WORKS DEPARTMENT**

- Hourly rate per employee \$ 75.00

Highway occupancy fees shall be in accordance with **Schedule of Fees for Highway Occupancy Permits** as published by PENNDOT Board of Supervisors.

Equipment rates commensurate with FEMA Schedule of Equipment

**B. BUILDING PERMITS**

New Construction, Alterations, Additions, Repairs

<i>Contract copy must be submitted with all permits to properly determine fees.</i>	
<i>All permit fees doubled for commencing construction without a permit.</i>	
<i>All building permit applications incur an additional \$4.50 PA Labor and Industry fee.</i>	
<b>Residential Use Group R-3 (Detached &amp; Semi-detached SFD)</b>	<b>Fee</b>
• Minimum fee for residential permits	\$150.00
• Alteration, structural repairs, & accessory structures.	<\$7,500 - minimum fee applies. >\$7,500 - 2% of all construction costs
• New Construction & additions (not increasing area)	\$50.00 + \$0.35/s. f. GFA <sup>1</sup>
• Manufactured homes	\$20.00 p/ 100 s. f.
• Generator <ul style="list-style-type: none"> <li>○ Mechanical</li> <li>○ Electrical</li> </ul>	\$50.00 1st \$1000.00 + \$20.00 Add'l \$1000.00 \$50.00 1st \$1000.00 + \$20.00 Add'l \$1000.00
• Use & Occupancy (res)	\$50.00
<b>Commercial &amp; all other use groups than R-3</b>	
• Minimum fee for permits	\$275.00
• New Construction & additions	\$85.00 + \$0.45/s. f. GFA <sup>1</sup>
• Alterations & repairs (not increasing area) <ul style="list-style-type: none"> <li>○ First \$1000.00</li> </ul>	\$150.00 \$30.00

○ Each additional \$1000.00 or fraction thereof	
● Generator	
○ Mechanical	\$50.00 1st \$1000.00 + \$20.00 Add'l \$1000.00
○ Electrical	\$50.00 1st \$1000.00 + \$20.00 Add'l \$1000.00
● Use & Occupancy (com)	\$7.50 p/100 sq. ft.
<b>Mechanical – All Use Groups</b>	
● First \$1000.00 or fraction thereof	\$50.00
● Add'l \$1000.00 or fraction thereof	\$20.00
<b>Plumbing – All Use Groups</b>	
● First \$1000.00 or fraction thereof	\$50.00
● Add'l \$1000.00 or fraction thereof	\$20.00
● Water service	\$100.00 <sup>2</sup>
● Sewer lateral	\$100.00 <sup>2</sup>
● Grease traps/oil separators	\$100.00 <sup>2</sup>
<b>Electrical – All Use Groups</b>	
● First \$1000.00 or fraction thereof	\$50.00
● Add'l \$1000.00 or fraction thereof	\$20.00
<b>Fire – All Use Groups</b>	
● First \$1000.00 or fraction thereof	\$50.00
● Add'l \$1000.00 or fraction thereof	\$20.00
<i>Must submit two (2) sets of plans with application reviewed and signed by a PA Department of Labor &amp; Industry certified electrical plans examiner.</i>	
Failed/Reinspection Inspections	\$100.00 each
Code Official	\$75.00 p/hour
Appeals to Building Appeals Board	\$500.00 application fee <sup>3</sup>
<b>Stormwater Management/Erosion Control</b>	
● Application fee	Projects >999 sq. ft. earth disturbance \$200.00
● Escrow initial deposit	\$500.00
● Operation & Maintenance Fee	Based on Township Engineer Inspection
<b>Miscellaneous Permits/Fees</b>	
● Blasting	\$100.00
● Concrete slab	\$5.00 p/100 sq. ft.
● Contractor Registration (annual)	\$100.00
● Demolition	\$150.00
● Driveway <sup>5</sup>	\$50.00
● Home Occupation	\$100.00
● Junk Yard License (annual)	\$100.00
● Lot alteration	\$100.00 + \$10.00/1,000 sq. ft.
● Mobile food permit (annual)	\$100.00
● Mobile Home Park (annual)	\$100.00 + \$10/unit

• Mushroom farm wastewater collection system	\$100.00
• Mushroom spent substrate (registration)	\$600.00
• Mushroom spent substrate (annual renewal)	\$300.00
• Reinstate expired permit	½ original fee
• Signs	\$5.00 p/sq. ft. (\$100.00 minimum)
• Solicitation (30 day)	\$40.00
• Special Events	\$100.00
• Timber Harvesting	\$100.00
• Trailer (construction)	\$250.00
• Trailer (Sales/Office)	\$400.00

<sup>1</sup> GFA – Gross Floor Area, defined by the International Building Code: total square footage of all levels.

