

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/Alterations and Tenant Buildouts	Fee for a change in use or increase in tenant units within the structure.	\$90

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Fee Type	Fee Description	Fee
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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Fee Type	Fee Description	Fee
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
II. Subdivision and Land Development Plan Fees		
<p>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.</p>		
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

Code Compliance Department Fee Schedule - 2025

II. Building Code Permits and Related Fees

Code Compliance Department permit fees for building construction projects and other permit fees are collected to cover the costs of permit applications, plan review, the issuance of the permits, required onsite inspections, certificate of occupancies, code inspections, enforcement activities and other related fees. This fee schedule does not include the cost of non-residential electrical inspections by a Township approved third party electrical inspection agency as noted in this fee schedule.

These fees for building construction are authorized pursuant Section 501(A) of Pennsylvania Act 45 and any amendments adopted thereto from time to time.

An additional fee for education and training programs in the amount of \$4.50 is charged on each state mandated permit issued under the authority of Act 45 in addition to the fees set forth below.

See Section 1 for Planning and Zoning Department for related permit fees.

Fee Type	Fee Description	Fee
RESIDENTIAL WORK CLASSIFICATIONS		
Building Permits - Residential Buildings and Structures	Fee for permits requiring Construction Code Official review for compliance with PA UCC. Detached 1 & 2 Family Dwellings and Townhouses	
New Construction	Inclusive fee covers all construction, plumbing, mechanical, electrical, fire alarm, energy, fire alarm and fire sprinkler systems work Fee calculation includes garages, finished basements, and excludes unfinished basements, porches and decks	\$0.70 per square foot (Minimum fee of \$180)
Additions to Existing Structures	(Includes all construction, plumbing, mechanical, electrical, energy, fire alarm and fire sprinkler systems work)	\$0.70 per square foot (Minimum fee of \$180)
Attached Garages		\$0.30 per square foot (Minimum fee of \$200)
Detached Garages (more than 400 square feet)	For detached garages 400 square feet and under, a zoning permit is needed	\$0.30 per square foot (Minimum fee of \$200)
Porch Roofs / Patio Covers / Screen Porches		\$0.40 per square foot (Minimum fee of \$170)
Remodeling and Alterations	Inclusive fee covers all construction, plumbing, mechanical, electrical, energy, fire alarm and fire sprinkler systems work Project Dollar Value (materials and labor - fair market value)	
	\$300 to \$4999.99	\$180
	\$5,000 and above	\$180 plus \$6.00 for each additional \$1,000 (rounded up to the nearest \$1,000)

Code Compliance Department Fee Schedule - 2025

Fee Type	Fee Description	Fee
RESIDENTIAL WORK CLASSIFICATIONS		
Site Built Accessory Structure	Site Built (more than 400 square feet)	\$0.30 per square foot (Minimum fee of \$200)
Pre-Fabricated Accessory Structure	Prefabricated (more than 400 square feet)	\$125 each structure
Decks	Deck with any part of walking surface structure over 30 inches above finished grade	\$0.40 per square foot (Minimum fee of \$180)
Above Ground Swimming Pools	Permanent above ground pool	\$175
Above Ground Swimming Pools	Storable above ground pool	\$50
In Ground Swimming Pools		\$400
Spas and Hot Tubs		\$150
Demolition		\$150 each structure
Residential Fire Alarm System		\$100
Tanks	Combustible and Flammable	\$50 per tank
Emergency Generator Systems	Natural gas or diesel back-up electrical generators	\$150
Electrical Permits	Project Dollar Value (materials and labor - fair market value)	
	\$100 to \$999.99	\$50
	\$1,000 to \$1,999.99	\$100
	\$2,000 and above	\$100 plus \$5.00 for each additional \$1,000 (rounded up to the nearest \$1,000)
	Electrical service requiring inspection approval prior to PPL re-energizing	\$50
Plumbing/Mechanical Permits	Project Dollar Value (materials and labor - fair market value)	
	\$100 to \$999.99	\$50
	\$1,000 to \$1,999.99	\$100
	\$2,000 and above	\$100 plus \$5.00 for each additional \$1,000 (rounded up to the nearest \$1,000)
Water Heater	80 gallons or less	\$50 each
Photovoltaic (PV) & Solar Hot Water Systems	Project Dollar Value (materials and labor - fair market value)	
	\$100 to \$999.99	\$50
	\$1,000 to \$1,999.99	\$100
	\$2,000 and above	\$200 plus \$6.00 for each additional \$1,000 (rounded up to the nearest \$1,000)

