

Planning and Zoning Department Fee Schedule - 2024

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 pre-fabricated) 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 Build-outs	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		\$65 per structure
Driveways	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.	\$65
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/Hearing (Residential or Agriculture Conditional Uses and not including PRDs or floodplain conditional use requests)	A use that, owing to some special characteristics attendant to its operation or installation is permitted in a district subject to approval by the Board of Commissioners and subject to special requirements and/or conditions. This does not include conditional use applications/hearings for non-residential uses, PRDs or floodplain requests.	\$750 and Escrow Fee of \$1000
Conditional Use Application/Hearing (Non-Residential Conditional uses but not including PRDs or floodplain conditional use requests)	A use that, owing to some special characteristics attendant to its operation or installation is permitted in a district subject to approval by the Board of Commissioners and subject to special requirements and/or conditions. This does not include conditional use applications/hearings for residential uses, or PRDs or floodplain requests.	\$1500 and Escrow Fee of \$1000

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Conditional Use Application/Hearing (PRDs or floodplain conditional use requests)	A use that, owing to some special characteristics attendant to its operation or installation is permitted in a district or floodplain area subject to approval by the Board of Commissioners and subject to special requirements and/or conditions.	\$2500 and Escrow Fee of \$2000
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 for Zoning Map Or T-Zone Map Amendments (Rezoning)	A request to amend the official Zoning Map or T-Zone Overlay Map, which sets forth the boundaries of the zoning districts or T-Zone Overlay areas within which certain zoning and development regulations apply.	\$2,000
Petitions for Zoning Ordinance Text Amendments and Curative Amendments	A request to amend the Manheim Township Zoning Ordinance text, which sets forth ordinance provisions for the zoning districts within which certain zoning and development regulations apply.	\$2,000
Subsequent Hearing Fee	Fee for each subsequent conditional use, special exception or variance hearings, or petitions for text amendments, and map amendments to cover administrative costs and any applicable public notifications.	\$350
Transcript Charges for Zoning Hearing Board Hearings and Commissioner's Hearings	ZHB and BOC hearing transcripts are available for purchase on a cost reimbursement basis.	Cost Reimbursement Basis
Farmers Market Permit	The Zoning Officer shall approve and authorize a 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

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D. Other		
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

II. Subdivision and Land Development Plan Application Review Fees, Recreation Fees and Sewer Module Fees

Applications for all subdivision and land development plans shall pay a fee to cover the administrative cost for review of all sketch, preliminary, final subdivision and land development plans and a fee to be placed in escrow to cover professional consultant (including but not limited to Township Engineer, Township Inspector, and Township Solicitor) review costs of all sketch, preliminary and final subdivision and land development plans and construction inspection fees associated with site improvements. If the escrow account has been depleted, the applicant shall deposit additional funds to replenish the escrow account. If costs exceed the amount of available escrow funds, the applicant shall pay the invoices as well as replenish the escrow account. Any amount in the escrow funds which exceeds the professional consultant review and construction inspection costs shall be returned to the applicant. If this amount in the escrow fund is not sufficient to meet all professional consultant review and construction inspection costs, the applicant shall be billed therefore and shall pay the amount due within 45 days of such billing.

Fee Type	Fee Description	Fee
Sketch Plan (Less than ten (10) residential Lots, not including PRDs or PCDs)	The fee for reviewing a conceptual Sketch Plan per Township S&LD Ordinances done typically prior to the submission of a formal preliminary or final subdivision/land development application.	Base Application Fee \$400.00 plus Escrow Fee of \$400.00
Sketch Plan (Ten (10) or greater residential lots or any non-residential sketch plan, not including PRDs or PCDs)	The fee for reviewing a conceptual Sketch Plan per Township S&LD Ordinances done typically prior to the submission of a formal preliminary or final subdivision/land development application.	Base Application Fee \$800.00 plus Escrow Fee of \$800.00
Sketch Plan - PRDs	The fee for reviewing a conceptual Sketch Plan per Township S&LD and Zoning Ordinances done typically prior to the submission of a formal plan application.	Base Application Fee \$1000.00 plus Escrow Fee of \$1000.00
Subdivision – Lot Add On or Lot Revision	The division or re-division of a single lot, tract or parcel of land.	Base Application Fee \$500.00
Subdivision/Land Development Plan Residential (Preliminary or Final Plan)	The fee for reviewing a preliminary or final plan application per the Township S&LD Ordinance.	Base Application Fee \$1500 plus Escrow Fee of \$3,500 + \$100 per dwelling unit
Subdivision/Land Development Plan Non-Residential (Preliminary or Final Plan)	The fee for reviewing a preliminary or final plan application per the Township S&LD Ordinance.	Base Application Fee \$1500 plus Escrow Fee of \$3500 + \$100 per acre

