

**TOWN OF McCANDLESS
RESOLUTION No. 3 OF 2023**

A RESOLUTION OF THE TOWN OF McCANDLESS, ALLEGHENY COUNTY, PENNSYLVANIA,
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 Town construction, development and other permits:

a) Building Permits

(Charges do not include any applicable state fees, including those fees assessed pursuant to the Uniform Construction Code, as amended.)

Type of Construction	Fees
R-1/R-2 districts (one- and two-family)	\$0.20/sq ft of gross floor area Minimum fee of \$150.
All other Zoning Districts	\$0.25/sq ft of gross floor area Minimum fee of \$250.
Internal Plan Review*	\$0.10/sq ft Minimum fee of \$200.
* R-3 Use Groups (single-family, duplexes and townhouses) and accessory structures to R-3 Use Groups are exempted from plan review fees.	

b) Amateur Radio Antenna Permit – \$50

c) Accessory Structure Permit

Shed, 101 – 200 sq ft: \$50
Shed, 201 – 350 sq ft: \$75
Chicken Coop and Run: \$50

Accessory structures over 350 sq ft shall be charged under Section 1(a) of this resolution. Chicken Coop and Run review is inclusive of any fencing/screening being added to satisfy the performance standards required by 701.08(d).

d) Communications/Telecommunications

1) Tower and Antenna Permits: \$1,000

2) Small Wireless Facilities

Non-recurring fees: \$500 minimum fee, including a single up-front application that includes up to five Small Wireless Facilities, with an additional \$100 for each Small Wireless Facility beyond five (5); or \$1,000 for a new pole (i.e. not a co-location) intended to support one or more Small Wireless Facilities.

Recurring annual fee of \$270 per Small Wireless Facility per year, including any possible ROW access fee or fee for attachment to municipally-owned structures in the ROW.

- 3) The applicant and/or owner shall provide an escrow payment upon filing, in accordance with the amounts required by the Town's standard subdivision and land development review process, for all costs incurred of the Town's consultant(s) in providing expert evaluation and consultation in connection with the review of the application.

e) Demolition Permit – \$200 residential; \$300 commercial.

f) Driveway Permit – \$50

Required 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) Fence Permit – \$25 residential; \$100 commercial.

h) Fireplace Permit – \$25 for the installation of fireplaces in existing structures.

i) Grading Permit

- 1) \$100 for the first two (2) acres or fraction thereof, and \$100 per acre thereafter or fraction thereof.
- 2) An escrow shall be established for the review of plans and inspection of site work by the Town's consultants. Grading of less than ten (10) acres requires an escrow of \$1,000. For ten (10) acres or more, an escrow of \$1,500 shall be required.
- 3) 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.

j) Logging Permit – \$300 application fee

In addition, an escrow amount of \$3,000 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 the applicant will replenish the escrow to maintain it at the \$3,000 level until approval is granted by the Town. Any remaining balance will be returned after approval is granted by the Town.

k) Occupancy Permit – \$100

No charge if building permit has been issued or if a change in residential occupancy occurs.

l) Open Porch/Open Deck Addition – \$75 in all residential zones.

m) Sign Permit

Equal to or less than 16 sq ft:	\$75
Greater than 16 sq ft:	\$150

n) Swimming Pool Permit – \$100 for each new aboveground swimming pool or alteration to existing pools. \$200 for each new in-ground swimming pool.

o) Temporary Structure Permit – \$75

p) Town Road Right-of-Way/Utility/Street Opening Permits – \$100 permit fee

1) Inspection: The estimated costs of inspection determined by the Town shall be deposited in escrow. Actual costs will be charged, and any remaining balance will be returned after approval of work by the Town. Minimum escrow shall be \$100.

2) 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 shall deposit the estimated amount calculated by the Town in escrow.

The minimum amount of escrow shall be \$500. Any amount in excess of \$5,000 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 and form satisfactory to the Town Manager, Town Attorney or Town Engineer.

