

## **REQUIREMENTS FOR OBTAINING A BUILDING PERMIT**

1. Proof of ownership or authorized agent representing property is required.
2. The applicant must complete a Uniform Zoning/Construction Permit Application (attached). All questions must be completed since all information provided determines issuance of the permit.
3. Building Plans and list of Materials must be submitted with the application.
4. A Plot Plan on a separate sheet showing size and location of all structures, either on-lot sewage or public sewer tie in, on-lot water well and distance to property lines (hand drawn is acceptable).
5. Copy of Workers' Compensation Certificate. (See attached form)
6. Copy of the Erosion and Sedimentation Plan and approval letter from the County. Depending on the area of the expanded footprint, stormwater management may be necessary. A sample worksheet is available.
7. If the application is for a New Home, a septic system permit issued by the Sewage Enforcement Officer or evidence of a tapping or connection fee being paid to the respective public sewer entity must be submitted with the application. A road crossing permit may be required for excavating to a sewer tap or water tap. Check with LTL staff for requirements in your Municipality (local and State).
8. A copy of the well permit issued by the authorized well permit department (if other than LTL), must be attached.
9. If the application is for additions involving bedrooms, Sewage Enforcement Officer must also verify by letter, the adequacy of existing on lot septic systems prior to the issuance of permit.
10. An Electrical Permit is required with all residential and commercial building permits. The application will be provided with the permit application.
11. A Plumbing Permit is required with all residential and commercial building permits. The application will be provided with the permit application.
12. A Driveway Permit is required for any new driveway. If the driveway abuts a State Route, a PennDOT Highway Occupancy Permit is required.
13. The applicant should have stakes placed at the corners where the structure is to be built. The building inspector will check this stakeout before the building permit will be issued.
14. If the proposed construction is for a non-residential building, a Land Development Plan is required.
15. If a Non-Residential building is to be constructed, the application must submit a set of construction drawings to which an architect or engineer has applied his seal.

Most Permit fees are based on square footage using the rate in the Municipality schedule of Fees. Payment is required upon issuance of permit and prior to construction. All fees shall be payable to the Municipality.

Commercial permits shall be granted or refused within 30 days as per the Uniform Construction Code requirements after the written application has been submitted and determined complete. **LTL makes every effort to process and issue residential permits within 10 working days. Questions regarding permits can be directed to LTL @ 610-987-9290 or 888-987-8886.**

**Remember PA One-Call before excavating, simply dial 811, or [www.paonecall.org](http://www.paonecall.org).**

# UPPER HANOVER TOWNSHIP

## **SPECIAL REQUIREMENTS**

1. Building permit applications are dropped off and picked up at Upper Hanover Township or forwarded to LTL Consultants.
2. A well permit is required. Contact Montgomery County Health Department at 610-970-5040.
3. If the application is for new home or an addition involving bedrooms, contact Montgomery County Health Department. The contact person is John Peffer at 610-970-5040.
4. If the application is for a new home, a septic permit issued by the Montgomery County Health Department or evidence of a tapping or connection fee being paid must be submitted with the application.
5. Non-Residential Construction: Two sets of Construction drawings to which a registered architect or engineer has applied his or her seal and signature. LTL performs all plan reviews and inspections, including accessibility.
6. **Any building questions contact LTL Consultants at our Toll Free number 1-888-987-8886.**



**FLOODPLAIN**

Is the site located within an identified flood hazard area? (Check One)  Yes  No  
Will any portion of the flood hazard area be developed? (Check One)  Yes  No  N/A

Owner/Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically *Section 60.3*

Lowest Floor Level: \_\_\_\_\_

**HISTORIC DISTRICT**

Is the site located within a Historic District?  Yes  No  
*If construction is proposed within a Historic District, a certificate of appropriateness may be required by the Municipality.*

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents, PA Act 45 of 1999 (Uniform Construction Code), Act 247 of 1968 as amended (Municipalities Planning Code), and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances or the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations and is responsible for all review costs incurred for the proposed project.

Application for a permit shall be made by the *owner* or lessee of the building or structure, or *agent* of either, or by the *registered design professional* employed in connection with the proposed work.

**I certify the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.**

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Print Name of Owner or Authorized Agent

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

Directions to Site \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFER TO CHECKLIST TO DETERMINE ADDITIONAL APPLICATION REQUIREMENTS**

# PLUMBING PERMIT APPLICATION

TOWNSHIP: \_\_\_\_\_

Date of Application: \_\_\_\_\_, 20\_\_\_\_

Permit Fee: \$ \_\_\_\_\_

Name of Applicant (Owner): \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Subdivision Name and Lot No. (if applicable): \_\_\_\_\_

Tax Map Parcel Number: \_\_\_\_\_

- Check Appropriate Box:
- Mobile Home or Manufactured Dwelling
  - Single-Family Dwelling
  - Two Family Dwelling
  - Apartment Building or Condominium
  - Addition or Alteration
  - Sewer Lateral
  - Water Lateral
  - Non-Residential Application: Specify: \_\_\_\_\_
  - Permit for work not listed elsewhere

