

NEW HANOVER TOWNSHIP

SUBDIVISION / LAND DEVELOPMENT APPLICATION

Please follow all instructions throughout this application before submission. The application will be reviewed by the Township for proper completion before the application is officially accepted.

Our Township has a policy to have a plan technically completed (within reason) prior to preliminary consideration. Once preliminary approval is granted, we do not consider final plan approval (resolution) until all comments have been satisfied and permits secured. This ensures a smooth process for both parties. It is strongly suggested that you discuss your plan with the Township Manager and Planning Commission (Sketch Plan) in advance of plan design.

GENERAL INFORMATION

MEETINGS

PC Meetings – 2nd Wednesday @ 6:30 PM

BOS Meetings – 1st Thursday @ 6:30 PM

TYPE OF PLANS

- Sketch Plan – applicants are encouraged to submit a sketch plan as the first step in the subdivision and land development process as a basis for informal discussion with the Planning Commission. However, this action is not mandatory and is not an official plan under the Pennsylvania Municipalities Planning Code.
- Minor Subdivision/Land Development – a subdivision proposal which would improve or divide one existing lot into two lots, both of which will comply with the applicable dimensional requirements of the district in which the existing lot is located and meets the following requirements:
 - o the existing lot has sufficient footage on an existing, improved public street to satisfy the applicable Township requirements for lot frontage and access to a public street for proposed lots
 - o the subdivision will not require new road construction, road improvements or the extension of existing public utility lines
 - o the proposal will not involve significant stormwater and/or erosion control measures or issues as determined by the Township Engineer
- Major Subdivision/Land Development – any improvement or subdivision other than a minor subdivision/land development or any size improvement or subdivision requiring new road construction, road improvements or the extension of existing public utility lines

SUBDIVISION AND LAND DEVELOPMENT PROCESS

Please review the following subdivision and land development process and corresponding Requirements for Filing Plans to ensure your application is complete.

Preliminary/Final Plan Process

1. Submit your completed application (reference *Requirements for Filing Plans*) at the Township Building at 2943 North Charlotte Street, Gilbertsville, PA 19525. *We strongly encourage you to consider discussing your plan as a concept with the Planning Commission and/or the Board of Supervisors before submitting an official application.*
2. The Township will forward plans to reviewing agencies. Plans are not to be delivered to any reviewing agency by the owner, developer or agent.
3. The application is officially accepted by the Planning Commission at its first meeting following submission of a completed application and plans. The ninety (90) day review period begins. *You can choose to provide the Township with an unlimited time extension approval.*
4. The plan may be reviewed and discussed by the Planning Commission at a meeting following receipt of all applicable letters from reviewing agencies. *We strongly encourage applicants to have plans that have met all technical aspects before consideration for approval.*
5. The Applicant revises the plans pursuant to the Township's consultants and/or Planning Commission and applicable reviewing agencies. Revised plans must be submitted thirty (30) days prior to the next Planning Commission meeting. Revised plans are distributed in same form as initial submission.
6. Once considered, the Planning Commission prepares a written report recommending approval or disapproval of the plan for the Board of Supervisors.
7. The Board of Supervisors approves (with or without conditions) or disapproves the plan at a regular meeting. *The same process occurs with a Final Plan application, but note that the applicant will need to satisfy all preliminary plan review comments and secure outside agency permits before final plans will be considered by the Board of Supervisors.*
8. The Township will communicate the Board of Supervisors' decision to the applicant within 15 days of the decision.

Following Plan Approval

9. If the plan is approved, the Applicant submits to the Township Engineer two (2) sets of plans revised to reflect conditions of approval with copies of descriptions, deeds, cost estimates and other documentation required. The Township Engineer reviews plans for completeness and reviews descriptions.
10. The Township Engineer directs the applicant to submit ten (10) paper copies of the Record Plan.
11. The Township Solicitor prepares the Improvement and Maintenance Agreement, Financial Security Agreements, Stormwater Operations and Maintenance Agreement and any other necessary documents forwards to the Applicant for signatures. The applicant returns signed copies for Township signatures.
12. The Township will record required documents and provide copies to the applicant.

NEW HANOVER TOWNSHIP FEE SCHEDULE

2026



Fee schedule adopted June 4, 2026, by the
New Hanover Township Board of Supervisors

New Hanover Township Fee Schedule

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Part 1 – Building and Zoning Permits

Permit fees for building and zoning permits will be calculated based on the per-project fee articulated in Sections 1 and 2 PLUS the administrative fees outlined in Section 3, as applicable. All building permit projects that change the footprint of the primary structure, include an accessory structure with footprint greater than 200 square feet, or add any new impervious surface (including decks and pool surfaces) will be issued a building and a zoning permit. Where a zoning fee is indicated in Appendix A, the zoning fees of this fee schedule shall be applied instead. Non-residential projects that involve a change in use or occupancy must receive a zoning permit prior to occupancy regardless of whether a building permit is required.

All building permit applicants must submit a non-refundable application fee at time of submission that will be deducted from the total cost of the permit upon issuance. All zoning permits that do not also require a building permit must be paid for in full at time of submission.

Total fees will be calculated to include the building cost + zoning cost + administrative fee + Certificate of Occupancy + UCC Fee, as applicable.

1. Residential Principal and Accessory Structures and Uses

Non-Refundable Application Fee	
A. Building Permits	\$125
B. Zoning Permits	\$100
New Construction & Additions – Finished Space	Appendix A + Zoning
New Construction & Additions – Unfinished Space <i>(e.g. garages, basements, decks, porches)</i>	Appendix A + Zoning
Alterations or Renovations	Appendix A
Demolition	Appendix A
Detached Accessory Structures	
A. ≤ 200 sq ft (zoning permit)	\$50
B. > 200 sq ft and/or includes utilities (building permit)	Appendix A + Zoning
Swimming Pools, Spas, Saunas, Hot Tubs <i>Temporary or permanent pools with a water depth > 24 in</i>	Appendix A + Zoning
Certificate of Occupancy	\$60
Sump Pump <i>Includes installation of new sump pumps or relocation of drainage lines of existing sump pumps – SWM application</i>	\$50 + \$500 escrow

Fence	
A. Perimeter fences, residential or agricultural	\$50
B. Pool barrier fences	Appendix A + Zoning

Zoning Permit	\$50
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Zoning Determination	\$100
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2. Non-Residential Principal and Accessory Structures and Uses

Non-Refundable Application Fee	
A. Building Permits	\$300
B. Zoning Permits	\$150

New Construction & Additions – Finished Space	Appendix A + Zoning
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New Construction & Additions – Unfinished Space <i>(e.g. garages, basements, decks, porches)</i>	Appendix A + Zoning
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Alterations or Renovations	Appendix A
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Demolition	Appendix A
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Detached Accessory Structures	
A. ≤ 200 sq ft (zoning permit)	\$100
B. > 200 sq ft and/or includes utilities (building permit)	Appendix A + Zoning

Swimming Pools, Spas, Saunas, Hot Tubs <i>Temporary or permanent pools with a water depth > 24 in</i>	Appendix A + Zoning
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Sprinkler Systems and Fire Protection	Appendix A
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Signs, permanent or temporary	Appendix A + Zoning
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Certificate of Occupancy	\$85
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Sump Pump <i>Includes installation of new sump pumps or relocation of drainage lines of existing sump pumps – SWM application</i>	\$50 + \$500 escrow
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Fence	
A. Perimeter fences	\$100
B. Pool barrier fences	Appendix A + Zoning

Zoning Permit	\$100
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Zoning Determination <i>**escrow only required for consultant review</i>	1 st at \$200, add'l at \$100 each + **\$1,000 escrow
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3. Administrative Fees

Administrative Fee	\$50
PA UCC Fee	\$4.50
Plan Revision Fee <i>For plan modifications submitted prior to issuance of permit</i>	\$25
Permit Revision Fee <i>For submissions amending previously issued permit</i>	Appendix A + \$25
Failed Inspection/Reinspection Fee	Appendix A + \$25
Returned Check Fee	\$35
Penalty for Construction Without a Permit <i>Permit fees shall also be doubled for work without a permit, in accordance with Township Code §5-105.3</i>	\$150

Part 2 – Grading and Stormwater Applications

The escrow shall cover all professional services related to plan review and installation inspections for new stormwater management facilities. In the event the cost of review and inspection exceeds the escrow set forth herein, the property owner shall be required to reimburse the Township in the full amount of the deficiency. In the event the escrow paid exceeds the actual review and inspection costs, the Township shall reimburse the remaining amount to the applicant upon final completion of the project. The applicant shall be required to submit a written request for the release of escrow.