Section 2. Charges submitted by request for Town review and/or approval:

a) Appeal of Zoning Officer's Decision (including NOV appeal)

R-1 and R-2 districts: \$300

All other districts: \$750

b) Conditional Uses

R-1 and R-2 districts: \$500

All other districts: \$1,000

An escrow amount of \$3,500 shall be established at the time of application to pay for reviews by Town consultants. The escrow shall be replenished to \$3,500 any time it is reduced to \$1,500.

c) Curative Amendment – \$1,000

d) Estimated costs 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.

e) Proposed Zoning Amendment – \$500 application fee

An escrow amount of \$3,500 shall be established at the time of application to pay for reviews by Town consultants. The escrow shall be replenished to \$3,500 any time it is reduced to \$1,500.

f) Rezoning – \$500 application fee

An escrow amount of \$2,000 shall be established at the time of application to pay for reviews by Town consultants. The escrow shall be replenished to \$2,000 any time it is reduced to \$500.

- g) Site Inspection 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.

- h) Special Exceptions – \$500 application fee

- i) Subdivision and Land Development
 - 1) Legal fees incurred by the Town will be charged in accordance with the fee structure agreed upon between the Town and Town Attorney.
 - 2) Simple Subdivision
\$150 application fee.
An escrow amount of \$750 shall be established at the time of application to pay for reviews by Town consultants. The escrow shall be replenished to \$750 any time it is reduced to \$200.
 - 3) Subdivision and/or Land Development Plan:
\$100 per acre or fraction thereof with a minimum charge of \$500.
An escrow amount of \$3,500 shall be established at the time of application to pay for reviews by Town consultants. The escrow shall be replenished to \$3,500 any time it is reduced to \$1,500. For developments with both preliminary and final plan submissions, any funds remaining in the escrow deposit made with a preliminary plan submission shall be credited toward the escrow established for final plan submission.

- j) Substantive Validity Challenge (Zoning Ordinance) – \$1,000

- k) Transportation Overlay District
Actual costs for Traffic Report Review and TPAD Program Modification Review shall be charged in accordance with the Town approved engineering fees.

- l) UCC / Code Appeals Board hearing

R-1 and R-2 districts:	\$300
All other districts:	\$750

- m) Zoning Variance

R-1 and R-2 districts:	\$300
All other districts:	\$750
Use variance:	\$1,000

Section 3. Charges for Town Fire Prevention Permits

- a) Fire Alarm Installation

5,000 sq ft or less:	\$200
5,001 to 19,999 sq ft:	\$300

20,000 to 40,000 sq ft:	\$400
Over 40,000 sq ft	\$600

- b) Fire Pump, any size – \$200
- c) Fire Reports – \$25
- d) Fireworks Display – \$100
A surety bond is required in accordance with the current edition of the Town’s Fire Prevention Code.
- e) Recreation Fires – \$25 each occurrence
- f) Service Stations and Auto Body Garages – \$100
Includes storing and painting of automobiles and undercoating of automobiles.
- g) Sprinklers

20 heads or less:	\$150
150 heads or less:	\$250
400 heads or less:	\$350
Over 401 heads:	\$400
- h) Storage of Explosives, Ammunition, Gunpowder, Flammable/Combustible Liquids and Hazardous Materials – \$100 annual fee in accordance with current edition of the Town’s Fire Prevention Code.
- i) Storage Tanks, Stationary Tanks, L.P. Gas Cylinders – \$50 for temporary or permanent installations.
- j) Suppression Systems – \$200 per system
Includes commercial cooking hoods and other types of automatic suppression systems.
- k) All other operational/Fire Prevention Permits – \$50 each
- l) Charges do not include any applicable state fees, including those fees assessed pursuant to the Uniform Construction Code, as amended.