Statement of materials to be Used: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost of Plumbing Construction (*Reasonable fair market value*) \$ \_\_\_\_\_

I hereby certify that the information hereon and herewith is true and correct to the best of my knowledge.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**LTL CONSULTANTS, LTD.  
ELECTRICAL PERMIT APPLICATION**

Date \_\_\_\_\_

Permit No. \_\_\_\_\_  
(Assigned by LTL)

Township \_\_\_\_\_

Contractor \_\_\_\_\_

Job Site Address \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Electric Company Job # \_\_\_\_\_

Job Site Owner \_\_\_\_\_ Experience (Journeyman, etc.) \_\_\_\_\_

Job Site Phone \_\_\_\_\_ License Number \_\_\_\_\_

**General Information (circle all that apply)**

Single Family Residence      Multiple Residences \_\_\_\_\_ quantity      Businesses      Industrial  
New      Remodel      Repair      Accessory Structure  
Pool      Temporary      Permanent

Service Size (if applicable) Voltage \_\_\_\_\_ Amperage \_\_\_\_\_ Phase \_\_\_\_\_

Service wire size and type Gage \_\_\_\_\_ Metal \_\_\_\_\_ (cu, al, cu/al)

Grounding Electrode System \_\_\_\_\_

Wiring Method:    NM    AC    MC    RNC    RMC    \_\_\_\_\_  
Size    Type

Emergency Generator Voltage \_\_\_\_\_ Amperage \_\_\_\_\_ Size \_\_\_\_\_

HVAC: Type \_\_\_\_\_ Tonnage \_\_\_\_\_ HP \_\_\_\_\_ Voltage \_\_\_\_\_ Amperage \_\_\_\_\_

Baseboard Quantity \_\_\_\_\_ Amperage Total \_\_\_\_\_

Fire/Emergency System Type \_\_\_\_\_ Quantity of detectors \_\_\_\_\_

Is a set of electric plans included with this or with the building application? \_\_\_\_\_ (Y/N)

Applicant certifies that all information given is correct and that National Electric Code NFPA 70 and IRC will be complied with in performing the work for which this permit is issued.

Work must begin within one (1) year of permit issuance or the permit shall be come invalid.

Description of work: \_\_\_\_\_

ESTIMATED COST OF ELECTRICAL CONSTRUCTION (Reasonable fair market value) \$ \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

# DRIVEWAY PERMIT APPLICATION

TOWNSHIP: \_\_\_\_\_

Date of Application: \_\_\_\_\_, 20\_\_\_\_

Permit Fee: \$ \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Owner (if other than applicant): \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Contractor or Builder : \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Property Address of Site: \_\_\_\_\_

Location of Driveway: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Statement of materials and Construction to be Used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby certify that the information hereon and herewith is true and correct to the best of my knowledge, and furthermore the property owner has authorized the work.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Workers' Compensation Insurance Coverage Information**

1. Is the applicant a contractor within the meaning of the Pennsylvania Worker's Compensation Law?  
 Yes     No

If the answer is "yes", complete Sections B, C, D, and E below as appropriate.  
If the answer is "no", complete Section E.

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**B. Insurance Information**

Name of Applicant \_\_\_\_\_

Federal or State Employer Identification Number \_\_\_\_\_

Applicant is a qualified self-insurer for workers' compensation.  
 Check if Certificate is attached.

Name of Workers' Compensation Insurer \_\_\_\_\_

Workers' Compensation Insurance Policy Number \_\_\_\_\_  
 Check if Certificate is attached.

Policy Expiration Date \_\_\_\_\_

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- 
- C. Is the applicant using any subcontractor(s) on this project?     Yes     No

If the answer is "yes", the applicant hereby certifies that any and all subcontractors have presented proof to the applicant of insurance under the Pennsylvania Workers' Compensation Act.

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- D. Exemption:    Complete Section D if the applicant is a contractor claiming exemption from providing workers' compensation insurance.

The undersigned swears or affirms that he/she is not required to provide worker's compensation insurance under the provisions of the Pennsylvania Worker's Compensation Law for one of the following reasons, as indicated:

- Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the Township.
- Religious exemption under the Workers' Compensation Law.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of Notary Public

My Commission expires: \_\_\_\_\_

(Seal)

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**E. Signature required for all applicants**