1. Stormwater Management

Stormwater Management Facility – Engineered Design	\$50 + administrative fee + \$2,000 escrow
Stormwater Management Facility – Simplified Approach	\$50 + administrative fee + \$1,000 escrow
Preliminary Engineering Review	\$500 escrow
Stormwater Inspection Fee (annual)	Appendix B
Stormwater Management Permit	\$50 + administrative fee
Administrative Fee	\$50
Floodplain Administrator Review	Appendix A

2. Grading and Erosion & Sediment Control

Grading/E&S Permit	\$50 + administrative fee
Administrative Fee	\$50

Part 3 – Highway Occupancy Permits

1. Street Opening

If a longitudinal opening simultaneously occupies two or more highway areas identified, only the higher fee will be charged. Linear footage shall be reported to the nearest foot, but fees shall be calculated by rounding up to the nearest 100 feet. Required financial security shall be held by the Township for 18 months after the date of final completion. Total fees will be calculated to include the base rate + opening cost + administrative fee + financial security.

Base Rate	\$50
Opening in Pavement	\$50/100 ft
Opening in Shoulder	\$30/100 ft
Opening in Right-of-Way	\$20/100 ft
Financial Security	Equivalent to 110% of the cost of work
Administrative Fee	\$50

2. Driveways, Sidewalks, and Curbs

Total fees will be calculated to include the base rate + administrative fee. Linear footage shall be reported to the nearest foot, but fees shall be calculated by rounding up to the nearest 100 feet.

New/Replacement/Repair Curb or Sidewalk	\$50 up to 200 ft \$25/additional 100 ft
New Residential Driveway	\$50
New Non-Residential Driveway	\$75/100 ft
Temporary Construction Access	\$30 + \$250 escrow
Administrative Fee	\$50

3. Other Fees

Above-Ground Facilities	
A. Up to 10 physically connected facilities	\$25
B. Additional connected facilities	\$5 per facility
Non-emergency test holes in pavement or shoulder	\$50

Part 4 –Hearing Applications

Applicant will be required to pay any expenses incurred by the Township over and above these amounts, including but not limited to compensation for the secretary and members of the Zoning Hearing Board, notice and advertising costs, court reporter charges for appearance and transcription, and any other necessary administrative overhead connected with the hearing.

1. Zoning Hearing Board

Variance and/or Special Exception

A. Residential	\$750
B. Non-Residential	\$1,500

Appeal of Zoning Officer Determination

A. Residential	\$750
B. Non-Residential	\$1,500

Challenge to the Validity of Ordinance or Map, Curative Amendment

A. Residential	\$750
B. Non-Residential	\$1,500

2. Conditional Use or Change of Zoning

Conditional Use or Change of Zoning	\$1,500
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3. Other Hearings

Curative Amendment Application	\$2,000
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Request for Change of Zoning (Text or Map)	\$2,000
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4. Board of Appeals:

Building Code, Property Maintenance Code, or Fire Code

Residential	\$1,000
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Non-Residential	\$1,500
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Continuance Fee	50% of original fee
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Part 5 – Subdivision and Land Development Applications

Applicants must execute a Professional Services Agreement (PSA) with the Township that provides for establishing a professional services escrow account. Fees for professional consultants as defined in the Municipalities Planning Code (MPC) shall be charged to the applicant at the same hourly rate as the consultants charge the Township. This escrow account covers expenses incurred by the Board of Supervisors and Planning Commission and other advisory services provided to the Township for plan review. Professional services as defined by the MPC may include time spent for the services of consultants for engineering, planning, legal, site design, traffic design, landscaping, lighting, or any other consulting services deemed necessary by the Township to properly examine the proposed subdivision and/or land development plan.

The professional services escrow account must be replenished when it is depleted to forty percent (40%) of the original amount and further costs expected to be incurred by the Township.

A ten percent (10%) administration fee will be added to the first \$1,000 for all invoices. Invoices in excess of \$1,000 shall carry a flat administrative charge of \$150.

Any unused escrow account balance will be refunded to the applicant upon written request to the Township Manager within twelve (12) months after the final plan has been recorded. Unused escrow funds not requested by the applicant within the twelve (12) month period after the plan has been recorded shall be forfeited to the Township.

1. Residential

Sketch Plans, Annexations, Lot Line Changes, and Lot Consolidations	\$100 + \$1,000 escrow
Minor Subdivision/Land Developments	\$500 + \$3,000 escrow
Preliminary Plans (Major Subdivisions/Land Developments)	
A. 4 to 20 lots/dwelling units	\$150/lot + \$7,500 escrow
B. 21 to 100 lots/dwelling units	\$150/lot + \$15,000 escrow
C. >100 lots/dwelling units	\$150/lot + \$25,000 escrow
Final Plans (Major Subdivisions/Land Developments)	
A. 4 to 20 lots/dwelling units	\$75/lot + \$7,500 escrow
B. 21 to 100 lots/dwelling units	\$75/lot + \$15,000 escrow
C. >100 lots/dwelling units	\$75/lot + \$25,000 escrow

2. Non-Residential

De Minimis Land Development	Non-Res bldg. permit fee + \$1,500 escrow
Sketch Plans, Annexations, Lot Line Changes, and Lot Consolidations	\$250 + \$1,500 escrow
Minor Subdivision/Land Developments	\$500 + \$3,000 escrow
Preliminary Plans (Major Subdivisions/Land Developments)	
A. Up to 3,000 SF	\$500 + \$5,000 escrow
B. 3,001 SF to 25,000 SF	\$500 + \$30/1,000 GSFFS+\$7,500 escrow
C. 25,001 SF – 50,000 SF	\$1,200 + \$25/1,000 GSFFS+\$7,500 escrow
D. 50,001 SF – 100,000 SF	\$2,000 + \$20/1,000 GSFFS+\$15,000 escrow
E. >100,000 SF	\$3,000 + \$15/1,000 GSFFS+\$25,000 escrow
Final Plans (Major Subdivisions/Land Developments)	
A. Up to 3,000 SF	\$500 + \$5,000 escrow
B. 3,001 SF to 25,000 SF	\$500 + \$30/1,000 GSFFS+\$7,500 escrow
C. 25,001 SF – 50,000 SF	\$1,200 + \$25/1,000 GSFFS+\$7,500 escrow
D. 50,001 SF – 100,000 SF	\$2,000 + \$20/1,000 GSFFS+\$15,000 escrow
E. >100,000 SF	\$3,000 + \$15/1,000 GSFFS+\$25,000 escrow

GSFFS = Gross Square Feet of Floor Space based on area of new building construction

3. Other Services

Preliminary Zoning Opinion <i>New development projects</i>	\$1,500
Escrow Releases	\$100

Part 6 – Park Rental Fees

All pavilion rentals must be accompanied by a Certificate of Insurance (COI) in the amount specified in the Park Facility Use Agreement. A security deposit is required in addition to the rental fees and must be a separate check from the rental fee check.