<sup>2</sup> Plus consultant & engineer’s review fees and inspection fees billed separately.

<sup>3</sup> Applicant will be billed for actual costs after appeal.

<sup>4</sup> Change of use only when a building permit is not required.

<sup>5</sup> Inspection fees not included. Fees set by PENNDOT’s Schedule of Fees for Highway Occupancy.

<sup>6</sup> Does not include Township Engineer review or inspection fees. Applicant is responsible for all fees.

### C. FIRE CODE PERMITS

Construction Permits	Fee
Automatic Fire-Extinguishing System to include but not limited to: Fire Sprinklers, Wet Chemical Systems, Dry Chemical Systems, Gaseous Suppression Systems must have appropriate plans, calculations, and cut sheets provided for a permit. Three (3) sets of engineered plans are required with the application	
Auto Fire Extinguishing System	Plan Review and Inspection Fees
• First \$1000.00 of cost or fraction thereof	\$50.00
• Each additional \$1000.00 or fraction thereof	\$20.00
A permit application is required for Fire Alarm Systems and must be submitted in triplicate. One set remains with the applicant, one set is returned to the applicant, and one must be kept on site.	
Fire Alarm System	
• First \$1000.00 of cost or fraction thereof	\$50.00
• Each additional \$1000.00 or fraction thereof	\$20.00
Fire Pumps, Standpipe Systems, and Underground Water Main Systems/Private Fire Hydrants	\$260.00 \$260.00 per standpipe
Emergency Responder Radio Coverage System, Gates and barricades across fire apparatus access roads, motor vehicle repair rooms and booths, spraying room, dip tank or booth, smoke control	\$260.00

or smoke exhaust systems, tent membrane structures & tents	
Smoke control or smoke exhaust systems	\$260.00
<b>Operational Permits</b>	<b>Fee</b>
Manufacture, storage, or handling of aerosol products, Special amusement buildings, Cellulose nitrate film, Combustible fibers, Compressed gases, Cryogenic Fluids, Dry Cleaning business, Flammable & Combustible Liquids, Liquid or Gas-fueled Vehicles or Equipment in Assembly Buildings, LP-Gas, Ethylene Gas, Magnesium, Miscellaneous Combustible Storage, Organic Coatings, Pyroxylin Plastics, Spraying or Dipping, Tire Rebuilding Plants, Waste Handling	\$206.00 – 30 day \$515.00 – Annual
Cutting and Welding Operations, Hot Work Operations, Open Burning, Open Flames and Torches, Open Flames and Candles	\$52.00 – 30 day \$103.00 – annual
Aviation Facilities, Places of Assembly, Repair Garages and Motor Fuel-Dispensing Facilities, Rooftop Heliports	\$206.00 – annual
Carnivals and Fairs	\$156.00 – 30 day
Covered and Open Mall Buildings <ul style="list-style-type: none"> <li>• Combustible Goods</li> <li>• Flame Producing Devices</li> </ul> Gas Fired Equipment	\$206.00 – annual \$206.00 – 30 day \$515.00 – annual
Fire Hydrants and Valves, Private Fire Hydrants	\$103.00 – annual
Fireworks <ul style="list-style-type: none"> <li>• Public</li> <li>• Private</li> <li>• Floor Finishing</li> </ul>	\$205.00 flat fee, certificate of insurance and copy of PA Pyrotechnics License Prohibited \$52.00 – 60 day
Explosives, Fireworks, Hazardous Materials, HPM Materials	\$26.00 – daily \$206.00 – 30-day \$1,030.00 – annual
Exhibits and Trade Shows	\$206.00 per event (maximum 30 days)
Mobile food preparation vehicles	\$103.00
Pyrotechnics	\$103.00 per event
Industrial Ovens	\$103.00 – annual
Lumber Yards, Wood Working Plants, Wood Product Storage, High Piled Storage	\$309.00 – annual
Refrigeration Equipment	\$103.00 – annual
Storage of Scrap Tires and Tire Byproducts	\$515.00 – annual
Temporary Membrane Structures and Tents	\$103.00 – annual
<b>Fire and Life Safety Permit</b>	