Signature of Applicant \_\_\_\_\_

Address \_\_\_\_\_

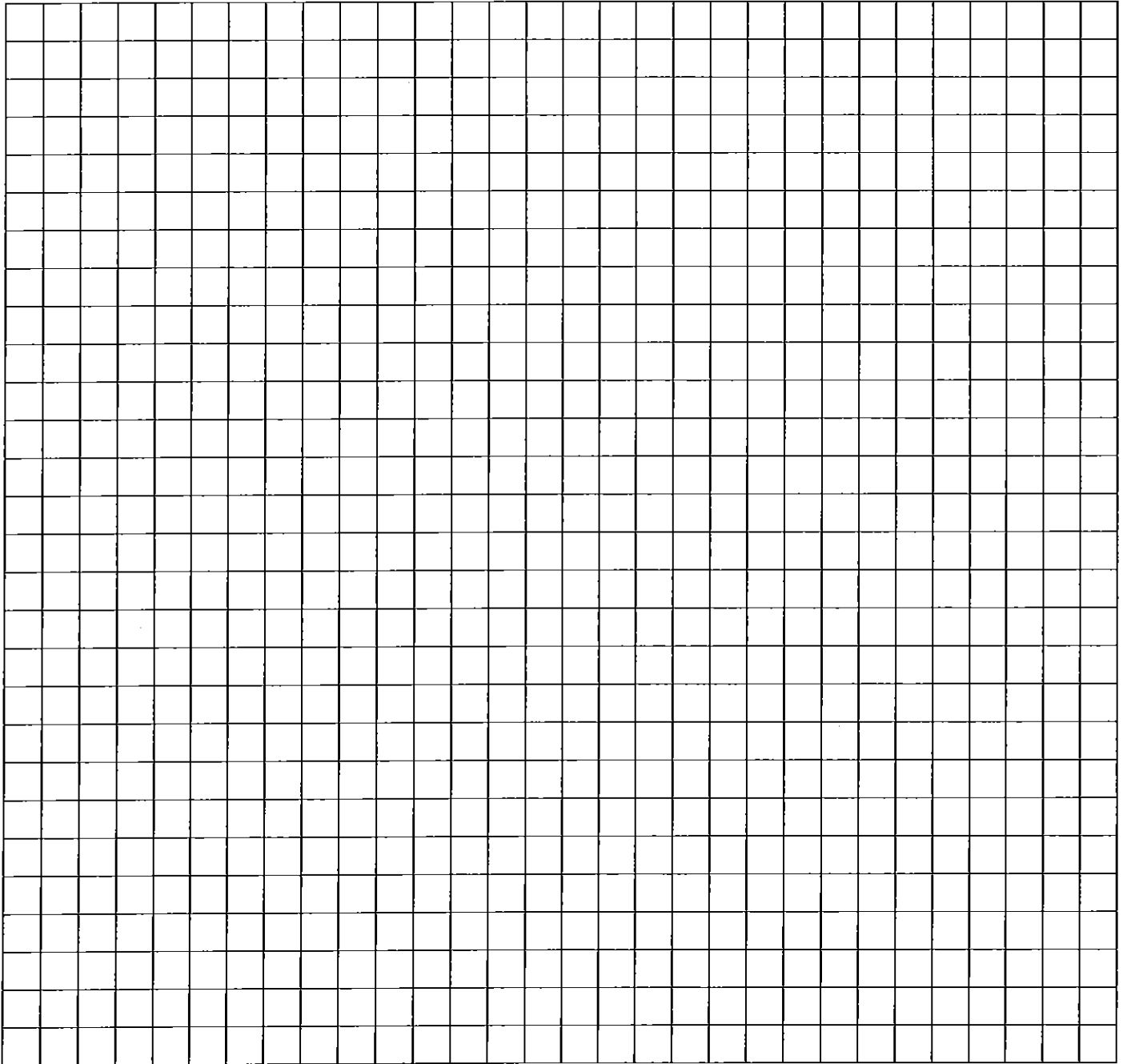
County \_\_\_\_\_ Municipality of \_\_\_\_\_



**PLOT PLAN / SKETCH PLAN AREA**

NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_



The Plot Plan must show size and location of all structures and wells on the property and the distance to property lines (hand drawn is acceptable)

Is your drawing to scale Y / N? If yes, what is the scale? \_\_\_\_\_

**Any questions, please contact:  
LTL Consultants, Ltd. at 610-987-9290 or 1-888-987-8886**

# Stormwater Best Management Practices Worksheets

Stormwater Management for Minor Land Disturbance Activities addresses the intent of the SWM Ordinance by managing the runoff through infiltration facilities. To determine the size of infiltration facilities required for a site for a Minor Land Disturbance Activity utilize a factor of 0.18 times the impervious area. This approximates the net 2 year increase.

<b>STEP ONE: DETERMINE REQUIRED VOLUME</b>	
<u>TOTAL AREA of IMPERVIOUS COVER</u> Includes all areas of new building, paving, concrete and compacted gravel that are part of the <b>proposed</b> work. (Except pervious paver blocks)	<b>Sq. ft.</b>
Multiply by 0.18	<b>x 0.18</b>
<b>TOTAL WATER QUALITY VOLUME REQUIRED (WQ<sub>v</sub>)</b>	<b>Cu. ft.</b>

Details of the BMPs listed below are provided as part of this Appendix. For additional information on how these BMPs function and ideas of other BMPs refer to the "Pennsylvania Stormwater Best Management Practices Manual" latest edition prepared by the DEP.

<b>STEP TWO: SELECT BMPs TO BE UTILIZED</b>	
<b>BMP NAME</b>	<b>(How Many)</b>
1. Infiltration Basin	
2. Infiltration Bed	
3. Infiltration Trench	
4. Other*	
<b>TOTAL</b>	

\* As approved by the Township Engineer. Provide additional information as needed.

The first three BMPs listed are Infiltration BMPs and as such should be located on the site in areas with the most suitable soil. Areas of wet or poorly drained soils should be avoided.