Pavilion rentals begin the last weekend in April and run through the first weekend in October. All rentals are available to both residents and non-residents. Rental forms will only be accepted for the current calendar year.

1. Hickory Park

	Resident	Non-Resident
Pavilion 1	\$85	\$135
Pavilion 2	\$85	\$135
Pavilion 3	\$135	\$185
Pavilion 4	\$85	\$135
Entertainment Gazebo	\$60	\$70
Security Deposit	\$100	\$100

2. New Hanover Community Park

	Resident	Non-Resident
Pavilion	\$85	\$135
Indoor Facility	\$160	\$210
Security Deposit	\$100	\$100

3. Field Rentals

Multi-Use Field Rental Fee	\$35 per hour 2-hour minimum
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Part 7 – Impact Fees/Fees in Lieu

1. Fee in Lieu of Park and Recreation Areas

Annexation	\$500
Minor Subdivision	\$500
All Other Subdivisions	
A. R-15 District	\$55,000/acre*
B. R-25 District	\$55,000/acre*
C. R-2	\$35,000/acre*
D. R-2M	\$35,000/acre*
E. All Other Zoning Districts	\$75,000/acre*

**An acre is determined by multiplying the number of proposed lots by 0.0124*

Part 8 – Miscellaneous Fees

Service Charge

A service charge of one and one-half percent (1.5%) per month will be applied to balances over 30 days old. In the event that the invoice remains unpaid, the payee will be responsible for all costs incurred during collection, including but not limited to legal, interest and reasonable attorney fees.

Professional Services (not otherwise listed herein)	Residential – \$500 escrow Non-Res – \$1,500 escrow
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Timber Harvest	\$100 + administrative fee
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Public Works Services	\$75/hour
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Towing Registration (Annual)	\$50
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Trash Hauler Registration (Annual)	\$150
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Licenses

A. Junkyard License	\$500/year
B. Peddling License	\$50/day, \$500/year
C. Contractor's License	\$50/year
D. Mobile Food Vendor Operational Permit	\$50/year

Oil and Gas Drilling Applications

A. Initial Application	\$1,500
B. Initial Permit	\$500
C. Renewal Permit	\$500
D. Rework Permit	\$500

Physical Copies of Ordinances and Publications

A. Act 209 Traffic Sufficiency Analysis	\$17
B. Fee Schedule – Appendix A	\$10
C. Act 537 Plan	\$40
D. Comprehensive Plan	\$30
E. Open Space Plan and Update	\$30
F. Sanitary Sewer Standard Construction Specific	\$30
G. Subdivision and Land Development Ordinance	\$30
H. Zoning Ordinance	\$30
I. Township Construction Specifications Manual	\$30
J. Bicycle and Pedestrian Trails Master Plan	\$25

Rental Registration

A. Initial Registration for each unit (required upon conversion from owner-occupied to renter-occupied)	\$25
B. Inspection	Appendix A

Part 9 – Police Fees

Multimedia

A. Digital Photographs – On CD	\$25 (Less than 20 photos) \$50 (20 photos or more)
B. Accident Reconstruction Report	\$500
C. Video Recording – On Flash Drive	\$100/video

Special Event Request

A. Request for Off-Duty Police Officer with Vehicle	\$125/hour
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Applicant Fingerprinting

A. Resident	\$10
B. Non-Resident	\$25
C. Additional Card	\$5

Appendix A

Kraft Municipal Group Fee Schedule 2026

Kraft Municipal Group, Inc.
2026 HOURLY FEE SCHEDULE

The charge rates shown below are all-inclusive incorporating all overhead, profit and expenses.

Service Task:

Professional Engineer/Senior Project Manager	per hour	\$ 125.00
Project Manager	per hour	\$ 110.00
Senior Technician/Inspector	per hour	\$ 95.00
Technician/Inspector	per hour	\$ 84.00
Admin Tech	per hour	\$ 60.00
Admin Support	per hour	\$ 40.00
Subdivision and Land Development Plan Review	per hour	\$ 145.00

Large Format Printing:

Sheet size	Black & White	Full Color
Per 18" x 24" Sheet	\$ 2.75	\$ 5.50
Per 24" x 36" Sheet	\$ 3.50	\$ 7.00
Per 30" x 42" Sheet	\$ 4.25	\$ 8.50
Per 36" x 48" Sheet	\$ 5.00	\$ 10.00

Large Format Scanning:

Large format scanning is provided at a flat rate of \$1 per sheet with a \$10 minimum charge. This cost includes black and white or color scanning. Documents are furnished either by email or a customer supplied USB device.

Miscellaneous Items:

Postage for all required mailings is billed at the actual postal rate.

Color photos, if requested or required are billed at a rate of \$1.00 per sheet.

Postings, if requested or required are billed at a rate of \$5.00 per posting (unstaked) and \$10.00 per posting (staked).

Kraft Municipal Group

2026 BUILDING PERMIT FEE SCHEDULE

Note: Any work that requires a permit which is started without an approved permit being issued automatically doubles the permit fees, excluding Use & Occupancy (U & O) and Labor & Industry (L & I) fees.

Note: Many permits will require a Zoning Ordinance review fee, as well as a building permit fee in combination with the other fees prescribed in this schedule.

Note: All permits applicable to the Pennsylvania Uniform Construction Code will require an L & I training fee of \$4.50 in combination with the other fees prescribed in this schedule.

The following permit costs include the initial plan review and initial inspection. Inspections will be conducted Monday - Friday between 8:00 am and 4:00 pm.

RESIDENTIAL BUILDING PERMIT FEES

Non-refundable application fee	\$100.00
<i>(Note: Application fee is applied to the overall cost of the permit(s) with the balance due at pick up.)</i>	
Returned check fee	\$50.00

Single Family – Attached, Detached, and Townhouse Dwelling Units

- Review, Permit, and Initial Inspections included \$ 0.92/square foot
(Includes initial inspection for all disciplines as checked off on inspection checklist. Failed inspections will require re-inspection fees)
 - \$ 95.00 Zoning fee
 - \$ 50.00 U & O
 - \$ 4.50 L&I fee
- Residential Sprinkler fee *(Review, Permit, Rough And Final Inspection)* \$ 290.00

Additions and Alterations to Existing Dwellings (Ex. Habitable and non-habitable additions; sunrooms; finished basements; habitable attics, attached garages, structural alterations, fire damage repair, bathroom and kitchen alterations requiring a permit, etc.). Permit fee is based on the number of required inspections determined by the Building Code Official during the application review stage.

- Review/ Process permit...\$290.00 + inspections + \$95.00 Zoning (if applicable) + \$50.00 U & O + \$4.50 L & I fee

Footing	\$ 92.00	Energy	\$ 92.00
Foundation	\$ 92.00	Wallboard Inspection	\$ 92.00
Under Slab	\$ 92.00	Final Plumbing Insp Standalone	\$ 92.00
Rough Plumb	\$ 92.00	Final Mechanical Insp Standalone	\$ 92.00
Rough Mechanical	\$ 92.00	Final Electrical Insp Standalone	\$ 92.00
Rough Electric	\$ 92.00	Final Structural Inspection	\$ 92.00
Rough Structural	\$ 92.00	Use and Occupancy Certificate	\$50.00
Electrical Service Inspection	\$ 92.00		

Manufactured or Industrialized Housing

- Review, Permit and Initial Inspections
(*no basement*) \$ 680.00 Building fee
 - Review, Permit and Initial Inspections
(*with basement*) \$ 890.00 Building fee
- \$ 95.00 Zoning fee
\$ 50.00 U & O
\$ 4.50 L&I fee

Accessory Structures Requiring a Building Permit*

- Detached Accessory Buildings > 200 sq ft (Pole Buildings, Garages, etc.)

