

OFFICIAL  
TOWN OF McCANDLESS  
RESOLUTION NO. 1 OF 2015

A RESOLUTION REPEALING ALL RESOLUTIONS GOVERNING VARIOUS TOWN FEES AND CHARGES AND ESTABLISHING A MASTER RESOLUTION TO GOVERN VARIOUS TOWN FEES AND CHARGES

IT IS HEREBY RESOLVED by the Town Council of the Town of McCandless, Allegheny County, as follows:

Section 1. Fees and charges for various Town construction and development permits shall henceforth be as follows:

- (a) Building Permits (charge does not include the applicable State fee)

NEW CONSTRUCTION  
and  
RESIDENTIAL AND COMMERCIAL  
ADDITIONS AND COMMERCIAL REMODELING

<u>Construction by Type of Zoning District Per Building</u>	<u>Fee Per Square Foot</u>
R-1/R-2 (one and two-family)	20 cents per square foot gross floor area - \$150.00 minimum fee
All Other Zoning Districts	25 cents per square foot gross floor area - \$200.00 minimum fee
Internal Plan Review Fees	As per Appendix A

- (b) Permit for each new aboveground swimming pool or alteration to existing pools - \$50.00; \$150.00 for each new in-ground swimming pool.
- (c) Permit for the installation of fireplaces in existing structures - \$25.00.
- (d) Permit for waterproofing and installation of french drains for each existing dwelling unit that requires the basement area or foundation to be waterproofed or french drained - \$25.00.
- (e) Demolition Permit - \$100.00 in residential zoned districts; commercial \$200.00 charge.

- (f) Driveway Permit - \$50.00 for any driveway that is new, relocated or changed in grade which enters a Town street or any street that will become a Town street.
- (g) Grading Permit - \$100.00 for the first two (2) acres or fraction thereof and \$100.00 per acre thereafter or fraction thereof. In addition, a \$1,000.00 escrow shall be established for the review of plans and inspection of site work by the Town's consultants for grading of less than ten (10) acres, and \$1,500.00 for ten (10) acres or more. There is no fee for grading work to be performed in conjunction with a building permit for a single or two-family residence or addition to same. However, a surety deposit is required in accordance with Section 1705.08(b) of the Town's grading ordinance.
- (h) Occupancy Permit - \$50.00 (no charge if building permit has been issued or if a change in residential occupancy occurs).
- (i) Sign Permit - \$50.00 for signs equal to or less than 16 square feet; \$100.00 for signs greater than 16 square feet.
- (j) Town Road right-of-Way/Utility/Street Opening Permits:
  - (1) Permit fee - \$100.00
  - (2) Inspection - The estimated costs of inspection determined by the Town shall be deposited in escrow. Actual costs will be charged and any balance returned after approval of work by the Town. The minimum escrow shall be \$100.00.
  - (3) Repair and Restoration - An estimate of cost for repair and restoration of what is disturbed shall be calculated by the Town based upon the size and composition of the proposed excavation. The applicant will deposit the estimated amount calculated by the Town in escrow. The minimum amount of escrow shall be \$500.00. Any amount in excess of \$5,000.00 may be secured by a letter of credit or bond, subject to the approval of the Town Manager, Town Attorney or Town Engineer. Any entity which routinely performs work in Town rights-of-way, such as utilities, may deposit an ongoing escrow (and bond where applicable). Such escrow shall be replenished any time it is reduced below the amount originally deposited before any new

work, other than emergency work, may proceed. A utility filing a bond with the Town may renew the bond each year from the date of its issuance in an amount satisfactory to the Town Manager, Town Attorney or Town Engineer.

- (k) Parking Lot Permits
  - (1) One cent (\$.01) per square foot of paved area for new construction; one-half cent (\$.005) per square foot of resurfaced existing paved parking lots.
  - (2) Striping or re-striping of a parking lot - \$50.00. There is no additional charge for striping or re-striping if done in conjunction with a paving permit.
- (l) Open porch and open deck addition in all residential zoned districts - \$50.00.
- (m) Auxiliary storage sheds between 100 square feet and 350 square feet ground coverage in R-1 and R-2 zoned districts up to 200 square feet ground coverage - \$25.00; 201-350 square feet ground coverage - \$50.00. Permits for auxiliary storage sheds over 350 square feet shall be charged under Section 1(a) of this resolution.
- (n) Fence Permit - \$25.00.
- (o) Amateur Radio Antenna Permit \$50.00.
- (p) Temporary Structure Permit - \$75.00.
- (q) Tower and Antenna Permits.
  - (1) Residential Zoned District - \$1,000.00.
  - (2) Commercial Zoned District - \$1,000.00 plus those fees charged for outside consultants for their reviews/inspections which may be required prior to the issuance of the permit.
  - (3) Antenna Permit and Associated Equipment-Commercial Towers - \$1,000.00
- (r) Reimbursement for Actual costs Incurred for Telecommunications Equipment in Town Rights-of-Way – The estimated costs of the review of plans for construction and/or installation of telecommunications equipment within Town rights-of-way shall be deposited in escrow. Actual costs incurred will be charged and any balance returned after approval of a permit

by the Town. The escrow will correspond to estimated costs of review; minimum escrow shall be One Thousand Dollars (\$1,000.00).