Infiltration BMPs shall also be located with the following setbacks:

- Ten (10) feet down gradient from a building basement
- One hundred (100) feet up gradient from a building basement
- Ten (10) feet from property lines
- One Hundred (100) feet from wells
- Fifty (50) feet from septic system drain fields

Recognizing that Minor Land Disturbance Activities often cannot meet the setback requirements due to the size of the proposed work area, consideration will be made to reduce the setbacks provided.

**BMP Installation Notes:**

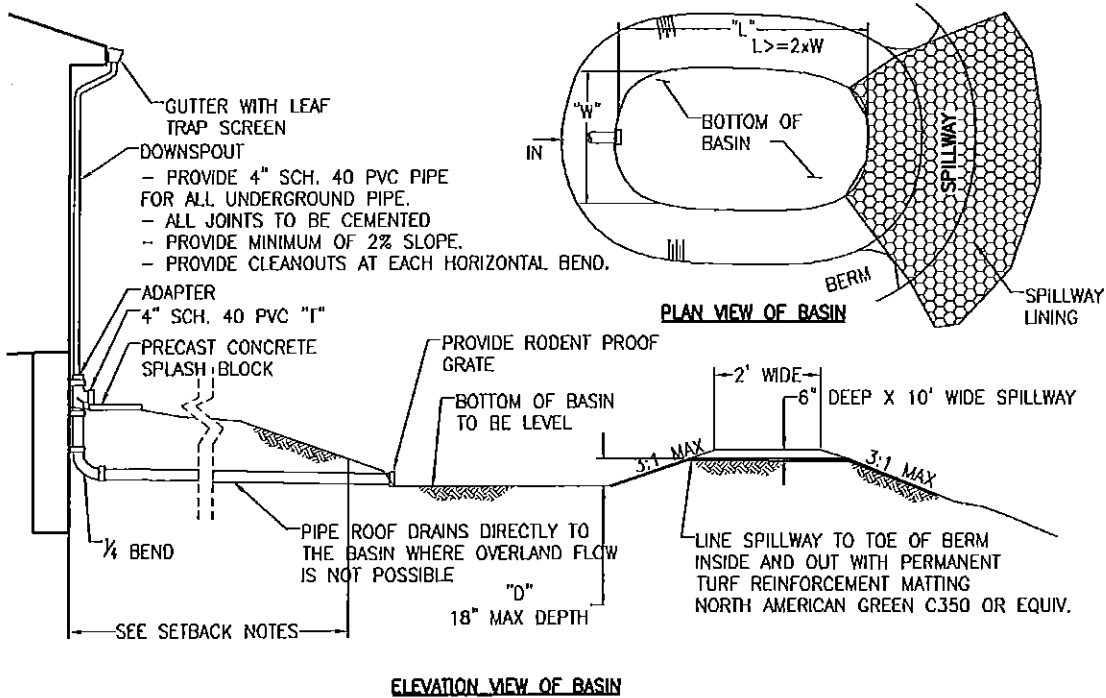
1. BMPs shall be protected during construction to prevent sediment-laden water from entering the facility.
2. Excavation of the BMPs shall be conducted in a manner that will not compact the bottom of the facility.
3. The bottom of the facility shall be scarified immediately prior to the placement of the bottom layer of geotextile for subsurface structures or the topsoil placement for above ground structures.
4. Geotextile shall be placed in accordance with the manufacturer's specifications. Seams shall be overlapped a minimum of 16 inches.
5. The area of the BMP shall be fenced off during construction. Construction equipment shall be prohibited from entering the area to avoid soil compaction.

<b>STEP THREE: DETERMINE VOLUME PROVIDED</b>	
<b>BMP (See details for volume calculations)</b>	<b>Volume (cu. ft.)</b>
1. Infiltration Basin	
2. Infiltration Bed	
3. Infiltration Trench	
4. Other*	
<b>TOTAL (must be greater than WQ<sub>v</sub> in Step One)</b>	

\* As approved by the Township Engineer. Provide additional information as needed.

## SWM BMP #1 –INFILTRATION BASIN

An Infiltration Basin provides an aboveground area for water to be stored and infiltrate into the ground. Roof Drains and overland runoff are directed into an aboveground basin to infiltrate. A spillway is provided to release the larger storm volumes. The spillway should be located to avoid any down slope problems when water is flowing over the spillway. The spillway shall be lined with a permanent erosion mat to prevent deterioration. The spillway should be located as far away from any inflow pipes to promote infiltration and settling of runoff contaminants. The basin shall also be planted with vegetation that is tolerant of the wet conditions that will occur during infiltration. The depth of the basin may be increased with the approval of the Township Engineer.