Code Compliance Department Fee Schedule - 2025

Fee Type	Fee Description	Fee
RESIDENTIAL WORK CLASSIFICATIONS		
Certificates of Use and Occupancy	Existing Structures - Detached 1 & 2 Family Dwellings & Townhouses	\$50 per dwelling unit
	CUO Re-inspection Fee	\$50 per re-inspection
NON-RESIDENTIAL WORK CLASSIFICATIONS (IBC REGULATED OCCUPANCIES)		
Building Permits - Non-Residential Buildings and Structures	Fee for permits requiring Construction Code Official review for compliance with PA UCC.	
New Construction	Commercial, Office, Retail, Assembly, Industrial, Religious, Educational, Residential, Storage and other Non-Residential occupancies. (Includes building construction, plumbing, mechanical, electrical, energy, fire alarm and fire protection systems work)	\$0.85 per square foot (Minimum fee \$250) plus, electrical inspection cost by a Township approved third party inspection agency
Additions to Existing Structures	(Includes building construction, plumbing, mechanical, electrical, energy, fire alarm and fire protection systems work)	\$0.85 per square foot (Minimum fee \$250) plus, electrical inspection cost by a Township approved third party inspection agency
Remodeling / Alterations and tenant buildouts	Inclusive fee covers all construction, plumbing, mechanical, energy, fire alarm and fire sprinkler systems work. Project Dollar Value (materials and labor - fair market value)	Additional electrical inspection cost by a Township approved third party inspection
	\$300 to \$4999.99	\$250
	\$5,000 to \$14,999.99	\$300
	\$15,000 and above	\$500 plus \$6.00 for each additional \$1,000 (rounded up to the nearest \$1,000)
Canopies	Open sided drive through, shelters and pavilions	\$0.55 per square foot (minimum fee of \$200)
Decks / Exterior Ramps		\$0.45 per square foot (minimum fee of \$200)
Awnings		\$100 each
Demolition		\$250 each structure
Re-Roofing		\$250

Code Compliance Department Fee Schedule - 2025

Fee Type	Fee Description	Fee
NON-RESIDENTIAL WORK CLASSIFICATIONS (IBC REGULATED OCCUPANCIES)		
Site Built Accessory Structure		\$0.55 per square foot (Minimum fee of \$200)
Pre-Fabricated Accessory Structure		\$150 each structure
Swimming Pools		\$300 each plus electrical inspection cost by a Township approved third party inspection agency
Spas and Hot Tubs		\$150 each plus electrical inspection cost by a Township approved third party inspection agency
Pre-Engineered Fire Suppression Systems		\$350
Kitchen Hood and Exhaust Duct Systems		\$400
Fire Alarm Systems		\$400
Fire Sprinkler Systems		\$400
Emergency Generator Systems	Inspections shall be by a Township approved Third Party Agency. (Inspection costs shall be paid by the property owner)	\$250 administrative and plan review fee
Electrical Permits		
	Additional cost of electrical inspection by a Township approved third party inspection agency	\$45.50 administrative fee
Annual Repair Work Permits - Electrical	Annual permit - Additional cost of electrical inspection by a Township approved third party inspection agency	\$46 minimum administrative fee
Plumbing/Mechanical Permits		
	Project Dollar Value (materials and labor - fair market value)	
	\$100 to \$999.99	\$50
	\$1,000 to \$1,999.99	\$100
	\$2,000 and above	\$100 plus \$5.00 for each additional \$1,000 (rounded up to the nearest \$1,000)
Plumbing/Mechanical work with 3-phase electrical installations		Additional cost of third party inspection fee
Annual Repair Work Permits - Plumbing/Mechanical	Annual Permit (Fire protection excluded from this permit classification)	\$246 minimum annual fee includes 4 inspections. \$50 for additional inspections