Review, Permit and Initial Inspections <i>(elec, plumb, and mech fees are separate based on inspections as shown on additions and alterations)</i>	\$ 400.00 Building fee
	\$ 95.00 Zoning fee
	\$ 50.00 U & O fee
	\$ 4.50 L & I fee

- Decks > 30 Inches Above Final Grade
Roof over Decks, Porches, Patios, etc.
Retaining Walls > 4 feet in height
Fences > 6 feet in height

Review, Permit and Initial Inspections <i>(elec, plumb, and mech fees are separate based on inspections as shown on additions and alterations)</i>	\$ 290.00 Building fee
	\$ 95.00 Zoning fee
	\$ 50.00 U & O fee
	\$ 4.50 L & I fee

- Pool Fence Replacement

\$ 92.00 Building fee
\$ 50.00 U & O fee
\$ 4.50 L & I fee

- Swimming Pools **(Bldg/Elec + Zoning + U&O + L & I)**
 - In-ground pool (water depth 24-inches or greater)
(includes review, permit and initial inspections) \$460.00 + \$95.00 + \$50.00 + \$4.50
 - Above-ground pool (water depth 24-inches or greater)
(includes review, permit and initial inspections) \$345.00 + \$95.00 + \$50.00 + \$4.50
 - Spas, saunas, hot tubs and storable pools
(includes review, permit and initial inspections) \$175.00 + \$95.00 + \$50.00 + \$4.50

Plumbing Permits

- | | |
|---|----------------------------------|
| • Miscellaneous Plumbing | \$ 92.00 per insp + \$4.50 L & I |
| • Sewer Lateral (connect to existing lateral or septic tank
Repair or replacement) | \$ 175.00 + \$4.50 L & I |
| • Water Service Connection | \$ 175.00 + \$4.50 L & I |
| • Residential Sprinkler Fee (Review & Inspection) | \$ 290.00 + \$4.50 L & I |

Mechanical Permits (Replace/New heaters, furnaces, boilers, H2O heaters, fuel burning appliances, A/C units, exhaust systems, and geothermal/solar-thermal mechanical systems)

- | | |
|----------------------------|----------------------------------|
| • Miscellaneous Mechanical | \$ 92.00 per insp + \$4.50 L & I |
|----------------------------|----------------------------------|

Electric Permits

- Solar Electric System (Roof Mount) \$ 345.00 + \$ 165.00 structural (when applicable) + \$50.00 U & O + \$ 4.50 L & I
- Solar Electric System (Ground Mount) \$ 520.00 + \$95 Zoning + \$50.00 U & O + \$4.50 L & I
- Miscellaneous Electrical \$ 92.00 per insp + \$4.50 L & I
- Residential generators \$ 175.00 + \$50.00 U & O + \$4.50 L&I
- Service/Panel upgrades and/or Service Re-connection \$ 175.00 + \$4.50 L & I

Demolition

- Demolition \$ 175.00 + \$4.50 L & I

Miscellaneous Permits & Fees

- Certificate of Use & Occupancy \$ 50.00
- Partial Certificate of Occupancy \$ 132.00
- Building Permit Renewal/Transfer \$ 100.00
- Building Permit Design Change/Revision \$ 92.00/hour
- Failed Inspection/Re-inspection Fee \$ 132.00
- Miscellaneous Plan Review/Processing/Permit Prep \$ 92.00/hour
- Returned Check Fee \$ 50.00

*Criteria used for building permit requirements vary by municipality and may have been amended as allowed by section 503 if the PA UCC.

NON-RESIDENTIAL BUILDING PERMIT FEES

Non-refundable application fee	\$250.00
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(Note: Application fee is applied to the overall cost of the permit(s) with the balance due at pick up.)

Returned check fee	\$50.00
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New Building and Additions

- | | |
|---|---------------------------|
| • Plan Review/Processing/Permit Prep | \$ 105.00 /hour |
| • Building Fee – Occupiable Space (See IBC 2018 definition) | \$ 0.50/sq ft (\$365 min) |
| • Building Fee – Un-occupiable Spaces | \$ 0.25/sq ft (\$365 min) |
| • Electrical | \$ 0.05/sq ft (\$365 min) |
| • Plumbing | \$ 0.05/sq ft (\$365 min) |
| • Mechanical | \$ 0.05/sq ft (\$365 min) |
| • Accessibility | \$ 0.05/sq ft (\$365 min) |
| • Fire Alarm | \$ 0.05/sq ft (\$365 min) |
| • Sprinkler System | \$ 300.00 + \$5/head |
| • Warehouse/Industrial Bldg shell in excess of 100,000 s.f. | \$ 0.175/sq ft |
| • Certificate of Use & Occupancy | \$ 75.00 |
| • PA Dept of Labor & Industry Fee | \$ 4.50 |

Alterations/Renovations/Repairs

- | | |
|--|----------------------|
| • Building Fee is based on cost of construction as stated by contract or fair market value**.
\$ 250.00 fee minimum for the 1 st thousand dollars + \$10.00 for each extra \$1000 or fraction thereof. | |
| • Accessibility Review and Inspection (if applicable) | \$ 345.00 |
| • Sprinkler System (if applicable) | \$ 300.00 + \$5/head |
| • Certificate of Use & Occupancy | \$ 75.00 |
| • PA Dept of Labor & Industry Fee | \$ 4.50 |
| • Misc Plan Review | \$ 105.00 /hour |

Accessory Building (shed, garage, swimming pool or similar structure)

- | | |
|--|---------------------------|
| • Building Fee | \$ 0.25/sq ft (\$365 min) |
| • Electrical Fee (if applicable) | \$ 0.05/sq ft (\$365 min) |
| • Plumbing Fee (if applicable) | \$ 0.05/sq ft (\$365 min) |
| • Mechanical Fee (if applicable) | \$ 0.05/sq ft (\$365 min) |
| • Sprinkler Fee (if applicable) | \$ 300.00 + \$5/head |
| • Fire Alarm (if applicable) | \$ 0.05/sq ft (\$365 min) |
| • Accessibility Review and Inspection(if applicable) | \$ 345.00 |
| • Certificate of Use & Occupancy | \$ 75.00 |
| • PA Dept of Labor & Industry Fee | \$ 4.50 |
| • Misc Plan Review | \$ 105.00 /hour |

Signage

Permanent Signs

- Building and/or Electrical Fee is based on cost of construction as stated by contract or fair market value**. \$260.00 fee minimum for the 1st thousand dollars + 10.00 for each additional thousand or fraction thereof.
- Zoning Fee See Zoning Fee Schedule
- PA Dept of Labor & Industry Fee \$ 4.50

Miscellaneous Permits & Fees

- Demolition Fee \$ 315.00 + \$4.50 L & I
- Certificate of Use & Occupancy \$ 75.00
- Partial Certificate of Use & Occupancy \$ 135.00
- Building Permit Renewal/Transfer Fee \$ 100.00
- Building Permit Design Change/Revision \$ 105.00 per review hour
- Failed Inspection/Re-inspection fee \$ 135.00
- Miscellaneous Plan Review/Processing/Permit Prep \$ 105.00 /hour

**Fair Market Value – A cost determined by the Township Building Code Official when a contracted cost is not available. This cost may be established before or after construction is completed.