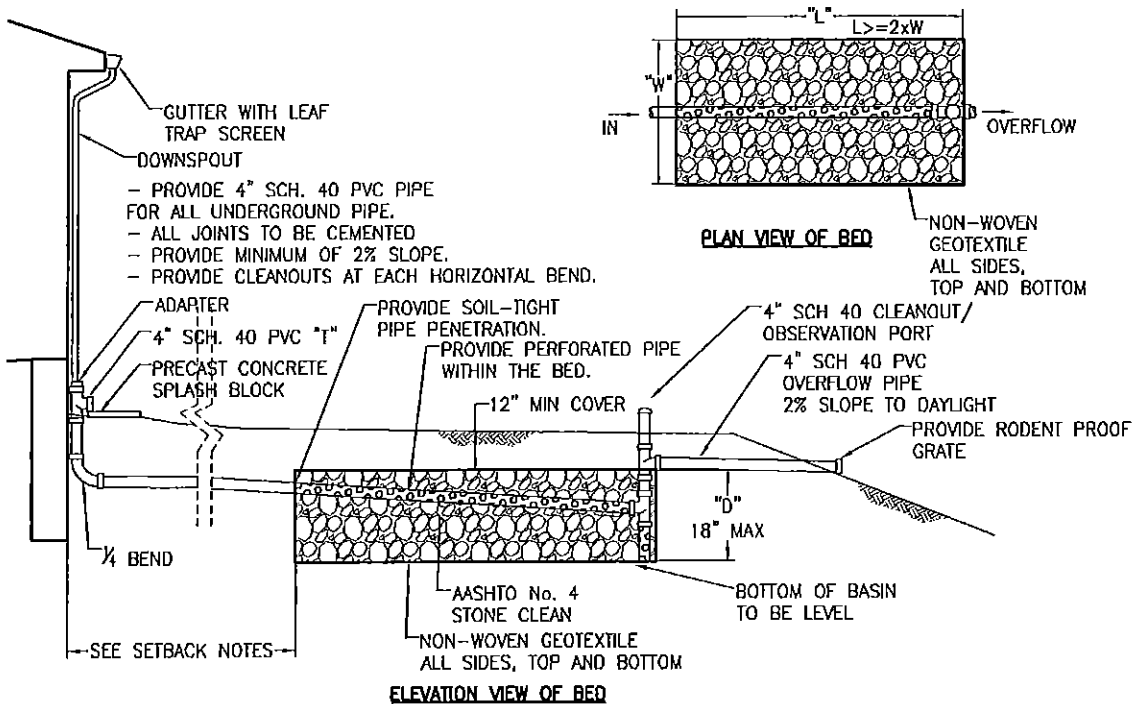


Determination of Water Quality Volume provided:

1	Bottom Area – for rectangular basins use $L \times W$ , estimate for irregular shaped Basin	Sq. ft.
2	Depth of Basin = D	Ft.
3	Basic Volume = $L \times W \times D$ (Line 1 x Line 2)	Cu. Ft.
4	Side Slope Factor "Z" – Use 3 for 3:1 slope, 4 for 4:1 slope, etc	
5	Approx. Additional Volume = $(L+W) \times Z \times D \times D$	Cu. Ft.
6	TOTAL VOLUME ( $WQ_v$ ) (Line 3 + Line 5) (Use this number in Step Three)	Cu. Ft.

## SWM BMP #2 –INFILTRATION BED

An infiltration bed can be used where surface runoff is not to be captured. Roof Drains from the proposed structure are piped into an underground basin to infiltrate into the ground. An overflow pipe is provided to release the larger storm volumes. A cleanout is provided to facilitate maintenance and provide an inspection port for the bed. The pipe within the bed is perforated and should be run through the basin to the fullest extent to promote infiltration and distribution of the runoff. The soil over the basin shall also be planted with vegetation that will not interfere with the operation of the bed. The depth of the bed may be increased with the approval of the Township Engineer.

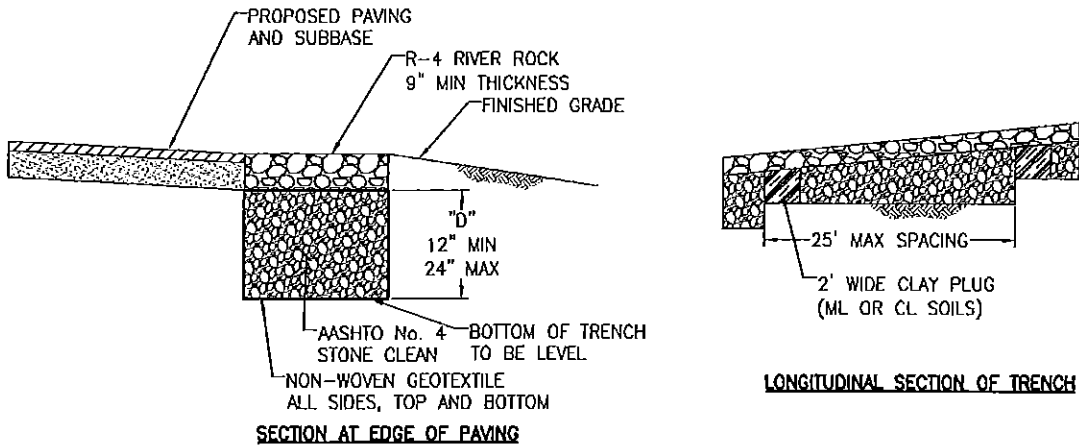


Determination of Water Quality Volume provided:

1	Bottom Area – for rectangular basins use L x W	Sq. ft.
2	Depth of Basin = D	Ft.
3	Basic Volume = L x W x D (Line 1 x Line 2)	Cu. Ft.
4	Actual Void Volume in Stone Bed ( $WQ_v$ ) = $0.4 \times$ Line 3 (Use this number in Step Three)	Cu. Ft.