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Fee Type	Fee Description	Fee
PRD (Tentative or Final)	The improvement of one lot or two or more lots, tracts or parcels developed in accordance with the PRD regulations.	Base Application Fee \$2500.00 plus Escrow Fee of \$5000 + \$100 per acre
Requests for Modification of S&LD Ordinance Requirements	In accordance with the PA MPC, Act 247 requests for modifications of requirements not accompanying a SL&D plan application upon submission shall pay an administrative fee per request and an escrow fee if input/comment is required by the Township Engineer.	Fee - \$250 per modification item. Escrow Fee - \$500
Grading Permit - Residential Single Lot Stormwater Management Plans	The grading fee is a non-refundable application fee for projects involving earth disturbance/site construction. The cost for site inspections will be billed to the applicant separately and paid out of the applicant's plan review and inspection escrow account. If the escrow account has been depleted, the applicant will be required to deposit additional funds to replenish the escrow account. If costs exceed the amount of escrow funds available, the applicant will be required to pay the invoices as well as replenish the escrow account.	\$250
Grading Permit - Residential subdivision/land development plans fewer than 3 new lots/dwelling units	See Grading Permit Fee Description above.	\$500
Grading Permit - Non-residential land development/stormwater management plans	See Grading Permit Fee Description above.	\$1,000
Grading Permit - Residential land development/stormwater management plans 3 or more new lots/dwelling units	See Grading Permit Fee Description above.	\$1000
Legal Fees for Review of S&LD applications, agreements, escrows, legal matters, etc.	All legal fees for S&LD applications pursuant to the provisions of MPC, Act 247 Section 503(1) and Section 510.	Hourly rate approved by the Commissioners at the time of the annual appointment of the Solicitor
Engineering Review Fees for S&LD applications, calculations, improvement inspections, security releases, etc.	All engineering fees for S&LD applications pursuant to the provisions of MPC, Act 247 Section 503(1) and Section 510.	Hourly rate approved by the Commissioners at the time of the annual appointment of the Engineer
Recreation Fee In Lieu of Land Dedication	Pursuant to Article VIII Section 809 & 810 of the Manheim Township S&LD Ordinance. Recreation fee in exchange for the applicant providing public recreation land. The division, re-division of a single lot, tract or parcel of land and/or land development.	Fair market value of land based on 0.04 acres of land for each dwelling unit.
Sewer Modules	Fee for review of all sewer modules submitted, whether for residential or non-residential development projects.	\$250

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III. Stormwater Management Fees

Applications for all stormwater management approvals under the Township's SWM Ordinance under Act 537 shall pay a fee to cover the administrative cost for review of all stormwater management plans. Additionally a fee shall be placed in escrow to cover professional consultant (including but not limited to Township Engineer, Township Inspector and Township Solicitor) review costs of all stormwater management plans and the costs of construction inspection fees associated with site improvements. If the escrow account has been depleted, the applicant shall deposit additional funds to replenish the escrow account. If costs exceed the amount of available escrow funds, the applicant shall pay the invoices as well as replenish the escrow account. Any amount in the escrow funds which exceeds the professional consultant review costs shall be returned to the applicant. If this amount in the escrow fund is not sufficient to meet all professional consultant review costs, the applicant shall be billed therefore and shall pay the amount due within 45

Fee Type	Fee Description	Fee
Stormwater Management Plan Review and Approval (Residential Uses)	The fee for reviewing all SWM Plans submitted to the Township shall include a base fee for administrative costs and an escrow fee for professional consultation.	Base Fee \$750 plus \$0.25 per square foot of disturbed area
Stormwater Management Plan Review and Approval (Non-Residential Uses)	The fee for reviewing all SWM Plans submitted to the Township shall include a base fee for administrative costs and an escrow fee for professional consultation.	Base Fee \$1500 plus \$0.25 per square foot of disturbed area
Requests for Modification of SWM Ordinance Requirements	In accordance with the Township SWM Ordinance, requests for modifications of requirements not accompanying a SWM plan application upon submission shall pay an administrative fee per request plus and escrow fee to cover professional consultation costs.	Fee - \$250 per modification item. Escrow Fee \$500
Legal Fees for Review of SWM applications, agreements, legal matters, etc.	All legal fees for SWM applications pursuant to PA Act 167.	Hourly rate approved by the Commissioners at the time of the annual appointment of the Solicitor
Engineering Review Fees for SWM applications, calculations, inspections, etc.	All engineering fees for SWM applications pursuant to the provisions of PA Act 167.	Hourly rate approved by the Commissioners at the time of the annual appointment of the Engineer