

**OFFICIAL  
TOWN OF McCANDLESS  
RESOLUTION No. 29 OF 2019**

A RESOLUTION OF THE TOWN COUNCIL 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 various Town construction, development and other permits:**

- (a) Building Permits (charge does not include any applicable State fees, including those fees assessed pursuant to the Uniform Construction Code, as amended).

**NEW CONSTRUCTION and  
RESIDENTIAL/COMMERCIAL ADDITIONS & COMMERCIAL REMODELING**

Construction by Type of Zoning District Per Building	Fee Per Square Foot
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) Amateur Radio Antenna Permit - \$50.00
- (c) Accessory Storage Shed Permit - \$25.00 (101-200 square feet); \$50.00 (201-350 square feet); Permits for accessory storage sheds over 350 square feet shall be charged under Section 1(a) of this resolution.
- (d) Communication (Tower and Antenna Permits) – All Zoning Districts \$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).
- (e) Communications (Small Wireless Facilities)
- 1) \$500 for non-recurring fees, 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, or \$1,000 for non-recurring fees for a new pole (i.e., not a collocation) intended to support one or more Small Wireless Facilities; and

- 2) \$270 per Small Wireless Facility per year for all recurring fees, including any possible ROW access fee or fee for attachment to municipally-owned structures in the ROW.
- (f) Demolition Permit - \$100.00 residential; \$200.00 commercial.
  - (g) 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.
  - (h) Fence Permit - \$25.00
  - (i) Fireplace Permit - \$25.00 for the installation of fireplaces in existing structures.
  - (j) Grading Permit - \$100.00 for the first two (2) acres or fraction thereof, and \$100.00 per acre thereafter or fraction thereof. 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; \$1,500.00 escrow shall be required for grading of 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.
  - (k) Occupancy Permit - \$50.00 (no charge if building permit has been issued or if a change in residential occupancy occurs).
  - (l) Open Porch and Open Deck Addition Permit - \$50.00 in all residential zoned districts.
  - (m) Sign Permit - \$50.00 for signs equal to or less than 16 square feet; \$100.00 for signs greater than 16 square feet.
  - (n) Swimming Pool Permit - \$50.00 for each new aboveground swimming pool or alteration to existing pools; \$150.00 for each new in-ground swimming pool.
  - (o) Temporary Structure Permit - \$75.00
  - (p) 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 and form satisfactory to the Town Manager, Town Attorney or Town Engineer.

- (q) 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 (\$3,500.00).
- (r) Waterproofing and Installation of French Drains Permit - \$25.00 for each existing dwelling unit that requires the basement area or foundation to be waterproofed or French drained.

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

- (a) 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.
- (b) Challenge to Validity of Zoning Ordinance - \$1,000.00
- (c) 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 \$3,500.00 any time it is reduced to \$1,500.00.
- (d) Curative Amendment - \$1,000.00
- (e) 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.
- (f) 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.
- (g) 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.
- (h) Proposed Zoning Amendment - \$500.00 Application Fee. 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 \$3,500.00 any time it is reduced to \$1,500.00.
- (i) 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
- (j) 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.
- (k) Special Exceptions – \$200.00 (R-1 & R-2 Zoning Districts); \$250.00 (All other Districts)
- (l) Subdivision and Land Development:
  - 1) 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.

- 2) 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.
  - 3) 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.
  - 4) 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.
  - 5) When the preliminary and final land development plan are submitted for a joint approval the fees for the final approval are applicable.
- (m) Transportation Overlay District Traffic Report Review and TPAD Program Modification Review Fee - Actual costs in accordance with the Town approved engineering fees.
- (n) Variance - \$200.00 (R-1 & R-2); \$250.00 (All other districts); \$1,000.00 (Use Variances)

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

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

- (a) Suppression Systems
  - 1) Commercial Cooking Hood - \$150.00 per system
  - 2) Other Types of Automatic Suppression Systems - \$150.00 per system
- (b) Recreation Fires - \$25.00 each occurrence.
- (c) Fire Alarm Installation:
  - 1) 5,000 square feet or less - \$150.00
  - 2) 5,001 to 19,999 square feet - \$250.00
  - 3) 20,000 to 40,000 square feet - \$350.00
  - 4) Over 40,000 square feet - \$500.00
- (d) Fire Pump, any size - \$150.00
- (e) Fire Reports - \$25.00

- (f) Fireworks Display - \$100.00; A surety bond is required in accordance with the Town Fire Prevention Code, current edition.
- (g) Sprinklers:
  - 1) 20 heads or less - \$100.00
  - 2) 150 heads or less - \$200.00
  - 3) 400 heads or less - \$300.00
  - 4) Over 401 heads - \$350.00
- (h) Service Stations and Auto Body Garages Storing and Painting of Automobiles and Undercoating of Automobiles - \$100.00
- (i) Storage of Explosives, Ammunition, and Gunpowder, Flammable/Combustible Liquids and Hazardous Materials - \$100.00 (annual fee) in accordance with current edition of the Town's Fire Prevention Code.
- (j) Storage Tanks, Stationary Tanks, L.P. Gas Cylinders - \$50.00 for temporary or permanent installations.
- (k) All other operational/Fire Prevention Permits - \$25.00 each

**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 \$200.00 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 \$100.00 per false alarm up to a maximum of \$400.00 per false alarm. For example, for a third false alarm, the entity shall be charged \$300.00; for a fourth false alarm and each false alarm thereafter, the entity shall be charged \$400.00.

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

- (a) Pavilion Fees - \$55.00 fee is required for the use of a Town pavilion.
- (b) Town Ball Field Fees: \$400.00 per season or \$75 per game for night/evening use or \$50.00 for daylight use.

**Section 6. Other Fees and Charges:**

- (a) Administration charge for receipt of insufficient fund check - \$30.00 plus any bank charge incurred by the Town.
- (b) Amusement Permit - \$25.00 per year.

- (c) Application Fee for Police Officer Candidate - \$50.00.
- (d) Application for Certification of Stormwater Drainage Compliance - \$15.00.
- (e) Assessment and Tax Lien Letters - \$20.00 per letter; \$5.00 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 - \$5.00
- (j) 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.
- (k) Paving, Grading, Drainage Standards & Specifications - \$7.50
- (l) 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.
- (m) Planning and Zoning Code - \$15.00
- (n) Police Reports - \$15.00
- (o) 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 - Actual cost incurred by Town
  - 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 the actual cost 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 prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.00.
  - 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.
- (p) 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.

- (q) 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.
- (r) Zoning Map - \$5.00 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 McKim, seconded by Council member Mertz, and this resolution is adopted this 25<sup>th</sup> day of November, 2019, such fees to become effective January 1, 2019.

ATTEST:

TOWN COUNCIL  
TOWN OF McCANDLESS

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
President

Appendix A

LAN 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 + \$.008/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