## SWM BMP #3 –INFILTRATION TRENCH

Infiltration trenches are utilized along the perimeter of impervious surfaces to collect, store and infiltrate runoff. River rock will be placed on the bed to allow the runoff to enter the trench; alternately the bed may utilize a perforated pipe with inlets to get the runoff into the trench. The trench is constructed as a terraced system with clay dikes to promote infiltration. The depth of the trench may be increased with the approval of the Township Engineer. Pipe can be utilized within the trench to increase the available storage volume. Because the trench is installed along paved area that need to be compacted during construction, extra attention needs to be paid to avoid compaction in the area of the trench or loosen the material under the trench prior to installation.



Determination of Water Quality Volume provided:

1	Bottom Area = Length of Trench x Width	Sq. ft.
2	Depth of Basin = D	Ft.
3	Basic Volume = L x W x D (Line 1 x Line 2)	Cu. Ft.
4	Actual Void Volume in Stone Bed ( $WQ_v$ ) = 0.4 x Line 3 (Use this number in Step Three)	Cu. Ft.

If perforated pipe is used in the bed, adjust volume accordingly.

**UPPER HANOVER TOWNSHIP  
RESOLUTION 2017-01  
2017 FEE SCHEDULE**

The following fees shall be in effect in Upper Hanover Township in 2017

**A. ZONING PERMIT FEES**

1. All accessory structures 200 square feet and less without a utility connection are required to have only a zoning permit. The permit fee shall be \$ 90.00.
2. A zoning permit is required in conjunction with every material change in the use of land. The zoning permit fee is \$ 90.00.

**B. BUILDING PERMIT FEES**

1. RESIDENTIAL CONSTRUCTION

- A. New construction, \$ 0.38 per square foot of building or structure area, including porches, patios, attics, basements, garages, and living areas. Crawl spaces and dead area spaces (areas with less than minimum height ceilings such as kneewalls) are excluded. There is a minimum permit fee of \$ 320.00
- B. For residential additions including attached garages, the minimum building permit fee is \$ 300.00. Any useable space, including porches, patios, attics, basements, garages, and living areas, will be calculated at \$ 0.38 per square foot.
- C. For detached garages 200 square feet and over, accessory structures 200 square feet and over, and decks, \$ 0.38 per square foot of building or structure area (total area, each level) is charged. There is a minimum permit fee of \$ 190.00.  
  
For Non-Modular (one piece prefabricated) accessory structures 200 sq. ft. and over, the permit fee is \$50.00.
- D. For private swimming pools over 24 inches in depth, \$ 0.38 per square foot of structure area, including surrounding patio/deck, is charged. There is a minimum permit fee of \$ 170.00.  
  
For storable pools over 24 inches in depth, there is a permit fee of \$ 85.00 with any additional code compliance inspections at a fee of \$ 60.00 per inspection.
- E. Where none of the above categories apply, \$ 0.38 per square foot of building or structure area (areas with at least minimum height ceilings). There is a minimum building permit fee of \$ 110.00.
- F. The building permit renewal fee is \$100.00.

- G. Demolition permit - \$ 25.00 for each \$ 1,000 of demolition costs. The minimum fee is \$ 125.00.
- H. Signs - \$ 90.00 per sign.
- I. Driveway - \$ 90.00.
- J. Fuel storage tank fee - \$ 50.00 for installation of each tank
- K. Additional or re-inspections will be billed to the applicant on a per inspection basis. The fee for each inspection will be \$ 75.00.

2. **NON-RESIDENTIAL and INSTITUTIONAL CONSTRUCTION**

The minimum building permit fee is \$ 500.00 plus \$ 0.40 per square foot of building area on each floor including the basement for the first 10,000 square feet and \$ 0.20 per square foot for the remaining area.

**C. PLUMBING PERMIT FEES**

1. **RESIDENTIAL**

- A. Manufactured dwelling with crawl space (includes mobile home on foundation) \$ 75.00 per unit
- B. Single family dwelling (not over 3 full or partial baths) \$ 135.00  
Each additional full or partial bath \$ 55.00
- C. Two family dwelling (not over 2 full or partial baths per unit) \$ 230.00  
Each additional full or partial bath per unit \$ 75.00
- D. Multi family apartment building (not over 2 full or partial baths per unit)
  - First two units \$ 200.00
  - Each additional unit \$ 100.00
  - Each additional full or partial bath per unit \$ 50.00
- E. Condominium (townhouse, condominium townhouse (not over 2 full or partial baths per unit)
  - First two units \$ 200.00
  - Each additional unit \$ 100.00
  - Each additional full or partial bath per unit \$ 50.00
- F. Additional or re-inspections will be billed to the applicant on a per inspection basis of \$ 75.00 per inspection.



2. NON-RESIDENTIAL and INSTITUTIONAL FEES

For plumbing systems regulated by the UCC, \$0.20 per square foot for work area where plumbing is located, including basement. Minimum permit fee \$300.