Section 4. False Alarms

- a) First False Alarm – No fee shall be charged for the first instance of a false alarm during the calendar year.
- b) Second False Alarm – The owner of a multi-family (3 or more units) commercial, industrial, or institutional property having a fire alarm or sprinkler alarm that is located within the Town of McCandless shall be charged a base service fee of \$200 for its second instance of a false alarm within the same calendar year. In the event that the Fire Marshal determines that the false alarm is the result of the act or omission of the tenant, the tenant shall be assessed the service fee.

- c) Additional False Alarms – For each additional false alarm occurring within the calendar year, the multi-family, commercial, industrial, or institutional property owner (or tenant, as applicable) shall be charged a service fee which shall increase by an amount of \$100 per false alarm up to a maximum of \$400 per false alarm. For example, for a third false alarm, the entity shall be charged \$300; for a fourth false alarm and each false alarm thereafter, the entity shall be charged \$400.

Section 5. Recreation Permits

- a) Heritage and Cultural Center – \$50 for guided group tours or outreach activities, \$200 refundable deposit to rent the Center plus \$30/hour.
- b) Pavilion Fees – \$55 fee is required for the use of a Town pavilion.
- c) Town Ball Field Fees – \$400 per season; or \$75 per game for night/evening use or \$50 for daylight use.

Section 6. Other Fees and Charges

- a) Administrative charge for receipt of insufficient fund check – \$30 plus any bank charge incurred by the Town.
- b) Amusement Permit – \$25 per year
- c) Application Fee for Police Officer Candidate – \$50
- d) Application for Certification of Stormwater Drainage Compliance – \$15
- e) Assessment and Tax Lien Letters – \$20 per letter; \$5 fax machine fee.
- f) Comprehensive Plan – Actual cost of reproduction.
- g) Engineering fees are set annually by the Town Manager and on an as-needed basis for specific inspections.
- h) 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.
- i) Insurance Reports (other than fire) – \$5
- j) Liquor License Transfer Escrow – \$500
Should the escrow be depleted, the Applicant shall reimburse the Town for any additional unreimbursed costs incurred by the Town relative to the Application.

- k) Paving, Grading, Drainage Standards & Specifications - \$7.50
- l) Plan Review Service Charge – When the Town Manager, Planning & Development 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.
- m) Police Reports – \$15
- n) Public Records Policy Fees
 - 1) Certification – The Town’s fee for official certification of copies containing the Town seal is \$2.00 per copy.
 - 2) Copies from Microfilm - \$0.50 per page
 - 3) Copies of Video/Audiotapes/Body Worn Camera/Dashboard Camera – \$100 plus legal review fees
 - 4) Copying onto Electronic Media – Actual cost incurred by Town
 - 5) Facsimile Transmission – Local call (\$1.00 per transmission); Long distance (\$1.50 per page).
 - 6) Photocopies - \$0.25 per page for 11” x 17” or smaller; \$1.00 per page for any larger sheets or actual costs incurred by the Town, whichever is greater.
 - 7) Postage – Fees for postage shall not exceed the actual cost of mailing.
 - 8) Pre-payment of Fees – The Town may require pre-payment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.
 - 9) Printing from Electronic Media - \$0.25 per page
 - 10) Waiver of Fees – The Town may waive duplication fees when the Town deems it to be in the public interest to do so.
- o) Public Utility Permit Bond – Minimum \$10,000. Any amount over \$10,000 as determined by the Town Engineer and/or Town Manager.
- p) Special Police Detail - \$85 / hour without a patrol unit or \$95/hour with a patrol unit
- q) Transient Vendor License Fee – The nonrefundable fee for each license application shall be \$100 to cover the cost to process the application, plus \$25 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.

r) Zoning Map – \$5 per map, per copy

Section 7. All prior resolutions establishing various Town fees and charges are hereby repealed to the extent inconsistent herewith.

Motion made by Council member Singer, seconded by Council member Casey, and this resolution is adopted this 10th day of April, 2023, such fees to become effective **immediately**.

ATTEST:

TOWN COUNCIL
TOWN OF McCANDLESS


Secretary


President