

**SWATARA TOWNSHIP BOARD OF COMMISSIONERS
RESOLUTION 2026-11**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF SWATARA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA, ESTABLISHING FOR THE FILING OF APPLICATIONS, PERMITS, LICENSES, AND OTHER FEES FOR SERVICES FOR THE TOWNSHIP

WHEREAS, the Board of Commissioners of Swatara Township has adopted an ordinance amending the Code of Swatara Township, Part II “General Legislation,” Chapter 147 “Fees,” Article VII, 253-46 “Filing” and 253-48 “Engineering Fees” and;

WHEREAS, it is the desire of the Board of Commissioners of Swatara Township to consolidate all fees authorized by the Code of Ordinances and enact them instead by Resolution;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Swatara Township, that all fees enacted by means of Resolution 2025-40 is hereby amended as follows:

Building Permits (Item)	Unit	Fee (plus any additional cost)
Building permit administrative fee	Per request	\$35.00
Building permit extension	Per permit	Residential - \$85.00 Non-residential - \$110.00
Building permit modification	Per permit	As billed by third party agency
Building permit (includes new construction, alterations, additions, plumbing, mechanical, electrical, energy, etc.)	Per permit	Residential - \$360.00 minimum or \$9.00 per \$1,000.00 of construction cost (labor & materials), whichever is greater. Non-residential - \$550.00 minimum or \$13.00 per \$1,000.00 of construction cost (labor & materials), whichever is greater.
Demolition permit	Per permit	Residential - \$180.00 Non-residential - \$230.00 minimum or \$13.00 per \$1,000.00 of construction cost (labor & materials), whichever is greater.
Construction re-inspection	Per inspection	As billed by third party agency
Building permit certificate of occupancy / letter of completion when not issued with original permit application	Per certificate / letter	Residential - \$180.00 Non-residential - \$230.00
Pennsylvania Uniform Construction Code (PA UCC) fee	Per building permit and/or demolition permit	\$4.50, as amended
Building permit expedite fee	Per permit	As billed by third party agency.
UCC Board of Appeals	Per application	\$1,250.00
Additional fees	Per permit	Permit fees double if work commences before a permit is obtained and fees paid.
Engineering and Staff Fee Basis (item)	Unit	Fee (plus any additional cost)
Consulted Engineer / Traffic Engineer	As necessitated by Township	Consulting firm’s fee schedule as approved by the Board of Commissioners
Township Director of Planning & Zoning, Manager, Fire Chief, or Police Chief	As necessitated by Township	\$100.00 per hour (one hour minimum)

Miscellaneous Permit Applications / Other Requests (Item)	Unit	Fee (plus any additional cost)
Street cut permit	Per permit (to include initial review and one inspection)	<p>Open cut right-of-way: For streets paved more than five years from the date of permit application: \$150.00 per first 100 square feet + \$50.00 for each additional 100 square feet thereafter (or portion thereof).</p> <p>For streets paved less than five years from the date of permit application: \$500.00 per the first 100 square feet + \$50.00 for each additional 100 square foot thereafter (or portion thereof).</p> <p>\$150.00 for the first utility pole and \$50.00 for each pole thereafter.</p> <p>NOTE: Permit fee doubles if work commences before permit is obtained and fees paid. Applicants are responsible for charges that may incur as a result of additional review time and/or inspections. Additional review time and inspection time are charged at \$50.00 per hour (one-hour minimum), unless a separate consulting firm fee is charged.</p>
Chicken permit	Per permit	\$50.00
Carrier pigeon permit	Per permit	\$50.00
Special event permit	Per permit	\$150.00
Fats, oils, & greases (FOG) discharge permit	Per permit (to include initial review and one inspection)	<p>\$150.00</p> <p>NOTE: Additional review time and inspection time are charged \$85.00 per hour (one-hour minimum), unless a separate consulting firm fee is charged.</p>
Fireworks permit	Per permit	\$150.00
Street or alley vacation requests	Per application	\$850.00 + \$1,000.00 escrow + escrow account admin fee
Township yard / property maintenance	Per occurrence	\$85.00 per hour (4 hours minimum) + any additional costs incurred by the Township + any actual costs as charged by 3 rd party agency.
Inter-Municipal Liquor License Transfer	Per license	\$1,250.00 + \$1,500.00 escrow + escrow account admin fee
International Property Maintenance Code (IPMC) Board of Appeals	Per application	\$850.00
Municipal Collections: Municipal Lien Claims	Unit	Fee (plus any additional cost)
Review notices and file municipal lien.	Per hour	\$247.00 per hour for Shareholders and Principals, \$206.00 per hour for Associate Attorneys, and \$103.00 per hour for Paralegals or Law Clerks