GENERAL BUILDING PERMIT NOTES

1. Residential Building Permit review may take up to **15 days** upon receipt of a complete application pursuant to the PA Uniform Construction Code.
2. Commercial Building Permit review may take up to **30 days** upon receipt of a complete application pursuant to the PA Uniform Construction Code.
3. Permit application fees are due at the time of the application. Permits will not be reviewed until the appropriate fees have been paid.
4. All additional fees must be satisfied prior to release of permit(s).
5. Generally, stamped and/or sealed plans prepared by a design professional licensed in the Commonwealth of Pennsylvania are not required for residential building permits. However, under certain circumstances, the municipality's Third-Party Inspection Agency may require building plans and specifications to be stamped and/or sealed by a design professional licensed in the Commonwealth of Pennsylvania. This would typically apply to non-conventional type construction or structures.
6. Square footage will be verified, adjustments noted, and cost adjusted accordingly during plan review. Square footage is calculated on the industry standard square footage basis measured outside-to-outside dimensions of all levels of the structure, and shall include basements, bays, hallways, stairways, utility/mechanical rooms, storage rooms, lobbies, attached garages, foyers, elevators, decks, covered patios, porches, and attics that have a minimum headroom height of six feet.
7. Consultation, site visits and/or attendance at meetings with applicants, municipality officials or Staff shall be billed at the plan review hourly rate with a 1 hour minimum.
8. Fees for apartment buildings or greater than 2-family dwellings shall be calculated using the Commercial Building Permit Fee Schedule.

Kraft Municipal Group
2026 ZONING PERMIT FEE SCHEDULE

Note: Any work that requires a permit which is started without an approved permit being issued automatically doubles the permit fees.

The following permit costs include the initial plan review and initial inspection(s). Inspections will be conducted Monday - Friday between 8:00 am and 4:00 pm.

RESIDENTIAL ZONING PERMIT FEES

Non-refundable application fee (applied to overall cost of permit)	\$50.00
New Construction & Additions	
- Tier 1: Simple addition, etc.	\$95.00
- Tier 2: New dwelling unit, complex additions, etc.	\$160.00
Accessory Structures and Structures not regulated by the UCC (Sheds, Fences, Decks less than 30" above grade, etc.)	
- Tier 1: Single accessory structure	\$95.00
- Tier 2: Multiple accessory structures on the same lot	\$160.00
Home Occupation/Home Based Business Use Permit	\$125.00
Sign	\$95.00
Driveway, Curb, and/or Sidewalk	
- New driveway	\$160.00
- Pave, modify, repair, and/or extend existing driveway	\$120.00
- New curb, sidewalk or driveway apron	\$160.00
- Existing curb, sidewalk or driveway apron repair/ replacement	\$120.00
Timber Harvest	\$125.00
Permit Renewal or Transfer Fee	\$50.00
Misc. Review	\$84.00/hour
Re-inspection Fee	\$126.00

NON-RESIDENTIAL ZONING PERMIT FEES

Non-refundable application fee (applied to overall cost of permit)	\$150.00
Land Use or New Construction & Additions including accessory structures	
- Tier 1: Single Use, new principal building, addition or accessory structure	\$225.00
- Tier 2: Multiple Uses, new principal buildings, additions or accessory structures on the same lot	\$350.00
Sign Permit	
- New single sign	\$180.00
- New multiple signs on the same lot for a single use	\$275.00
- Replacement (in same location)	\$150.00
- Temporary	\$150.00
Cell and Radio Towers	\$5.00/ft (\$350 Min)
Exterior Lighting	\$275.00
Driveway, Curb, Parking lots, and/or Sidewalk	
- New driveway/parking lot	\$275.00
- Pave, modify, repair, and/or extend existing driveway/parking lot	\$180.00
- New curb, sidewalk or driveway apron	\$275.00
- Existing curb, sidewalk or driveway apron repair/replacement	\$180.00
Timber Harvest	\$225.00
Temporary Use (tents, trailers, construction trailers, etc.)	\$180.00
Misc. Review / Re-inspection Fee	\$95.00

Storm Water Management

Small Project Fee (includes initial review and rough & final inspection)	\$500.00
--	----------

Appendix B

Engineering Fee Schedule 2026

SCHEDULE OF RATES
NEW HANOVER TOWNSHIP
2026 RATE SCHEDULE

PRINCIPAL ENGINEER.....	\$173.00 /HR
PROFESSIONAL ENGINEER	\$140.00 /HR
PROJECT ENGINEER.....	\$127.00 /HR
ENGINEERING TECHNICIAN	\$64.00 /HR
ENVIRONMENTAL SPECIALIST	\$126.00 /HR
ENVIRONMENTAL TECHNICIAN	\$106.00 /HR
CONSTRUCTION MANAGER	\$136.00 /HR
CONSTRUCTION MONITOR/OBSERVER I.....	\$115.00 /HR
CONSTRUCTION MONITOR/OBSERVER II	\$106.00 /HR
DRAFTSMEN (CAD/GIS TECHNICIAN)	\$95.00 /HR
ADMINISTRATIVE ASSISTANT	\$45.00 /HR

Miscellaneous

Auto Charge - \$0.70/mile will be charged for any travel outside of the municipality.

Copies, Postage, Reproduction will be provided at cost.

The minimum increment of time to be invoiced for each distinct action or task shall be two tenths (0.2) of an hour.

Travel time to and from review meetings, site inspections, or other locations within the municipality is considered an overhead cost and will not be invoiced.

**NEW HANOVER TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA**

RESOLUTION 26-14

A RESOLUTION AMENDING THE FEE SCHEDULE

WHEREAS, the Board of Supervisors of New Hanover Township adopted its Fee Schedule by Ordinance No. 4-00 on October 23, 2000; and

WHEREAS, Section 2 of Ordinance No. 4-00 authorizes the Board of Supervisors of New Hanover Township to revise, modify, adjust or change the adopted Fee Schedule as may be necessary and appropriate from time to time by Resolution; and

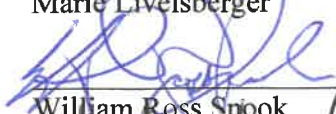
WHEREAS, the Board of Supervisors of New Hanover Township has determined that it is necessary and appropriate to amend the New Hanover Township Fee Schedule according to the attached schedule; and

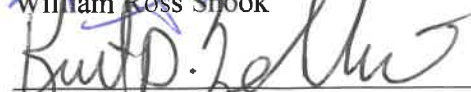
NOW, THEREFORE, IT IS HEREBY RESOLVED, by the Board of Supervisors of New Hanover Township, Montgomery County, Pennsylvania, that the attached schedule of fees shall become effective on June 4, 2026 and that all previously adopted schedules of fees shall then be superseded.

RESOLVED and **ENACTED** this 4th day of June, 2026 by the Board of Supervisors of New Hanover Township, Montgomery County, Pennsylvania, in lawful session duly assembled.