3. Miscellaneous Plumbing Fees

A.	Sewer lateral	\$ 75.00
B.	Water Lateral	\$ 75.00
C.	Sewer and Water Lateral at Same Time	\$ 90.00
D.	Re-inspection Fee	\$ 75.00
E.	Permit for any Plumbing Work which requires a Permit (Not listed elsewhere)	\$110.00

**D. ELECTRICAL PERMIT FEES**

1. RESIDENTIAL

A.	Service inspections	
	Service not over 200 amp	\$ 75.00
	over 200 but not over 400 amp	\$100.00
	over 400 amp	\$150.00
	Additional meters	\$ 20.00
B.	Electrical Wiring	
	New Single Family Dwelling	
	200 amp or less	
	Rough or Service (Each)	\$ 75.00
	Over 200 amp but not over 600	
	Rough or Service (Each)	\$ 95.00
C.	Dwelling additions and rewiring	\$ 95.00
D.	Mobile Homes	\$ 75.00
E.	Final Inspections	\$ 35.00
F.	Private pools - bonding inspection	\$ 75.00
	electrical inspection	\$ 75.00
G.	Permit for any Electrical Work which requires a Permit (Not listed elsewhere)	\$110.00

H.	Extra inspection fees	
	Special appointments	\$ 95.00
	Return trip due to re-inspection	\$ 75.00
	Duplicate final certificate	\$ 10.00

2. NON-RESIDENTIAL and RESIDENTIAL other than ONE and TWO FAMILY USES

The minimum permit fee is \$ 360.00

A.	Electric systems regulated by the UCC per sq. foot of work area where electric is located	\$ 0.20
B.	Electrical Plan Review	\$ 85.00/Hour
C.	Annual permit fee for inhouse maintenance projects by qualified individuals that do not require individual inspections	\$ 100.00

3. MISCELLANEOUS FEES

A.	Re-inspection Fee (for Non-Residential and Residential other than One and Two Family Dwellings)	\$ 85.00
B.	Fee for each written verification of a residential permit or approval	\$ 100.00
C.	Fee for each written verification of a commercial (or other) permit or approval	\$ 500.00

**E. MECHANICAL PERMIT FEES**

1. NON-RESIDENTIAL and INSTITUTIONAL

The minimum permit fee is \$ 500.00 for the first appliance plus \$ 50.00 for each additional appliance.

**F. SPRINKLERS**

The minimum permit fee is \$ 350.00 for up to 200 sprinkler heads plus \$ 0.50 for each additional sprinkler head over 200.

**G. MANDATED FEES**

Act 13 of 2004 Municipal Code Official Training Account Fee assessed for any construction or building permit package issued under the UCC. \$ 4.00/ project

It is further resolved that the appointed Township Code Official is hereby authorized to collect the above-mentioned fees on behalf of the Township.

**H. PUBLICATION FEES**

Zoning Ordinance	\$ 30.00
Subdivision & Land Development Ordinance	20.00
Storm Water & Erosion & Sedimentation Pollution Control Ordinance	10.00
Open Space and Environmental Resource Protection Plan	15.00
Regional Comprehensive Plan	20.00
Act 537 Plan Update	5.00
Act 537 Plan update - Macoby Service Area	30.00
Zoning Map (large)	7.00
Copies	.25
Mill Hill Map	2.00
Flood Maps	5.00
Official Highway Map	7.00
Clerical Assistance (per hour)	20.00

**I. ROAD OCCUPANCY PERMIT FEES**

Pole Location	\$75.00 per pole
Street Opening	
Up to 25 square feet	125.00
25 square feet to 50 square feet	175.00
Over 50 square feet	250.00

**J. SUBDIVISION & LAND DEVELOPMENT FEES**

<u>ALL SUBDIVISION</u>			<u>LAND DEVELOPMENT</u>	
<u>No. of Lots or Units</u>	<u>Filing Fee</u>	<u>Escrow Fee *</u>	<u>Filing Fee</u>	<u>Escrow Fee *</u>
Amendments to Approved Plans	\$200	\$2,000	<u>Residential- e.g. townhouses</u>	
			\$225/dwelling unit	\$500/dwelling unit
Line Change	\$200	\$2,000		
2 - 5 Lots	\$225 per lot	\$3,000	<u>Commercial</u>	
			\$225 plus \$0.10 per sq. ft. of building	Less than 20,000 sq. ft. = \$5,000
6 - 49 Lots	\$225 per lot	\$500 per lot		20,000 sq. ft. to 50,000 sq. ft. =
50 or More Lots	\$225 per lot	\$500/lot - first 50 lots \$100/lot - over 50 lots		\$15,000 per unit
				Over 50,000 sq. ft. \$25,000 per unit

ALL SUBDIVISION (CONTINUED)

All Sketch Plan Submittals and Consultation  
Prior to Sketch Plan Submittal

Escrow Fee \$2,000  
Sketch Plan Filing Fee - \$100

Erosion Control and Sedimentation Permit

Filing Fee \$200      Escrow Fee \$1,000

LAND DEVELOPMENT (CONTINUED)

Industrial/Outdoor Storage  
\$225 plus \$0.10 per sq. ft. of building      \$6,000 per unit

Other  
\$225 plus \$0.10 per sq. ft. of building      \$2,500 per unit

\* When the balance in the escrow account falls below 25% of the original balance, the applicant is required to deposit additional funds to bring the balance up to the original amount.