Code Compliance Department Fee Schedule - 2025

Fee Type	Fee Description	Fee
NON-RESIDENTIAL WORK CLASSIFICATIONS (IBC REGULATED OCCUPANCIES)		
Photovoltaic (PV) Installations Administrative and plan review fee		\$400 per each installation plus electrical inspection cost by a Township approved third party inspection agency
Tanks	Flammable and combustible	\$100 per tank
Certificates of Use and Occupancy	Existing Structures	
	Tenant space or unit (initial inspection and first re-inspection)	\$350 per tenant space or unit
	Re-Inspection Fee (second and subsequent re-inspections)	\$125 per tenant space or unit
	Residential R-1 and R-2 occupancy (initial and first re-inspection)	\$50 per tenant space or unit
	Re-Inspection Fee (second and subsequent re-inspections)	\$50 per tenant space or unit
	Re-issuance of CUO for owner/tenant name change only	\$50 for each CUO
RENTAL HOUSING WORK CLASSIFICATIONS		
Annual License Fee	Fee per Building/Structure	\$50
Inspection Fee 1 unit		\$40
Inspection Fee 2 Units		\$80
Inspection Fee 3-5 Units		\$100
Inspection Fee 6-10 Units		\$125
Inspection Fee 11-20 Units		\$150
Inspection Fee 21-30 Units		\$175
Inspection Fee 31-40 Units		\$200
Inspection Fee 41-50 Units		\$225
Inspection Fee 51+ Units		\$250
Re-inspection Fee		\$40
No-Show Fee		\$60
OTHER WORK CLASSIFICATIONS		
Sign Permit - Electrical	Freestanding and attached building	\$75 per sign plus electrical inspection cost by a Township approved third party inspection agency
Sign Permit - Non-Electrical	Freestanding, attached building and banner	\$75 per sign
Theatrical Fog Display	Each Occurrence	\$15
Open Burning	Annual Agriculture and Bonfires	No fee
Blasting	Annual Contractor Registration	\$150

Code Compliance Department Fee Schedule - 2025

Fee Type	Fee Description	Fee
OTHER WORK CLASSIFICATIONS		
Fireworks Displays	Display firework events only. No permit needed for consumer firework purchase or discharge	\$250 per fireworks display, plus the cost of notifying surrounding property owners via first class mail as determined by the Director of Code Compliance
Swimming Pools, Hot Tubs and Spas	PA Department of Health 3-Year electrical inspection for public bathing place permits	\$46 administrative fee plus electrical inspection cost by a Township approved third party inspection agency
Work without permit		Double applicable permit fee
Re-inspection fee		\$125 paid prior to rescheduling inspection
Renewal of expired permit	New Construction	One half (1/2) of original permit fee, but no more than \$400
Renewal of expired permit	All permits except new construction	One half (1/2) of original permit fee, but no more than \$175
Unclassified Work	Large buildings, special use structures, and other work not described in this resolution	Fee as determined by Director of Code Compliance
Educational Training Fee	Fee mandated by PA Department of Labor and Industry as part of PA Uniform Construction Code	Fee as set by PA Department of Labor and Industry
Administrative and Plan Review Fees	Fees for revisions to original permit submittals, permits cancelled prior to issuance and abandoned permits	\$65/hr. rate prorated in 15 minute increments
Administrative Fees for Subpoena Documents		\$65/hr. rate prorated in 15 minute increments
UCC Code Board of Appeals		
	Public hearing including transcript of proceedings	\$350
	Appeal document submittal without public hearing and without transcript	\$100

Recreation Department Fee Schedule - 2025

III. Park and Recreation Fees

The following fee schedules are subject to annual review/recommendation and change by the Manheim Township Park and Recreation Board and Board of Commissioners. This schedule is for the rental or reservation of building, facilities, fields and pool season and day passes that are operated by the Manheim Township Recreation & Park Planning Department. Times and availability may be adjusted at the discretion of the Director of Recreation & Park Planning.