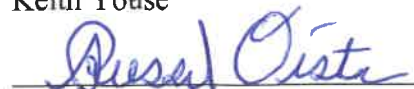
**NEW HANOVER TOWNSHIP
BOARD OF SUPERVISORS**


Marie Livelsberger

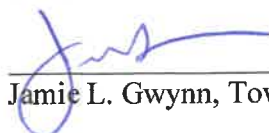

William Ross Snook


Kurt D. Zebrowski


Keith Youse


Russel Oister

ATTEST:


Jamie L. Gwynn, Township Manager

REQUIREMENTS FOR FILING PLANS

Sketch Plan Submission

- 1 SALDO Application
- 11 11"x17" Plan Sets
- 1 Electronic Plan Set (200 dpi)
- 1 Professional Services Agreement
- Fees and Escrows

Annexations, Lot Line Changes and Lot Consolidation Plan Submission

- 1 SALDO Application
- 11 11"x17" Plan Sets
- 1 Electronic Plan Set (200 dpi)
- 1 Professional Services Agreement
- 1 Copy of Recorded Deed
- 1 Subdivision Approval Extension
- Fees and Escrows

Minor Subdivision/Land Development Submission (Initial)

- 1 SALDO Application
- 4 2ftx3ft Plan Sets
- 2 TIS 2ftx3ft Plan Sets (IF APP)
- 1 Electronic Plan Set (200 dpi)
- 11 11"x17" Plan Sets
- 1 Professional Services Agreement
- 1 Montgomery County Planning Commission Application
- 1 Copy of Recorded Deed
- Subdivision Approval Extension
- Fees and Escrows

Minor Subdivision/Land Development Submission (Revision)

- 1 SALDO Application
- 4 2ftx3ft Plan Sets
- 1 Electronic Plan Set (200 dpi)
- 11 11"x17" Plan Sets

Major Subdivision/Land Development Preliminary Submission (Initial)

- SALDO Application
- 4 2ftx3ft Plan Sets
- 2 TIS Full Sets (if applicable)
- 1 Electronic Plan Set (200 dpi)
- 15 11"x17" Plan Sets
- 1 Copy of Recorded Deed
- 1 Professional Services Agreement
- 1 Stormwater Detail Sheet
- 1 Montgomery County Planning Commission Application
- 1 Subdivision Approval Extension
- Fees and Escrows

Major Subdivision/Land Development Preliminary Submission (Revision)

- 1 SALDO Application
- 2 2ftx3ft Plan Sets
- 2 TIS 2ftx3ft Plan Sets (IF APP)
- 1 Electronic Plan Set (200 dpi)
- 11 11"x17" Plan Sets
- 1 Stormwater Detail Sheet
- 1 Montgomery County Planning Commission Application

Major Subdivision/Land Development Final Submission (Initial)

- 1 SALDO Application
- 4 2ftx3ft Plan Sets
- 1 Electronic Plan Set (200 dpi)
- 12 11"x17" Plan Sets
- 2 Planning Module Sets
- 1 Subdivision Approval Extension
- Fees and Escrows

Major Subdivision/Land Development Final Submission (Revision)

- 1 SALDO Application
- 4 2ftx3ft Plan Sets
- 1 Electronic Plan Set (200 dpi)
- 12 11"x17" Plan Sets

Applicant Request for Review

This request should be filled out by the applicant and submitted to the municipality where the application is being filed along with digital copies of all plan sets/information. Please review our filing requirements and fee schedule carefully before plan submission.



Date:
Municipality:
Proposal Name:

Applicant's
Representative:
Address:

Applicant Name:
Address:
City/State/Zip:
Phone:
Email:

City/State/Zip:
Business Phone (required):
Business Email (required):

Type of Review Requested:

(Check All Appropriate Boxes)

- ☐ Land Development Plan
- ☐ Subdivision Plan
- ☐ Residential Lot Line Change
- ☐ Nonresidential Lot Line Change
- ☐ Zoning Ordinance Amendment
- ☐ Zoning Map Amendment
- ☐ Subdivision Ordinance Amendment
- ☐ Curative Amendment
- ☐ Comprehensive / Other Plan
- ☐ Special Review*

**(Not included in any other category - includes parking lot or structures that are not associated with new building square footage)*

Type of Plan:

Tentative (Sketch)
Preliminary / Final

Type of Submission:

- ☐ New Proposal
- ☐ Resubmission*

**For a resubmission after an initial application has been completed, this application serves as an intake sheet to convey a summary of the information included with the resubmission.*

Plan Information:

Tax Parcel Number(s)

Location

Nearest Cross Street

Total Tract Area

Total Tract Area Impacted By Development

(If the development is a building expansion, or additional building on existing development, or only impacts a portion of the tract, please provide a rough estimate of the land impacted, including associated yards, drives, and facilities.)

Land Use(s)	Number of New		Senior Housing		Open Space Acres*	Nonresidential New Square Feet
	Lots	Units	Yes	No		
Single-Family						
Townhouses/Twins						
Apartments						
Commercial						
Industrial						
Office						
Institutional						
Other						

**Only indicate Open Space if it will be on a separate lot or deed restricted with an easement shown on the plan.*

Zoning:

Existing District:

Special Exception Granted Yes No
Variance Granted Yes No For

Additional Information:

STORMWATER MANAGEMENT SUMMARY

Project Name: _____

Date: _____

Infiltration Requirements (Entire Site)

Total Two (2) Year Pre-Development Runoff Volume: _____ CF

Total Two (2) Year Post-Development Runoff Volume: _____ CF

Total Recharge Volume Required (Post-Pre): _____ CF

Total Recharge Volume Provided: _____ CF

Rate Requirements (Entire Site)

(1) Total One Hundred (100) Year Pre-Development Runoff Rate _____ CFS

(2) Maximum Allowable One Hundred (100) Year Discharge [50% of (1)] _____ CFS

(3) Total Proposed One Hundred (100) Year Post-Development Runoff Rate _____ CFS

(3) < (2) ? _____ (Y/N)

Facility Summary (Entire Site)

Number of Stormwater Management Basins Provided: _____

Number of Rain Gardens Proposed: _____

Amended Soils Proposed? _____ (Y/N)

Any Additional BMP's Proposed? If so, list here:

***If project is proposing phasing, provide phasing sheet for each phase as well.**

PROPOSED PHASING WORKSHEET

(SUBMIT A SHEET FOR EACH PHASE)

Project Name: _____

Date: _____

PHASE _____

Infiltration Requirements

Total Two (2) Year Pre-Development Runoff Volume: _____ CF

Total Two (2) Year Post-Development Runoff Volume: _____ CF

Total Recharge Volume Required (Post-Pre): _____ CF

Total Recharge Volume Provided: _____ CF

Rate Requirements

(1) Total One Hundred (100) Year Pre-Development Runoff Rate _____ CFS

(2) Maximum Allowable One Hundred (100) Year Discharge [50% of (1)] _____ CFS

(3) Total Proposed One Hundred (100) Year Post-Development Runoff Rate _____ CFS

(3) < (2) ? _____ (Y/N)

Facility Summary

Number of Stormwater Management Basins Provided: _____

Number of Rain Gardens Proposed: _____

Amended Soils Proposed? _____ (Y/N)

Any Additional BMP's Proposed? If so, list here:

Proposed Site Design Engineer/Applicant Pre-Planning Checklist/Questionnaire

1) Has soil analysis been performed?

____ YES ____ NO

a. What is the total elevation difference across the site?

____ Feet

b. What is the depth to ground water?

____ Feet

c. What is the depth to bedrock?

____ Feet

d. What is the soil type(s) and its' properties?

Attach a table to this document.

e. Is the subject property considered seasonably wet?

____ YES ____ NO

f. Will the soil type support a basement?