Prepare and file praecipe to issue writ of scire facias, writ of scire facias, and request for Sheriff's service	Per hour	\$247.00 per hour for Shareholders and Principals, \$206.00 per hour for Associate Attorneys, and \$103.00 per hour for Paralegals or Law Clerks
Prepare and send ten (10) day default notice.	Per hour	\$247.00 per hour for Shareholders and Principals, \$206.00 per hour for Associate Attorneys, and \$103.00 per hour for Paralegals or Law Clerks
Prepare and file praecipe to enter default judgement.	Per hour	\$247.00 per hour for Shareholders and Principals, \$206.00 per hour for Associate Attorneys, and \$103.00 per hour for Paralegals or Law Clerks
Prepare praecipe for writ of execution, obtain copy of deed from Courthouse to prepare exhibit describing real estate, calculate amount due, prepare writ of execution, prepare Sheriff's instructions, and prepare and file any other documents required by the County Prothonotary or Sheriff.	Per hour	\$247.00 per hour for Shareholders and Principals, \$206.00 per hour for Associate Attorneys, and \$103.00 per hour for Paralegals or Law Clerks
If defendant is out of state resident, prepare required public notice of writ of execution.	Per hour	\$247.00 per hour for Shareholders and Principals, \$206.00 per hour for Associate Attorneys, and \$103.00 per hour for Paralegals or Law Clerks
Prepare and file District Justice complaint.	Per hour	\$247.00 per hour for Shareholders and Principals, \$206.00 per hour for Associate Attorneys, and \$103.00 per hour for Paralegals or Law Clerks
Prepare and file entry of judgement and related documents.	Per hour	\$247.00 per hour for Shareholders and Principals, \$206.00 per hour for Associate Attorneys, and \$103.00 per hour for Paralegals or Law Clerks
Prepare and file praecipe for writ of execution, prepare and file writ of execution documents.	Per hour	\$247.00 per hour for Shareholders and Principals, \$206.00 per hour for Associate Attorneys, and \$103.00 per hour for Paralegals or Law Clerks
Filing fees, satisfaction fees, advances to Sheriff, and related fees.		Actual cost.
Services not set forth above shall be charged at the applicable hourly rate, which would be \$247.00 per hour for Shareholders and Principals, \$206.00 per hour for Associate Attorneys, and \$103.00 per hour for Paralegals or Law Clerks. Any other work, fees, or costs shall be charged at the actual fee or cost.		
Municipal Collections: Taxes & Licenses (Item)	Unit	Fee (plus any additional cost)
Including: Individual earned income tax (delinquent only), employer accounts (delinquent only), Local Services Tax, Parkin Tax, Rental Unit Licenses, Landlord/Tenant Registrations, Business Privilege and Mercantile Licenses (delinquent only), other municipal revenues collected per a municipal contract, and Magistrate court and County court costs.		
Data correction – returned mail, updates.	Per occurrence	\$25.00
First delinquent notice	Per occurrence	\$10.00
Second delinquent notice	Per occurrence	\$15.00
Delinquent account servicing fee	Per occurrence	\$50.00
Phone call – verify mail delivery	Per occurrence	\$15.00
NSF fee	Per occurrence	\$35.00
Accounts that are audited at the request of the municipality are charged a 25% premium of the unpaid balance discovered and paid to the municipality, at the expense of the delinquent taxpayer.		