SWIMMING POOL RATES				
Fee Type	Fee Description	Manheim Township Resident	Non-Resident	Senior
Swimming Pools - Season Passes				
Individual		\$200	\$245	
Double		\$305	\$400	
Family		\$400	\$490	
Senior	(60 and over)			\$130
Active Military / Military Veteran	\$25% Discount on season pool passes			
Each Pool Season Pass holder gets one free guest pass, up to six (6) (MT issued ID Card Included).				
All Season Pass Holders must have Township Issued ID Card to enter pool				
Swimming Pools - Daily Admission				
Daily Admission		\$12	\$15	\$7
Daily Admission (After 5pm)		\$10	\$10	\$6
Resident Punch Cards (20 Passes)		\$200		
Active Military / Military Veteran		\$6	\$6	
*Admission rates are the same at both pools				
*Daily guests must bring an identification card				
*Children 2 years of age and younger are free				
PARKS, PAVILIONS, FACILITY RENTAL FEES				
Facility	Rental Time Slots	Non-Profit RESIDENT Community Groups	Non-Profit NON-RESIDENT Community Groups	Commercial Business Organizations
STAUFFER PARK				
Room		\$20/Hr	\$25/Hr	\$30/Hr
Set-up Fee		\$5	\$10	\$15
Courts		\$10	\$25	\$50
COMMUNITY PARK	Times: 8:00AM - 2:00PM 3:00PM - 10:00 PM			
Key deposit \$50				
Rental Fees per time slot				
Kitchen Pavilion		\$75	\$85	\$210
Kiwanis I Pavilion		\$65	\$75	\$180
Kiwanis II Pavilion		\$65	\$75	\$180
Rotary/Sertoma		\$45	\$55	\$105
North Pavilion		\$45	\$55	\$105
JAYCEE PARK	Times: 8:00AM - 2:00PM 3:00PM - 10:00 PM	\$45	\$55	\$105
Restrooms not available				

Recreation Department Fee Schedule - 2025

PARKS, PAVILIONS, FACILITY RENTAL FEES				
Facility	Rental Time Slots	Non-Profit RESIDENT Community Groups	Non-Profit NON-RESIDENT Community Groups	Commercial Business Organizations
STONER PARK	Times: 8:00AM - 2:00PM 3:00PM - 10:00 PM			
Stoner Park Pavilion		\$45	\$55	\$105
OVERLOOK PARK	Times: 8:00AM - 2:00PM 3:00PM - 10:00 PM			
Destination Playground Pavilion		\$45	\$55	\$105
Bocce Courts		\$20/Hr	\$35/Hr	\$55/Hr
LANDIS WOODS PARK STAGE RENTAL		\$100/4 Hr	\$100/4 Hr	\$100/4 Hr
OVERLOOK ACTIVITES CENTER (OAC)				
Private Rental for Skating		\$133/1 Hr	\$143/1 Hr	\$160/1 Hr
Private Non-Skating Weekday Rental		\$60/Hr	\$80/Hr	* \$110/Hr
Private Non-Skating Evening / Weekend Rental (Friday - Sunday)		\$85/Hr	\$105/Hr	* \$145/Hr
Birthday Parties: Includes admission, quad skate rental, 2Hr party room, ice cream, soda and pizza		\$21/Person	\$21/Person	\$21/Person
Roller Skating Admission	\$8 Night; \$7 Daytime; \$25 Family of 4+ members			
Active Military / Military Veteran	\$5 per person including family members			
Skate Rentals	\$4			
*Set Up and Tear Down	\$100/Hr without floor covering; \$450 with floor covering			
*Additional charges may apply				
Storage Fee	\$75/Month			
OVERLOOK AND SKYLINE PARKS				
Skyline Tennis Courts		\$10	\$25/Hr	\$50/Hr
Parking Lot (non-pool season only with approval by Director)		Donation	Donation	\$50/Day; Not more than 5 days
OVERLOOK AND SKYLINE POOLS				
Pool Birthday Parties for Residents and Season Pass Holders	\$120 for up to ten (10) children ages 12 and under and two (2) adults. Includes admission, beverage and frozen treat. Daily pass needed for each additional child			
Pool Birthday Parties for Non-Residents/Non-Season Pass Holders	\$180 for up to ten (10) children ages 12 and under and two (2) adults. Includes admission, beverage and frozen treat. Daily pass needed for each additional child			