Section 2. Charges for request for Town review or approval shall be as follows:

- (a) Rezoning - \$500.00. In addition, an escrow amount of \$2,000.00 shall be established at the time of application to pay for reviews by Town consultants. The escrow shall be replenished to \$2,000.00 any time it is reduced to \$500.00.
- (b) Land Development Site Plan - \$100.00 per acre with a minimum charge of \$500.00. An escrow amount of \$3,500.00 shall be established to pay for the review of plans by Town consultants. The escrow shall be replenished to \$3,500.00 any time it is reduced to \$1,500.00.
- (c) Special Exceptions - \$250.00 for all zoning districts except R-1 and R-2 zoned districts which shall be \$200.00.
- (d) Conditional Uses - \$1,000.00 for all zoning districts except R-1 and R-2 zoned districts which shall be \$500.00. In addition, an escrow amount of \$3,500.00 shall be established at the time of application to pay for reviews by Town consultants. The escrow shall be replenished to \$1,250.00 any time it is reduced to \$1,500.00.
- (e) Variance - \$250.00 for all zoning districts except R-1 and R-2 zoned districts which shall be \$200.00; Use Variance - 1,000.00.
- (f) Curative Amendment - \$1,000.00.
- (g) Appeal of Zoning Officer's Decision - \$250.00 for all zoning districts except R-1 and R-2 zoned districts which shall be \$200.00.
- (h) Challenge to Validity of Zoning Ordinance -\$1,000.00.
- (i) Discussion/Sketch Plan - \$100.00 application fee. In addition, a \$1,000.00 escrow shall be established for the review of the plans by the Town's consultants.
- (j) Subdivision and Land Development:
  - (1) Simple Subdivision - \$150.00 application fee. A \$750.00 escrow shall be established for the review of the plans by the Town's consultants.

The escrow shall be replenished to \$750.00 any time it is reduced to \$200.00.

- (2) Preliminary Plat and/or Land Development Plan - Except when accepted with a final plan submittal, \$100.00 per acre or fraction thereof for the first ten (10) acres and \$75.00 per acre or fraction thereof for any acreage over ten (10) acres with a minimum charge of \$500.00. In addition, for plan of ten (10) acres or less, an escrow amount of \$3,500.00 shall be established for the review of plans performed by Town consultants. The escrow shall be replenished to \$3,500.00 any time it is reduced to \$1,500.00. For plans over ten (10) acres, an escrow amount of \$3,500.00 shall be established for the review of plans performed by Town consultants. The escrow shall be replenished to \$3,500.00 any time it is reduced to \$1,500.00.
  - (3) Final Plat and/or Land Development Plan - \$100.00 per acre or fraction thereof with a minimum charge of \$500.00. In addition, \$3,500.00 shall be deposited in escrow with the Town at the time of final plan submission for plans consisting of ten (10) acres or less for the review of plans performed by Town consultants. The escrow shall be replenished to \$3,500.00 any time it is reduced to \$1,500.00. Three thousand five hundred dollars (\$3,500.00) shall be deposited in escrow with the Town at the time of final plan submission for plans consisting of more than ten (10) acres for the review of plans performed by Town consultants. The escrow shall be replenished to \$3,500.00 any time it is reduced to \$1,500.00. Any funds remaining in the escrow deposit made with a preliminary plan submission shall be credited toward the escrow established for final plan submission.
- (k) Transportation Overlay District Traffic Report Review and TPAD Program Modification Review Fee - Actual costs in accordance with the Town approved engineering fees.
  - (l) Logging Permit - \$300.00 application fee. In addition, a \$3,000.00 escrow fee shall be established for review of the logging plan and inspection of the property. The applicant will be charged for the actual costs of review and

inspection. If the costs exceed \$3,000.00, the applicant will replenish the escrow to maintain it at the \$3,000.00 level until approval is granted by the Town, after which time the Town will refund any remaining funds held in escrow without interest.