Municipal Collections: Litigation Items (Item)	Unit	Fee (plus any additional cost)
Preparing magistrate complaint	Per hour	\$247.00 per hour for Shareholders and Principals, \$206.00 per hour for Associate Attorneys, and \$103.00 per hour for Paralegals or Law Clerks
Preparing for hearing	Per hour	\$247.00 per hour for Shareholders and Principals, \$206.00 per hour for Associate Attorneys, and \$103.00 per hour for Paralegals or Law Clerks
Appearing at magistrate hearing	Per hour	\$247.00 per hour for Shareholders and Principals, \$206.00 per hour for Associate Attorneys, and \$103.00 per hour for Paralegals or Law Clerks
Prepare payment plan agreement	Per hour	\$247.00 per hour for Shareholders and Principals, \$206.00 per hour for Associate Attorneys, and \$103.00 per hour for Paralegals or Law Clerks
Prepare arbitration complaint	Per hour	\$247.00 per hour for Shareholders and Principals, \$206.00 per hour for Associate Attorneys, and \$103.00 per hour for Paralegals or Law Clerks
Appearing at arbitration trial	Per hour	\$247.00 per hour for Shareholders and Principals, \$206.00 per hour for Associate Attorneys, and \$103.00 per hour for Paralegals or Law Clerks
Preparation of complaint in common pleas	Per hour	\$247.00 per hour for Shareholders and Principals, \$206.00 per hour for Associate Attorneys, and \$103.00 per hour for Paralegals or Law Clerks
Credit check		\$25.00
Services not set forth above shall be charged at the applicable hourly rate, which would be \$247.00 per hour for Shareholders and Principals, \$206.00 per hour for Associate Attorneys, and \$103.00 per hour for Paralegals or Law Clerks. Any other work, fees, or costs shall be charged at the actual fee or cost.		
On-Lot Sewage Disposal Systems (Item)	Unit	Fee (plus any additional cost)
Administration fee	Per request	\$35.00
Sewage permit application fee	Per application	\$200.00
Sewage System Inspections	---	---
Conventional (in-ground, sound mound)	Per permit	\$300.00
Alternate at grade bed	Per permit	\$300.00
Alternate at grade bed with pre-treatment	Per permit	\$300.00
Alternate drip irrigation or micro mound	Per permit	\$300.00
Tank replacement / system modification	Per permit	\$200.00
Holding tank	Per permit	\$250.00
Minor repair (sewer line, baffle, etc.)	Per permit	\$150.00
Reconnection – new house to replace existing house if applicable.	Per permit	\$150.00
Additional inspection(s) due to improper installation or failure to follow permit.	Per inspection	\$95.00
Soil testing	---	---
Primary site (2-hole test)	Per test	\$200.00
Secondary site (2-hole test)	Per test	\$150.00
Additional soil test/pit	Per test	\$75.00
Percolation test (including 6 holes)	Per test	\$500.00

