

Planning and Zoning Department Fee Schedule - 2025

I. Zoning Review/Administration and Hearing Fees

Applications for zoning permits for the construction and use of new and existing structures, building permits requiring zoning review, Certificates of Use and Occupancy, Compliance Letters, Certificates of Non-Conformance, appeals to the Zoning Hearing Board, zoning map and T-Zone Overlay map amendment petitions, zoning ordinance text amendment petitions, and conditional use hearings before the Board of Commissioners, and similar services shall pay a fee to cover the compliance review, administrative costs, public notice and public advertising as applicable under the Township's Zoning Ordinance and the PA Municipalities Planning Code, Act 247. The fees for zoning related services and activities shall be paid according to the following schedule:

Fee Type	Fee Description	Fee
A. Zoning Permits/Building Permits - Residential Buildings and Structures	Fee for permits requiring Zoning Officer review for compliance within the building construction process and/or for certificates of use.	
New Home Construction	Fee for zoning compliance review of new residential building construction projects submitted to the Township. This fee includes the fee for issuance of the Certificate of Use and Occupancy.	\$120 (per dwelling unit in case of multi-unit structures)
Additions/Accessory Structures/ Swimming Pools, Spas, Hot Tubs and Fences	Fee for zoning compliance review of Additions to Existing Structures; Attached Garages and Detached Garages, Decks; Porch Roofs / Patio / Screen Porches; Accessory Structures (site built or prefabricated) and fences.	\$65
Remodeling and Alterations	Fee for zoning compliance review of remodel projects and alterations. This fee is applicable only if there is a change in use or unit density, building coverage.	\$65
Demolition		\$65 per structure
Driveways	Fee for zoning compliance review (yard, setback, coverage, etc.) of installation of new driveway located outside the street right-of-way on existing lots of record and/or widening and physical adjustments of existing residential driveways.	\$65
B. Zoning Permits/Building Permits – Non-Residential Buildings and Structures	Fee for permits requiring Zoning Officer review for compliance within the building construction process, or independently for approval and/or for certificates of use.	
New Construction and Building Additions	Fee for zoning compliance review of new non-residential building construction and addition projects. This fee includes the fee for issuance of the Certificate of Use and Occupancy.	\$350 per building
Other Building Appurtenance and Improvements	Fee for zoning compliance review of non-residential building appurtenances and improvements. This permit is applicable for building appurtenances (e.g. decks / exterior ramps, exterior canopies and awnings, patios, decks, parking areas, dumpster pads, accessory structures site built or prefabricated, swimming pools, spas, hot tubs, and fences, etc.)	\$90
Remodeling/Alternations and Tenant Buildouts	Fee for a change in use or increase in tenant units within the structure.	\$90

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B. Zoning Permits/Building Permits – Non-Residential Buildings and Structures	Fee for permits requiring Zoning Officer review for compliance within the building construction process, or independently for approval and/or for certificates of use.	
Demolition		\$90 per structure
Driveway permit for Non-Residential Access Drives	Fee for zoning compliance review (yard, setback, coverage, etc.) of installation of new driveway or access drive located outside the street right-of-way on existing lots of record and/or widening and physical adjustments of existing non-residential driveways or access drive.	\$90
Certification of Use (Residential or Non-Residential Uses)	Fee charged by the Zoning Officer for issuance of the Certification of Use and Occupancy for existing buildings existing structures and other building appurtenances and improvements in conjunction with a change of use.	
Residential		\$30 for each
Non-Residential		\$45 for each
Home Occupation Permit Review Fee	Fee established for review and registration of all home occupations.	\$55
Home Occupation Permit Renewal	Fee for all approved and registered home occupations charged annually.	\$25
Temporary Retail Sales/Holiday Tree Sales Permit	The Zoning Officer shall approve and authorize temporary retail sales as per Zoning Ordinance Section 2517& 2518.	\$65
Accessory Dwelling Unit – Renewal	Fee for all approved and registered accessory dwelling units charged annually	\$25
Zoning Hearing Board Variances – Residential Uses	Hearing appeals on the determination of the Zoning Officer for granting of relief from the literal enforcement of the ordinance in certain hardship situations.	\$700
Zoning Hearing Board Variances – Non-Residential Uses	Hearing appeals on the determination of the Zoning Officer for granting of relief from the literal enforcement of the ordinance in certain hardship situations.	\$800
Conditional Use Application, Excluding Planned Residential Development (PRD)	Fee applied towards administrative costs and costs to the Township for applicable public notifications.	\$2500
Conditional Use Application for Planned Residential Development (PRD)	Fee applied towards administrative costs and costs to the Township for applicable public notifications.	\$5000
Floodplain Ordinance Conditional Use Application	Fee applied towards administrative costs and costs to the Township for professional consultant reviews and applicable public notifications.	\$3500