- (m) The estimated cost of reviews by specialized consultants, such as traffic or soils engineers or geologists, shall be deposited with the Town in escrow prior to utilization of such services. This escrow shall be in addition to the escrow deposited for general or stormwater engineering reviews and inspection.
- (n) Site Inspection Fees and As-Built Reviews – Per the engineer’s fee structure as approved by the Town in an amount to cover the actual cost of inspections. At no time shall the amount in escrow fall below \$2,500.00.
- (o) Land Development – Legal fees incurred by the Town will be charged in accordance with the fee structure agreed upon between the Town and Town Attorney.

Section 3. Charges for Town Fire Prevention Permits shall henceforth be as follows:

- (a) Recreation Fires - \$25.00 each occurrence
- (b) Fire Alarm Installation
  - i. 5,000 square feet or less - \$150.00
  - ii. 5,001 to 19,999 square feet - \$250.00
  - iii. 20,000 to 40,000 square feet - \$350.00
  - iv. Over 40,000 square feet - \$500.00
  - v. State Fee - \$4.00
- (c) Sprinklers
  - i. 20 heads or less - \$100.00
  - ii. 150 heads or less - \$200.00
  - iii. 400 heads or less - \$300.00
  - iv. Over 401 heads - \$350.00
  - v. State Fee - \$4.00

- (d) Fire Pump, any size - \$150.00
  - i. State Fee - \$4.00
- (e) Commercial Cooking Hood Suppression System - \$150.00 per system
  - i. State Fee \$4.00
- (f) Other Types of Automatic Suppression System - \$150.00 per system
  - i. State Fee \$4.00
- (g) Storage Tanks, Stationary Tanks, L.P. Gas Cylinders – Temporary or permanent installations - \$50.00
- (h) Fireworks Display - \$100.00. A surety bond is required in accordance with the Town Fire Prevention Code, current edition.
- (i) Storage of Explosives, Ammunition, and Gunpowder, Flammable/Combustible Liquids and Hazardous Materials in accordance with the Town Fire Prevention Code, current edition \$100.00 annual permit fee.
- (j) Service Stations and Auto Body Garages Storing and Painting of Automobiles and Undercoating of Automobiles - \$100.00
- (k) Fire Reports - \$25.00
- (l) Photograph Reprints - Actual cost of reproduction.
- (m) All other operational/Fire Prevention Permits - \$25.00 each

Section 4. False Alarms – Any entity or residence having a fire alarm or sprinkler alarm that is located within the Town of McCandless shall be charged a service fee of \$200.00 for the first false alarm attributable to: (1) system malfunction, (2) failure to notify the appropriate communication system when maintenance is being performed on the system or construction is ongoing on the premises which might cause the alarm system to activate; or (3) a false alarm due to lack of required maintenance and/or testing as required under the Town’s Fire Code.

A fine of \$300.00 for each additional false alarm after the first false alarm attributable to: (1) system malfunction, (2) failure to notify the appropriate communications system when maintenance is being performed on the system or maintenance or construction is ongoing on the premises which might cause the alarm system to activate, or (3) a false alarm due to lack of maintenance and/or required testing under the Town's Fire Code.

The service fees imposed by this Resolution shall not apply to false alarms due to weather conditions or the first two (2) false alarms which shall occur during the first six (6) months from initial installation of the system due to system malfunction.

Section 5. Charges for recreation permits shall be as follows:

- (a) Pavilion Fees – A \$40.00 fee is required for the use of a Town pavilion.
- (b) Town Ball Field Fees: Per Season - \$300.00; Per Event - \$25.00. These fees do not pertain to athletic associations providing organized sports activity for youth of the Town.

Section 6. Other Fees and Charges:

- (a) Amusement Permit - \$25.00 per year.
- (b) Assessment and Tax Lien Letters - \$20.00 per letter.
  - (1) Facsimile machine fee - \$5.00 additional charge.
- (c) Town Map – Actual cost of reproduction rounded to the nearest dollar.
- (d) Zoning Map – Regular paper and glossy: Actual cost of reproduction rounded to the nearest dollar.
- (e) Planning and Zoning Code - \$15.00.
- (f) Comprehensive Plan – Actual cost of reproduction.
- (g) Paving, Grading, Drainage Standards & Specifications - \$7.50.
- (h) Public Records Policy – Fees
  - 1) No fee may be imposed for review of a record to determine whether the record is subject to access under law.
  - 2) The Town may require prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.00.