____ YES ____ NO

(Provide any necessary supporting documentation is answering YES)

g. What engineering method would the engineers recommend to enable the soil to support a basement without sump pumps:

i. French Drains

____ YES ____ NO

ii. Soil Amendments

____ YES ____ NO

iii. Greater Topographic Relief

____ YES ____ NO

iv. Subterranean Drainage Systems

____ YES ____ NO

v. Ditches Lined with Stone

____ YES ____ NO

2) Has infiltration testing been performed?

____ YES ____ NO

Does the soil pass minimum Township requirements?

____ YES ____ NO

a. Does the plan set utilize the best zones of infiltration for the stormwater BMPs?

____ YES ____ NO

b. Are zones of concentrated housing in the areas of the worst infiltration?

____ YES ____ NO

c. Is topography used to the best advantage to the plan?

____ YES ____ NO

d. Is ground water recharge maximized?

____ YES ____ NO

3) Is the bottom of the storm water basin(s) below the level of the ground water?

____ YES ____ NO

4) Make a list of all infiltration testing, noting:

a. *depth to ground water*

b. *depth to bedrock*

c. *depth of infiltration testing*

d. *final plan elevation at infiltration test site*

e. *difference between C & D*

f. *any areas of redoximorphic features*

g. *any areas of gleied soil matrix colors*



New Hanover Township
2943 N Charlotte Street Gilbertsville, PA 19525
610-323-1008 | permits@newhanoverpa.gov

Professional Services Agreement

Part 1 – Project Information

Property Owner: _____ Parcel #: _____

Project Street Address: _____

Mailing Address (if different from project site): _____

Daytime Phone: _____ Email: _____

Part 2 – Acknowledgments

I, _____,

hereby agree and acknowledge that as applicant/owner/developer/agent, I will be responsible for any fees incurred when plans are reviewed by Township consultants, including but not limited to, the following: Township's Solicitor, Engineer, Planner, Traffic Engineer, Township Planning Commission and/or Board of Supervisors, or any other body as maybe required by law in accordance with the Township Fee Schedule or New Hanover Township Code.

I herewith submit initial escrow monies in the following amount and understand that additional funds may be needed for further consultant review. I understand that the Township may pause consultant review until deposit of such escrow replenishment funds. I agree to replenish the required escrow within the time and amount as requested by New Hanover Township and agree to pay administrative fees in accordance with Township requirements.

\$ _____

Part 3 – Signature

Responsible Party's Signature: _____ Date: _____

Responsible Party's Name (print): _____

Mailing Address (#, Street, City, State, Zip): _____

Daytime Phone: _____ Email: _____

NOTE: The person signing this Agreement will be the individual directly responsible for payment of the subject fees. Accordingly, if it is desired to assign this responsibility to another party or firm, said party or the appropriate officer of said firm must execute this document.

Part 4 – Township Acceptance

Township Staff Signature: _____ Date: _____

Township Staff Name/Title (print): _____

SUBDIVISION & LAND DEVELOPMENT EXTENSION OF TIME

Date: _____

Township Manager
New Hanover Township
2943 North Charlotte Street
Gilbertsville, PA 19525

RE: SUBDIVISION PLAN/LAND DEVELOPMENT PLAN OF _____

On _____, I (we) submitted the referenced plan for official filing.

Please be advised that, notwithstanding any contrary provision of the Pennsylvania Municipalities Planning Code, or the New Hanover Township Subdivision and Land Development Ordinance, this letter will serve as notice to New Hanover Township that the requirement that action be taken on this Plan within ninety (90) days, is hereby waived, without limitation as to time.

This waiver is granted to permit us to make such adjustments or revisions to the Plan as may be required during the Plan review process.

If we ever deem it necessary to limit the time of the subdivision or land development review process, we may revoke this extension of time in writing, sent certified mail, return receipt requested, and the Township shall be obligated to render a decision on our plans within sixty (60) days after the date on which the written revocation notice was received.

If the Township determines that insufficient progress is being made towards concluding the subdivision or land development review process, the Township may revoke this extension of time, in writing, sent regular mail and certified mail, return receipt requested. For purposes of this provision, the Township's written notice shall be deemed received, if sent regular mail and certified mail, on the date of the written receipt on the certified mail return receipt, or, three (3) days after the date indicated on the Township's notification letter in the event the certified mail is returned as "refused", "unclaimed", or is otherwise returned without indication of receipt, if addressed as follows (or to a subsequent address specifically provided to the Township by us for the purpose of notice):

At any time 60 days after our receipt of such notice from the Township, we understand that the Township may take (but shall not be obligated to take) such action with regard to our plans, as the Township deems necessary or appropriate.

We further understand that nothing herein shall be construed to prevent us from offering, and the Township from accepting, additional extensions of time in the future, but neither party shall be obligated to do so by the terms of this Agreement.

Very truly yours,

By: _____
Signature

Print Name & Title

Accepted by:

Township Manager

Attest:

Date: _____

AUTHORIZATION FOR DIGITAL REPRODUCTION

Date: _____

Subdivision/Land Development Name: _____

Subdivision/Land Development #: _____

As the copyright holder for the plans listed above, I hereby grant the Township permission to digitally reproduce any architectural drawings, engineering/survey plans, photos, images, or other copyrighted materials submitted as part of the application for subdivision and/or land development listed above on Township-affiliated websites or social media accounts in part or in full for public inspection (subject to a watermark being affixed thereto as necessary to limit third party use thereon). I understand that this authorization does not relinquish any of my other rights as holder of the copyright for architectural drawings, engineering/survey plans, photos, images, and other copyrighted materials associated with the above-referenced application for subdivision and/or land development, and this authorization may be revoked by written request to the Township with at least five (5) business days' notice.

Copyright Holder Name (Print): _____

Copyright Holder Signature: _____

MONTGOMERY COUNTY PLANNING COMMISSION (MCPC)

Act 247 Review Guidelines

For reviews in accordance with the Pennsylvania Municipalities Planning Code (Act 247) as amended

Effective May 1, 2018

Required Fees and Time Limits

To determine the applicable fee and review time limit for MCPC reviews, reference the appropriate section of the Pennsylvania Municipalities Planning Code as follows:

	Act 247 Section	Fee	Time Limit (days)
301.3	Comprehensive Plan Amendments	No	45
304	Public Facilities	No	45
305	Public School Facilities	No	45
408	Official Map	No	45
502	Subdivision and Land Developments	Yes	30
505	Subdivision & Land Development Ordinance Amendments	Yes*	30
609	Zoning Ordinance or Map Amendments	Yes*	30
609.1	Curative Amendments	Yes*	30

**** Fees will be charged for private petitions (developer/landowner) for zoning ordinance/map amendments, SALDO amendments and curative amendments. (See fee schedule)***

- A time limit may be extended if requested by the applicant or by the municipality. If a municipality requests a time extension, it must be in concurrence with the applicant.
- Whenever applications require more than one type of review or otherwise fall under more than one section of the Pennsylvania Municipalities Planning Code, the Montgomery County Planning Commission will attempt to complete all reviews within the shortest official time limit. However, MCPC reserves the right to use the maximum permitted time limit if needed.

Application Procedure

1. The applicant submits the plans and a completed Applicant Request for County Review form to the local municipality.
2. The municipality will submit the application to the county via an online 247 Submission Portal. After the county receives and verifies the submission for accuracy, the county will forward a summary of the application and a request for payment to the applicant's representative.
3. The applicant may pay any county fees online via a credit card or electronic check, or they may choose to send a check or money order to the county made payable to the MONTGOMERY COUNTY TREASURER. More specific instructions for both options will be sent with the application summary.