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Zoning Hearing Board Special Exception Hearing (Residential Uses)	A use that, owing to some special characteristics, attendant to its operation or installation is permitted in a district subject to approval by the Manheim Township Zoning Hearing Board and subject to special requirements and/or conditions.	\$700
Zoning Hearing Board Special Exception Hearing (Non-Residential Uses)	A use that, owing to some special characteristics, attendant to its operation or installation is permitted in a district subject to approval by the Manheim Township Zoning Hearing Board and subject to special requirements and/or conditions.	\$800
Petition to Amend Zoning Ordinance and/or Zoning Map	Fee applied towards administrative costs and costs to the Township for applicable public notifications.	\$2,500
Landowner Curative Amendment Challenge	Fee applied towards administrative costs and costs to the Township for applicable public notifications.	\$4,500
Continuation of Public Hearing	Fee for each continuation of public hearing applied toward administrative costs and costs to the Township for public notifications, if continuation is requested or necessitated by the applicant.	\$350
Public Hearing Transcript	Reimbursement of any costs to the Township for transcript.	Cost of transcript
Farmers Market Permit	The Zoning Officer shall approve and authorize farmers market permit as per Zoning Ordinance Section 2113.	\$65
C. Signs	The Zoning Officer reviews all signs for zoning ordinance compliance.	
Electrical – Non-Electrical Freestanding, Building or Banner signs	Fee for Zoning Officer sign compliance review for all sign applications.	\$75 per sign
Sign Permit Revision	Fee for Revision	\$50
Starting Work without Permit	Applicable permit fee will double as penalty	
D. Other		
Certification of Non-Compliance	Certification for non-compliance (a non-conforming use) issued by the Zoning Officer.	\$50
Permit Expiration Verification (Per PA Act 46) – Residential Use	Written verification of the existence of a valid approval and the expiration date of that approval.	\$50
Permit Expiration Verification (Per PA Act 46) – Non-Residential Use	Written verification of the existence of a valid approval of the expiration date of that approval.	\$100
Certification of Zoning District/T-Zone Overlay Area & Use Compliance	Certification of Zoning District/T-Zone Overlay Area and use compliance issued by Zoning Officer.	\$50

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Fee Type	Fee Description	Fee
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II. Subdivision and Land Development Plan Fees

Application fees for subdivision and land development plans are applied toward administrative costs and are non-refundable. Other fees associated with subdivision and land development plans as listed below. Escrow deposits are used to establish escrow accounts, from which funds are used to reimburse the costs of plan review, construction observation, project closeout, and other attendant activities by Township professional consultants. These may include the Township Engineer, Traffic Engineer, Solicitor, and other professional consultants as needed. If the escrow account balance is depleted below 25% of the initial deposit, the applicant shall deposit sufficient funds to fully replenish the account. In addition, the applicant shall pay any balance due on the account. Any funds remaining in the escrow account when the project is fully closed out will be refunded to the applicant.

Fee Type	Fee Description	Fee
Informal Pre-Application/Concept Plan Meeting (Involving Township Professional Consultant)	Application fee applied toward administrative costs. Escrow funds reimburse costs of Township professional consultants for meeting attendance and attendant activities.	Application Fee \$50 Escrow Deposit \$250
Pre-Application Traffic Impact Study/HOP Review (Involving Township Traffic Engineer)	Application fee applied toward administrative costs. Escrow funds reimburse costs of traffic scope, studies, and plan reviews by Township Traffic Engineer, prior to submittal of subdivision/land development plan.	Application Fee \$250 Escrow Deposit \$1,000
Sketch Plan	Application fee applied toward administrative costs. Escrow funds reimburse costs of plan review by Township consultants.	Application Fee \$1,000 Escrow Deposit \$1,500
Lot Add-On Plan (No New Lots Created)	Application fee applied toward administrative costs. Escrow funds reimburse costs of plan review by Township consultants.	Application Fee \$1,000 Escrow Deposit \$1,500
Two-Lot Residential Subdivision/Land Development Plan (One New Lot /Dwelling Unit Created)	Application fee applied toward administrative costs. Escrow funds reimburse costs of plan review by Township consultants.	Application Fee \$1,250 Escrow Deposit \$2,500
Residential Subdivision/Land Development Plan (2 or More New Lots/Dwelling Units Created)	Application fee applied toward administrative costs. Escrow funds reimburse costs of plan review, construction observation, project closeout, and other attendant activities by Township professional consultants.	Application Fee \$2,500 Escrow Deposit \$3,500 + \$100 per Lot/Dwelling Unit
Non-Residential Subdivision/Land Development Plan – Preliminary or Final Plan	Application fee applied toward administrative costs. Escrow funds reimburse costs of plan review, construction observation, project closeout, and other attendant activities by Township professional consultants.	Application Fee \$2,500 Escrow Deposit \$3,500 + \$0.25 per SF of Development Area