- 3) The Town may waive duplication fees when the Town deems it is in the public interest to do so.
  - 4) Postage – Fees for postage shall not exceed the actual cost of mailing.
  - 5) Photocopies - \$0.25 per page for 11" x 17" or smaller; \$1.00 per page for any larger sheets or the actual cost incurred by the Town, whichever is greater.
  - 6) Copies from Microfilm - \$0.50 per page
  - 7) Copies of Video/Audiotapes - Actual cost incurred by Town
  - 8) Printing from Electronic Media - \$0.25 per page
  - 9) Copying onto Electronic Media - Actual cost incurred by Town
  - 10) Facsimile Transmission – Local Call, \$1.00 per transmission; Long Distance, \$1.50 per page.
  - 11) Certification – The Town's fee for official certification of copies containing the Town seal is \$2.00 per copy.
- (i) Insurance reports other than fire - \$5.00.
  - (j) Administration charge for receipt of insufficient fund check - \$20.00 plus any bank charge incurred by the Town.
  - (k) Plan Review Service Charge – When the Town Manager, Land Use Administrator or Building Official/Fire Official considers the use of outside professionals to be necessary to review plans submitted, he/she may engage such professionals and charge such costs to the applicant.
  - (l) External Uniform Construction Code (UCC) Plan Review Requirement – Commercial, multi-family and institutional building plans may be sent to a Pennsylvania Certified Third Party Plan Review Agency for plan review at the discretion of the Building Official/Fire Official. Costs for such review shall be borne by the applicant.
  - (m) Application for Certification of Stormwater Drainage Compliance - \$15.00.
  - (n) Engineering fees are set annually by the Town Manager and on an as needed basis for specific inspections.
  - (o) Application Fee for Police Officer Candidate - \$50.00.

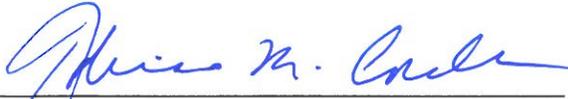
- (p) Transient Vendor License Fee - The nonrefundable fee for each license application shall be \$100.00 to cover the cost to process the application, plus \$25.00 for each vendor associated with the applicant, plus the prescribed fee for any background check conducted by the Chief of Police. Any renewal shall be at half price, if renewed within 15 days of the expiration of the license. Any and all fee amounts may be adjusted by Town resolution including the cost for the background check.
- (q) Public Utility Permit Bond - minimum \$10,000.00. Any amount over \$10,000.00 - as determined by the Town Engineer and/or the Town Manager.
- (r) Liquor License Transfer Escrow - \$500.00. Should the escrow be depleted, the Applicant shall reimburse the Town for any additional unreimbursed costs incurred by the Town relative to the Application.

Section 7. All prior resolutions established various Town fees and charges are hereby repealed.

Motion made by Council member Potter, seconded by Council member McKim, and this resolution is adopted this **26th** day of **January 2015**, such fees to become effective **February 1, 2015**.

ATTEST:

TOWN COUNCIL  
TOWN OF McCANDLESS

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
President

Appendix A

PLAN REVIEW FEES – NEW CONSTRUCTION, ADDITIONS AND EXTENSIONS  
(Minimum Fee \$150.00)

USE GROUP	A, I, H	B, E, M, R	F, S, U
≤20,000 sq. ft.	\$.08/sq. ft.	\$.06/sq. ft.	\$.04/sq. ft.
>20,000 sq. ft.	\$1,600 + \$.04/sq. ft. over 20,000 sq. ft.	\$1,200 + \$.03/sq. ft. over 20,000 sq. ft.	\$800 + \$.02/sq. ft. over 20,000 sq. ft.
>40,000 sq. ft.	\$2,400 + \$.02/sq.ft. over 40,000 sq. ft.	\$1,800 + \$.015/sq. ft. over 40,000 sq. ft.	\$1,200 + \$.01/sq. ft. over 40,000 sq. ft.

PLAN REVIEW FEES – ALTERATIONS, REPAIRS, CHANGE IN OCCUPANCY  
(Minimum Fee \$150.00)

USE GROUP	A, I, H	B, E, M, R	F, S, U
≤20,000 sq. ft.	\$.06/sq. ft.	\$.045/sq. ft.	\$.03/sq. ft.
>20,000 sq. ft.	\$1,200 + \$.03 sq. ft. over 20,000 sq. ft.	\$900 + \$.022/sq. ft. over 20,000 sq. ft.	\$600 + \$.015/sq. ft. over 20,000 sq. ft.
>40,000 sq. ft.	\$2,400 + \$.015/sq. ft. over 40,000 sq. ft.	\$1,800 + \$.011/sq. ft. over 40,000 sq. ft.	\$1,200 + \$.0075/sq. ft. over 40,000 sq. ft.

EXEMPTED FROM PLAN REVIEW FEES ARE R-3 USE GROUPS (Single Family, Duplexes and Townhouses) AND ACCESSORY STRUCTURES TO R-3 USE GROUPS