4. The review time limit is intended to begin when MCPC receives the application from the municipality provided applicable fees and any necessary information are promptly returned. Should payment or requested information go unresolved, the county may suspend or postpone the review time limit.
 5. In the event of a returned check, the MCPC review and its corresponding time limit will stop as of the date we receive notification. MCPC will notify the applicant and municipality. The review process will restart on the date MCPC receives the required fee.
-

Fee Information

Resubmissions

The fee schedule and time limits will apply regardless of whether the submitted application is for the review of a tentative sketch, preliminary plan, or final plan. Once the initial fee has been received, MCPC charges a fee for the resubmission of subdivisions and land developments that are essentially the same as the former submission. A flat fee of \$125 is required for all residential subdivisions/land developments. No fee is required for residential subdivisions/land developments of 3 lots/units or less. A flat fee of \$190 is required for the resubmission all non-residential subdivisions/land developments. No fee is required for non-residential subdivisions/land developments of 3 lots or 3,000 square feet or less respectively. A subsequent plan is NOT a resubmission and requires full fee payment if it is more than 5 years after the previous submission, the proposed land use is changed, or the number of dwelling units or square footage has changed by more than 40% from the prior submission.

Waiver of Fees

Fees are waived for an application filed under the name of a governmental subunit of the United States or the Commonwealth of Pennsylvania, including school districts and authorities. This exemption does not apply to private nonprofit organizations except for volunteer fire companies and ambulance squads.

Refunds

If MCPC fails to complete its review within the required time limits, the fee will be returned to the applicant upon request, except in those instances involving an incorrect fee or incomplete application or when MCPC has been granted a time extension for the review.

Informal Reviews and Special Circumstances

Meetings with MCPC to discuss applications, either prior to or during the formal review process, are encouraged and free of charge. If the applicant requests the meeting, the local municipality will also be invited. Meetings and informal reviews do not replace the official formal review by MCPC. In addition, if a municipality requests any meetings, court appearances, redesigns, or other special events that are related to the MCPC review, no extra fees will be charged. Similar requests by developers will be charged appropriately in accordance with fees for staff services.

Applicant Request for County Review

This request should be filled out by the applicant and submitted to the municipality where the application is being filed along with digital copies of all plan sets/information. Municipal staff will electronically file the application with the county, and a notice for the prompt payment of any fees will be emailed to the Applicant's Representative.



Date:	Applicant's Representative:
Municipality:	Address:
Proposal Name:	
Applicant Name:	City/State/Zip:
Address:	Business Phone (required):
City/State/Zip:	Business Email (required):
Phone:	
Email:	

Type of Review Requested:

(Check All Appropriate Boxes)

- ☐ Land Development Plan
- ☐ Subdivision Plan
- ☐ Residential Lot Line Change
- ☐ Nonresidential Lot Line Change
- ☐ Zoning Ordinance Amendment
- ☐ Zoning Map Amendment
- ☐ Subdivision Ordinance Amendment
- ☐ Curative Amendment
- ☐ Comprehensive / Other Plan
- ☐ Special Review*

* (Not included in any other category - includes parking lot or structures that are not associated with new building square footage)

Type of Plan: Type of Submission:

- | | |
|---------------------|--|
| Tentative (Sketch) | ☐ New Proposal |
| Preliminary / Final | ☐ Resubmission* |

* A proposal is NOT a resubmission if A) The proposed land use changes, or B) The amount of residential units or square footage proposed changes more than 40%, or C) The previous submission was over 5 years ago.

Zoning:

Existing District:	
Special Exception Granted	Yes No
Variance Granted	Yes No For

Plan Information:

Tax Parcel Number(s)

Location

Nearest Cross Street

Total Tract Area

Total Tract Area Impacted By Development

(If the development is a building expansion, or additional building on existing development, or only impacts a portion of the tract, please provide a rough estimate of the land impacted, including associated yards, drives, and facilities.)

Land Use(s)	Number of New		Senior Housing		Open Space Acres*	Nonresidential New Square Feet
	Lots	Units	Yes	No		
Single-Family						
Townhouses/Twins						
Apartments						
Commercial						
Industrial						
Office						
Institutional						
Other						

*Only indicate Open Space if it will be on a separate lot or deed restricted with an easement shown on the plan.

Additional Information:

MONTGOMERY COUNTY PLANNING COMMISSION (MCPC)

Act 247 Fee Schedule

The following fees will apply to each subdivision or land development submitted to the Montgomery County Planning Commission for review:

- Fees will be waived for applications filed under the name of a governmental subunit of the United States or the Commonwealth of Pennsylvania, including school districts and authorities. This exemption does not apply to private, nonprofit organizations with the exception of volunteer fire companies and ambulance squads.
- For a nonresidential subdivision and land development submitted for the same tract at the same time, only the larger fee will be charged.
- No fee is required for Sketch Plans.

Residential Subdivisions and/or Land Developments

These fees apply to all kinds of residential projects for sale, condominium or rental; any structural type; and either as a subdivision or single-tract land development. No fees are charged for open space lots.

Number of Lots or Dwelling Units <i>(greater number applies)</i>	Base Fee + Fee per Lot or Dwelling Unit
1 – 3*	\$150 (flat fee)
4 – 10	\$180 + \$32 per unit
11 – 20	\$300 + \$30 per unit
21 – 50	\$500 + \$28 per unit
50 – 100	\$700 + \$26 per unit
101+	\$1,060 + \$20 per unit

Nonresidential Land Developments and Conversions

These fees apply to all projects or sections of mixed projects, which are for new construction of nonresidential uses of any kind for sale, rental, lease or condominium in any type of building on a single tract of land. Conversions from residential to nonresidential uses shall also use this schedule, whether the building area is new or existing.

Gross Square Feet of New Building	Base Fee + Fee for Every 1000 Gross Sq. Ft.
1 – 3,000 Sq. Ft.	\$300 flat fee
3,001 – 10,000 Sq. Ft.	\$400 + \$44 for every 1000 Sq. Ft.
10,001 – 25,000 Sq. Ft.	\$600 + \$42 for every 1000 Sq. Ft.
25,001 – 50,000 Sq. Ft.	\$1,050 + \$40 for every 1000 Sq. Ft.
50,001 – 100,000 Sq. Ft.	\$1,550 + \$32 for every 1000 Sq. Ft.
100,001+ Sq. Ft.	\$2,580 + \$25 for every 1000 Sq. Ft.

Nonresidential Subdivisions

These fees apply to applications subdividing and conveying land for nonresidential uses.

Number of Lots	Base Fee + Fee per Lot
1 – 3	\$555 flat fee
4 or more	\$555 + \$88 per lot

Other Reviews

- Residential Lot Line Change = \$65
- Nonresidential Lot Line Change = \$260
- Conditional Use = \$260
- Miscellaneous reviews (including parking lots or structures not associated with new building square footage) = \$260
- Private Petitions for Zoning or SALDO Change (not municipal petition) = \$1,000

Resubmissions

These fees apply to each subsequent plan submission after the original submission, if the resubmission is essentially the same plan with only minor revisions. A subsequent plan is NOT a resubmission if it is more than 5 years after the previous submission, the proposed land use is changed, or the number of dwelling units or square footage has changed by more than 40% from the prior submission.

- Flat fee of \$125 for residential subdivisions/land developments. All resubmissions of 3 lots/units or less no fee required.
- Flat fee of \$190 for all nonresidential subdivisions/land developments. All resubmissions of 3 lot subdivisions or 3,000 square feet development or less no fee required.
- No fee for private Zoning or SALDO resubmissions.

Applicant's representatives will be invoiced electronically (via email) after the municipality submits the proposal to MCPC. Fees are authorized by the Pennsylvania Municipalities Planning Code (Act 247) as amended.