In conjunction with the International Fire Code, annual Fire Prevention and Life Safety inspections are conducted on all occupancies, except for single family dwellings and townhomes. Associated inspections are conducted by the Township Fire Marshal or a designated representative.	
Square Feet	Fee
Up to 1,000	\$52.00
1,001 to 3,500	\$77.00
3,501 to 12,000	\$103.00
12,001 to 36,000	\$129.00
36,001 to 50,000	\$155.00
50,001 to 100,000	\$206.00
Over 100,000	\$258.00
Reinspection fee	\$100.00
<b>False Fire Alarm Fees</b>	
A fee will be charged according to the following fee schedule. Failure to pay fees will result in assessed penalties. Fire alarms will be assessed on a 12 – month cycle.	
False Alarm	Fee
Two (2) per 12-month cycle	\$26.00
Three (3) per 12-month cycle	\$515.00
Three (3) or more per 12-month cycle	\$515.00 per alarm
Failed/Reinspection Inspections	\$100.00
Code Official	\$75.00 p/hour
Appeals to Fire Code Appeals Board	\$500.00 application fee <sup>3</sup>

**D. RENTAL & PROPERTY MAINTENANCE**

<b>Rental</b>	
Single/Multifamily Dwellings	\$100.00 per unit
Rooming/Hotel/Motel Units	\$100.00 per unit
Failed/Reinspection Inspections	Cost per unit

**SECTION III. – ZONING**

<b>General</b>	
• Zoning Certification	\$200.00
• Zoning Permit	\$90.00
• Zoning Certificate of Occupancy	\$90.00

• Home Occupation	\$100.00
• Home Day Care	\$100.00
<b>Zoning Hearing Board Applications</b>	
• Application, Zoning Hearing Board (res)	\$800.00
• Application, Zoning Hearing Board (com)	\$1,200.00
• Subsequent Hearings	\$1,200.00 each
<b>Conditional Use Hearings</b>	
• Applications	\$1,400.00
• Subsequent Hearings	\$1,200.00 each

**SECTION IV. – PARKS DEPARTMENT**

**A. NEW GARDEN PARK**

All New Garden Park facility rental rates are based on 6 hours of use per facility:

- AM – 8 am – 2 pm
- PM – 2 pm – 8 pm
  
- Park Pavilion 1
  - \$ 100.00 deposit
  - \$ 75.00 resident
  - \$ 100.00 non-resident
  
- Park Pavilion 2
  - \$ 100.00 deposit
  - \$ 75.00 resident
  - \$ 100.00 non-resident
  
- Park Pavilion 3
  - \$ 100.00 deposit
  - \$ 50.00 resident
  - \$ 75.00 non-resident
  
- Lyceum – Lower Level
  - \$ 100.00
  - \$ 150.00 deposit
  
- Cleanup
  - \$ 75.00 per hour

**B. SPECIAL EVENT PARK PERMIT:**

- New Garden Township Residents:
  - \$ 75.00 p/ event p/ day

- Non-residents: \$ 150.00 p/ event per day
- Businesses/Organizations: \$ 150.00 p/ event p/ day
- Township personnel in attendance: \$ 75.00 p/ Township staff p/ hour

**SECTION V. – NEW GARDEN FLYING FIELD FEES**

- Individual T-Hangar \$ 300.00 p/ month
- Shared Hangar \$ 200.00 p/ month
- Hangar 1301 \$ 750.00 p/ month
- Tie Down \$ 85.00 p/ month
- Overnight Ramp Fee \$ 10.00 p/ night

**SECTION VI. – SUBDIVISION / LAND DEVELOPMENT**

Every applicant, at the time of filing an application for approval of a subdivision or land development plan, shall pay to the Township of New Garden a basic filing fee and escrow deposits for reasonable and necessary charges by the Township’s professional consultants in accordance with the approved consultant fee schedule on record at the Township Building.