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Fee Type	Fee Description	Fee
Planned Residential Development (PRD – Tentative, Final or Revised Plan)	Application fee applied toward administrative costs. Escrow funds reimburse costs of plan review, construction observation, project closeout, and other attendant activities by Township professional consultants.	Application Fee \$2,500 Escrow Deposit \$5,000 + \$0.25 per SF of Development Area
Modification of Subdivision and Land Development Ordinance (Standalone Request)	Request for modification(s) of Subdivision and Land Development Ordinance requirement(s), unassociated with subdivision/land development plan application under review.	Application Fee \$250 Escrow Deposit \$500
Grading Permit Application Fee	A grading permit is required for all land development and stormwater management activities involving earth disturbance and must be acquired before any grading can begin. The grading permit will not be issued until the land development or stormwater management plan has been recorded and a PDF of the approved plan has been submitted to the Township.	\$250
Township Professional Consultant Fees	Fees for activities performed by Township Consultants pertaining to subdivision, land development, and stormwater management projects.	Hourly rate per adopted fee schedule
Traffic Impact Fee	In accordance with Ordinance 1999-8, a traffic impact fee is required for any new subdivision and land development project and any other development which involves new construction, enlargement, reconstruction, relocation or structural alterations, including change of use, within the Township and expected to generate additional traffic.	Fee based on number of new peak PM trips and applicable Transportation Service Area
Recreation Fee in Lieu of Dedication of Land (Residential Uses)	In accordance with Article VIII of the Subdivision and Land Development Ordinance, applicants creating new residential lots or dwelling units may pay a recreation fee in lieu of dedicating land for recreation purposes. The fee is based on the value of the subject property and the number of new lots or dwelling units. The formula for calculating the fee is set forth in Sections 809.5.A and 809.8.	See SALDO Sections 809.5.A and 809
Sewage Facilities Planning Module	Review and approval of planning module by Board of Commissioners.	\$250

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III. Stormwater Management Plan Fees

Application fees for stormwater management plans are applied toward administrative costs and are non-refundable. Escrow deposits are used to establish escrow accounts, from which funds are used to reimburse the costs of plan review, construction observation, project closeout, and other attendant activities by Township professional consultants. These may include the Township Engineer, Traffic Engineer, Solicitor, and other professional consultants as needed. If the escrow account balance is depleted below 25% of the initial deposit, the applicant shall deposit sufficient funds to fully replenish the account. In addition, the applicant shall pay any balance due on the account. Any funds remaining in the escrow account when the project is fully closed out will be refunded to the applicant.

Fee Type	Fee Description	Fee
Residential Stormwater Management Plan	Application fee applied toward administrative costs. Escrow funds reimburse costs of plan review, construction observation, project closeout, and other attendant activities by Township professional consultants.	Application Fee \$1,000 Escrow Deposit \$2,500 + \$0.25 per SF of disturbed area
Non-Residential Stormwater Management Plan	Application fee applied toward administrative costs. Escrow funds reimburse costs of plan review, construction observation, project closeout, and other attendant activities by Township professional consultants.	Application Fee \$1,500 Escrow Deposit \$3,500 + \$0.25 per SF of disturbed area
Modification of Stormwater Management Ordinance (Stand-Alone Request)	Request for modification(s) of Stormwater Management Ordinance requirement(s), unassociated with stormwater management plan application under review.	Application Fee \$250 Escrow Deposit \$500
Informal Pre-Application Meeting (Involving Township Professional Consultants)	Application fee applied toward administrative costs. Escrow funds reimburse costs of Township professional consultants for meeting attendance and attendant activities.	Application Fee \$50 Escrow Deposit \$250
Exemption for Activities Listed in Stormwater Management Ordinance Sections 109.1.E - 109.1.H	Review of application for exemption for compliance with Stormwater Management Ordinance Sections 109.1.E through 109.1.H.	Application Fee \$50
Small Project Stormwater Management Plan	Fee includes review of plan and two (2) inspections of stormwater management installation	Application Fee \$600
Small Project Stormwater Management Plan Additional Inspection Fee	Fee for each re-inspection of stormwater management installation, if more than two (2) inspections are necessary.	Re-Inspection Fee \$150 (per inspection)
Township Professional Consultant Fees	Fees for activities performed by Township Consultants pertaining to subdivision, land development, and stormwater management projects.	Hourly rate per adopted fee schedule