Additional perc test/lot (including 6 holes)	Per test	\$300.00
Miscellaneous Tasks	---	---
On-lot sewage management inspection	Per inspection	\$75.00
On-lot management minor repair permit	Per permit	\$75.00
Site verification of prior testing	Per request	\$75.00
Annual holding tank inspection	Per inspection	\$75.00
Planning module review	Per review	\$150.00
Township meeting attendance	Per meeting	\$150.00
Copy of existing permits	Per permit	\$95.00
Holding tank maintenance agreement	Per agreement	\$150.00 + recording fees
Use of boat	Per occurrence	\$150.00
Pumper/hauler registration	Per pumper/hauler per year	\$100.00
Administrative/registration	Per property every three years	\$100.00 starting with Olds District 1 on June 1, 2026.
Parks & Recreation		
Rental of park by a non-resident	Per park	\$100.00
Key deposit	Per key	\$50.00 (refundable)
Restroom key deposit	Per key	\$75.00 (refundable)
Professional/business groups for pecuniary gain	Per field/day	\$150.00
Damages will be assessed to the renter of record on the permit application form for actual costs, including staff time, for repair and/or replacement of damaged Township property, facilities or equipment caused by attendees of the event.		
Right to Know Law (Item)		
Copies, black and white	Per single-sided page	\$0.25 (first 1,000 pages) \$0.20 (beyond 1,000 pages)
Copies, color	Per single-sided page	\$0.50
Specialized documents	Per document	Up to actual cost.
Records delivered by email or other electronic method	Per page	For requests for records which require redactions in electronic format, the records may be printed to provide for secure redaction; then scanned for delivery by email. The fees for black and white or color copies above may be charged as appropriate.
CD/DVD	Per CD/DVD	Up to actual cost, not to exceed \$1.00 per disc.
Flash drive	Per drive	Up to actual cost.
Facsimile	Per page	Up to actual cost – if necessary to print record to send them by facsimile, the fees for black and white or color copies above may be charged as appropriate.
Other media	Per piece	Up to actual cost.
Redaction	Per page	No fee for redaction; however, if records requested require redaction, the records may be printed to provide for secure redaction, then fees for black and white or color copies may be charged as appropriate.
Conversion to paper	Per page	\$0.25
Photographing a record		No fee unless redaction is required prior to the requestor having access to the records and copies are made to provide for secure redaction. In this case, the fees for black and white or color copies above may be charged

		as appropriate. (Assumes use of requestor's own phone/camera).
Postage	Per record	Up to actual cost of USPS first-class postage.
Certification	Per record	Up to \$5.00
Police Department		
	Unit	Fee (plus any additional cost)
Act 22 Requests	Per application	\$100.00 + the actual cost of any necessary electronic storage devices (DVD's, flash drives, external hard drives, etc.)
Right to Know Requests	Per application	Fees will be charged in accordance with the Fee Schedule established and maintained by the Pennsylvania Office of Open Records as required by section 1307 of the Right to Know Law. Where the Fee Schedule indicates a maximum charge, the maximum charge will be utilized by the Township.
Subdivision / Land Development / Amendments (Item)		
	Unit	Fee (plus any additional cost)
Subdivision plans	Per plan	Minor – \$850.00 + escrow + escrow account admin fee
		Lot add-ons / consolidation - \$850.00 + escrow + escrow account admin fee
		Preliminary or final –\$850.00 base (up to 6 lots) + \$20.00 each lot (for 7 lots or more) + escrow + escrow account admin fee
		Waived preliminary or combined preliminary/final –\$850.00 base (up to 6 lots) + \$15.00 each lot (for 7 lots or more) + escrow + escrow account admin fee
Land development plans	Per plan	Preliminary or final – \$850.00 + \$20.00 per acre (round up to the next full acre) + escrow + escrow account admin fee
		Waived preliminary or combined preliminary/final - \$850.00 + \$20.00 per acre (round up to the next full acre) + escrow + escrow account admin fee
Sketch plan	Per plan	\$850.00 + escrow + escrow account admin fee
Yield plan	Per plan	\$850.00 + escrow + escrow account admin fee
General engineering escrow account	Per escrow account for a subdivision and/or land development plan or phase	Residential: Initial deposit of \$2,500.00. The landowner shall establish with the Township a general engineering escrow account, as determined by the Township Engineer. The escrow account shall be used to pay for all review and inspection fees incurred by the Township. Any funds remaining in the escrow account shall be returned to the landowner upon the Township engineer's certification that the onsite improvements