**A. TENTATIVE SKETCH PLAN**

No Charge if submitted to the Township Planning Commission for informal discussion purposes only.

Persons submitting tentative sketch plans shall reimburse the Township all charges associated with the sketch plan review prior to submission of Preliminary or Final Subdivision and Land Development applications.

**B. MINOR SUBDIVISION**

Lot Line Change/Reverse Subdivision:	Fee
• Filing Fee	\$300.00
• Escrow initial deposit	\$1,300.00
• Escrow minimum balance	\$650.00
Plan showing from two (2) through and including three (3) lots:	
• Filing Fee	\$500.00
• Escrow	\$1,300.00
• Escrow minimum balance	\$650.00

**C. MAJOR SUBDIVISION – RESIDENTIAL**

Plans showing four (4) through ten (10) lots:	
• Filing fee	\$500.00
• Per lot or dwelling fee	\$100.00
• Escrow initial deposit	\$3,500.00
• Escrow minimum balance	\$1,750.00
Plans showing eleven (11) or more lots:	
• Filing fee	\$500.00
• Per lot or dwelling fee	\$100.00
• Escrow – Deposit first ten (10) lots	\$8,500.00
• Escrow – Minimum balance	\$4,250.00

**D. SUBDIVISION – NON-RESIDENTIAL**

• Filing fee	\$500.00
• Per lot or building fee	\$100.00
• Escrow initial deposit	\$4,000.00
• Escrow minimum balance	\$2,000.00

**E. LAND DEVELOPMENT PLAN**

Plan showing less than ten (10) acres of development:	
• Filing fee	\$500.00
• Escrow – Initial deposit	\$11,000.00
• Escrow – Minimum balance	\$5,500.00

Plans showing greater than ten (10) acres of development:	
• Filing fee for first 50 acres	\$500.00
• Filing fee for each additional acre	\$50.00
• Escrow initial deposit	\$18,000.00
• Escrow minimum balance	\$9,000.00

**F. MANUFACTURED HOME / MOBILE HOME PARK APPLICATION PLANNED RESIDENTIAL DEVELOPMENT\***

• Filing fee	\$500.00
• Per lot/Unit fee	\$40.00
• Engineer and Legal review (initial escrow)	\$3,000.00 + \$25.00 p/proposed lot

\* Separate from Mobile Home Park Annual fee in section II Public Safety – Miscellaneous Permits/Fees

Terms and amount of escrow requirements are set forth in escrow agreement heretofore approved by the Township and to be attached to all applications and signed by the applicant/owner.

Every applicant, after receiving final approval of a subdivision or land development plan, but before the plans are released for recording and before any building permits may be issued or any construction commenced, shall pay to the Township all fees and charges associated with any sketch plan, Preliminary or Final submissions and escrow deposits in accordance with Subdivision and Land Development agreement approved by the Township.

All escrows and reimbursements of cost incurred by the Township will include a 10% administrative charge, not to exceed \$100.00, for accounting, billing, and file maintenance. All engineer, legal and consultant fees to be reimbursed to the Township.

Escrow deposit shall be held without interest.

**SECTION VII. – CONSULTANT FEES**

Consultant fees shall be re-billed according to fee schedule rates on file at the Township.

**SECTION VIII. – PAST DUE INVOICES**

All past due invoices are subject to interest rate charges as provided by law. Charges for services that involve a late fee as stated in this resolution are not subject to charge for interest.

**SECTION IX. – DISCLAIMER**

The failure to list, in this Resolution, a fee that is properly listed elsewhere shall not obviate the responsibility to pay that fee. In the event a fee is not specifically listed herein for a specific structure, alteration or repair, then the fee to be paid is that which is most similar to the proposed activity.

All Resolutions inconsistent herewith are repealed and of no force and effect.

Adopted this 18<sup>th</sup> day of December 2024.

Attest:

Township of New Garden  
Board of Supervisors

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Christopher Himes – Township Manager

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David Unger            Member

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Ted Gallivan            Vice-Chair

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Stephen Allaband        Member

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Kristie Brodowski       Member

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Troy Wildrick            Member