**K. ZONING HEARING FEES**

Application Fee - \$500.00  
Continued Hearing - \$200.00 each  
Applicant will be billed after the hearing for ½ of the Stenographer appearance fee.

**L. CONDITIONAL USE HEARING FEES**

Application Fee - \$500.00  
Continued Hearing - \$200.00 each  
Applicant will be billed after the hearing for ½ of the Stenographer appearance fee.

**M. REQUEST FOR REZONING FEES**

Application Fee \$500.00  
Continued Hearing - \$200.00 each  
Escrow Fee - \$2,000.00 - When the balance in the escrow amount falls below 25% of the original balance, the applicant is required to deposit additional funds to bring the balance up to the original amount.

Applicant will be billed after the hearing for ½ of the Stenographer appearance fee.

**N. CURATIVE AMENDMENT FEES**

Application Fee - \$500.00  
Continued Hearing - \$200.00 each  
Applicant will be billed after the hearing for ½ of the Stenographer appearance fee.

**O. SOLICITATION PERMIT FEE - \$25.00**

**P. HOME OCCUPATION ZONING PERMIT FEES**

Home Occupation Zoning Permit Fee - \$25.00  
 Home Occupation Annual Renewal Zoning Permit Fee - \$10.00

**Q. LAND DISTURBANCE PERMIT FEE - \$300.00**

**R. FEE IN LIEU OF COMPENSATORY TREES**

1. deciduous- \$550.00
2. evergreen - \$325.00
3. ornamental - \$400.00

**S. APPLICATION FOR ZONING ORDINANCE TEXT AMENDMENT**

Application Fee - \$500.00  
 Continued Hearing - \$200.00  
 Escrow Fee - \$2,000.00 - When the balance in the escrow amount falls below 25% of the original balance, the applicant is required to deposit additional funds to bring the balance up to the original amount.

Applicant will be billed after the hearing for ½ of the Stenographer appearance fee.

**T. BUILDING CODE BOARD OF APPEALS**

Application Fee - \$275.00

**U. PARKS AND RECREATION FACILITY RENTAL FEES**

**Camelot Park**

**Pavilion Rental Fees:**

<b>Rental Period: April 1<sup>st</sup> through October 31<sup>st</sup></b> <b>Rental Time Periods (4 hours): 10:00 am to 2:00 pm</b> <b>3:00 pm to 7:00 pm</b> <i>(Rental time includes set-up and clean-up)</i>	<b>UPPER HANOVER TOWNSHIP RESIDENT</b>	<b>NON-TOWNSHIP RESIDENT</b>
50 people and under	\$50	\$100
51 to 100 people	\$100	\$150
<b>100+ people needs Special Events Permit</b>		

Security Deposit (refundable after permit ends) \$100

**School Group Pavilion Rental Fees:** *(Rental Time 4 hrs. Monday through Friday 10 am - 2 pm during April, May, June, September & October)*

Upper Perkiomen School District and Private Schools based in Upper Hanover Township: \$30  
 Non-Upper Perkiomen School District Schools & Non-Township Schools: \$70

Security Deposit (refundable after permit ends) \$100

**Special Event Rental Fees:** Rental Period April 1<sup>st</sup> through October 31<sup>st</sup>

- |    |   |   |
|----|---|---|
| 1. | Tournament Field Use (8 hrs. for 2 consecutive days)  | \$250 per one field<br>\$ 50 non-resident permit fee -<br>Non-Upper Hanover Township<br>organizations<br>\$ 75 per second field per day<br>\$100 per second field per day |
| 2. | Special Event Park Rental Fee ( <i>includes use of Pavilion &amp; appropriate field area for 8 hrs.</i> ) |   |
|    | 100-200 participants  | \$150 (UHT)/\$190 (NR)  |
|    | 201 -300 participants   | \$200 (UHT)/\$250 (NR)  |
| 3. | Security Deposit (refundable after permit ends)   | \$250 & copy of insurance certificate   |
| 4. | Special Event Rental Application Fee  | \$ 25 (must be submitted with application-<br>nonrefundable)  |

**Other**

- |    |   |                                      |
|----|---|--------------------------------------|
| 1. | Single Use of Field (rental time 4 hrs.)        | \$ 30 UHT resident/\$70 non-resident |
| 2. | Security Deposit (refundable after permit ends) | \$100                                |

RENTAL POLICY: Facilities are not available for events that are larger than 300+ participants.

CANCELLATION POLICY: There is a \$10.00 administration fee on any cancellations processed by the Parks & Recreation Department.

**RESOLVED AND ADOPTED THIS 10th DAY OF JANUARY 2017.**

**ATTEST:**

*Stanley W. Seitzinger, Jr.*  
Secretary

**BY:** *Eugene Forest*  
Chairman

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