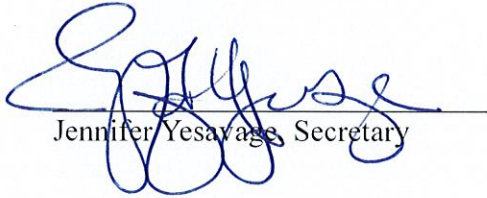
		<p>were constructed by the landowner in accordance with the plans and specifications identified in the plan. All accounts must maintain a \$1,000.00 minimum balance.</p> <p>Non-residential - Initial deposit of \$5,000.00. The landowner shall establish with the Township a general engineering escrow account, as determined by the Township Engineer. The escrow account shall be used to pay for all review and inspection fees incurred by the Township. Any funds remaining in the escrow account shall be returned to the landowner upon the Township engineer's certification that the onsite improvements were constructed by the landowner in accordance with the plans and specifications identified in the plan. All accounts must maintain a \$1,000.00 minimum balance.</p>
Stormwater BMP escrow account	Per escrow account for a subdivision and/or land development plan or phase	The landowner shall establish with the Township a BMP escrow account, as determined by the Township Engineer. The BMP inspection fee escrow account shall be used to pay for all review and inspection fees incurred by the Township. Any funds remaining in the BMP escrow account shall be returned to the landowner upon the Township engineer's certification that the onsite BMP facilities were constructed by the landowner in accordance with the plans and specifications identified in the plan.
Escrow account administration fee	Per escrow account.	\$100.00 per year for each active escrow account.
Plan / agreement / any other document recording service fee	Per plan	\$100.00 administration fee + all costs required by the County.
Curative amendments	Per application	\$1,250.00
Zoning amendment	Per application	\$1,250.00
Conditional use	Per application	\$1,250.00
Stormwater Plans (Item)		
	Unit	Fee (plus any additional cost)
Minor stormwater management permit	Per permit	\$250.00 + escrow + escrow account admin fee
Major stormwater management permit	Per permit	\$500.00 + escrow + escrow account admin fee
Stormwater permit escrow	Per escrow account	Residential - \$1,500.00 Non-residential - \$2,500.00
Stormwater operations and maintenance agreement	Per agreement	\$150.00 + recording service fee (if applicable).
Wireless Communication Facilities (WCF) (Item)		
	Unit	Fee (plus any additional cost)
Tower-based WCF	Per application	\$2,500.00
Non-tower WCF	Per application	\$1,000.00

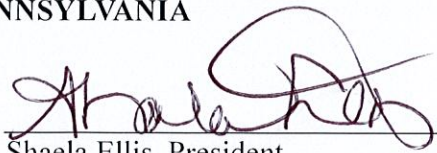
Small WCF (collocated)	Per application	\$500.00 for up to five (5) Small WCFs in a single application, \$100.00 for each Small WCF thereafter in same application
Small WCF (requiring new or replacement of wireless support structure)	Per application	\$1,000.00
Small WCF (inside rights-of-way)	Annual fee	\$270.00
Zoning Hearing Board (Item)		
Appeals and interpretations	Per case	\$1,250.00
Special exceptions and variances	Per application	\$1,250.00
Continuances	Per case (if requested by applicant)	\$500.00
Hearing transcripts	Per page	Contact publisher to purchase
Zoning Permits (Item)		
Certificate of use and occupancy, zoning determinations/verifications, & nonconformity certificates	Per application	\$85.00
Additions and new construction	Per application	\$85.00 minimum or \$5.00 per \$1,000.00 of construction cost (labor & materials), whichever is greater.
Accessory structures (sheds, fences, decks, pools, etc.)	Per application	\$85.00
Sign	Per sign	\$85.00
Floodplain development permit	Per application	\$500.00 + \$1,500.00 escrow + escrow account admin fee
Floodplain appeal and/or variance application	Per application	\$1,250.00
Permit extension	Per permit	50% of the original permit fee
Additional fees	Per permit	Permit fees double if work commences before a permit is obtained and fees paid.

DULY ADOPTED, this 11th day of March 2026, by the Board of Commissioners of Swatara Township, Dauphin County, Pennsylvania in lawful session duly assembled.

ATTEST:

**BOARD OF COMMISSIONERS OF
SWATARA TOWNSHIP, DAUPHIN COUNTY,
PENNSYLVANIA**


Jennifer Yesavage, Secretary

By: 
Shaela Ellis, President