Recreation Department Fee Schedule - 2025

SPORTS/ATHLETIC FIELDS - ALL PARK LOCATIONS: HOURLY FIELD CHARGES				
Facility	MT Youth Sport Organizations	Non-Profit RESIDENT Community Groups	Non-Profit NON-RESIDENT Community Groups	Commercial Business Organizations
Community Park #1	\$10/Hr	\$20/Hr	\$40/Hr	\$60/Hr
Community Park #2	\$10/Hr	\$20/Hr	\$40/Hr	\$60/Hr
Community Park #3	\$10/Hr	\$20/Hr	\$40/Hr	\$60/Hr
Community Park #4	\$10/Hr	\$20/Hr	\$40/Hr	\$60/Hr
McNickle #5	\$10/Hr	\$20/Hr	\$40/Hr	\$60/Hr
Municipal #6	\$10/Hr	\$20/Hr	\$40/Hr	\$60/Hr
Municipal #7	\$10/Hr	\$20/Hr	\$40/Hr	\$60/Hr
Municipal #8	\$10/Hr	\$20/Hr	\$40/Hr	\$60/Hr
Municipal #9	\$10/Hr	\$20/Hr	\$40/Hr	\$60/Hr
Municipal #10	\$10/Hr	\$20/Hr	\$40/Hr	\$60/Hr
Overlook Community Campus #11		\$40/Hr	\$50/Hr	\$135/Hr
Overlook Community Campus #12		\$40/Hr	\$50/Hr	\$135/Hr
Overlook Community Campus Soccer #13		\$40/Hr	\$50/Hr	\$135/Hr
Overlook Community Campus Soccer #14		\$40/Hr	\$50/Hr	\$135/Hr
Overlook Community Campus Soccer #15		\$40/Hr	\$50/Hr	\$135/Hr
Overlook Community Campus Soccer #16		\$40/Hr	\$50/Hr	\$135/Hr
Overlook Community Campus Soccer #17		\$40/Hr	\$50/Hr	\$135/Hr
Reidenbaugh #18	\$10/Hr	\$20/Hr	\$40/Hr	\$60/Hr
Reidenbaugh #19	\$10/Hr	\$20/Hr	\$40/Hr	\$60/Hr
Reidenbaugh #20	\$10/Hr	\$20/Hr	\$40/Hr	\$60/Hr
Skyline #21	\$10/Hr	\$20/Hr	\$40/Hr	\$60/Hr
Stauffer #22	\$23/Hr	\$40/Hr	\$50/Hr	\$135/Hr
Stauffer #23	\$10/Hr	\$20/Hr	\$40/Hr	\$60/Hr
Stoner Park #24	\$10/Hr	\$20/Hr	\$40/Hr	\$60/Hr
Stoner Park #25	\$10/Hr	\$20/Hr	\$40/Hr	\$60/Hr
MTAC (Weaver) #26 – synthetic	\$37/Hr	\$60/Hr	\$100/Hr	\$210/Hr
MTAC (Weaver) #27 - synthetic	\$37/Hr	\$60/Hr	\$100/Hr	\$210/Hr
MTAC (Weaver) #29	\$23/Hr	\$40/Hr	\$50/Hr	\$135/Hr
MTAC (Weaver) #30	\$23/Hr	\$40/Hr	\$50/Hr	\$135/Hr
MTAC (Weaver) #31	\$23/Hr	\$40/Hr	\$50/Hr	\$135/Hr
SPORTS/ATHLETIC FIELDS - ALL PARK LOCATIONS: LIGHTING, SETUP AND ADDITIONAL COSTS				
w/ Skyline Park Lights	\$20/Hr	\$20/Hr	\$20/Hr	*\$55/Hr
w/ Stauffer Park Lights	\$20/Hr	\$20/Hr	\$20/Hr	*\$55/Hr
w/ Municipal Park Lights	\$20/Hr	\$20/Hr	\$20/Hr	*\$55/Hr
w/ MTAC Turf Lights	\$30/Hr	\$30/Hr	\$30/Hr	*\$55/Hr
*other fees may apply				

Recreation Department Fee Schedule - 2025

SPORTS/ATHLETIC FIELDS - TOURNAMENT CHARGES				
Facility	MT Youth Sport Organizations	Non-Profit RESIDENT Community Groups	Non-Profit NON-RESIDENT Community Groups	Commercial Business Organizations
MTAC (Weaver)	\$450/Day Turf \$250/Day Grass	\$550/Day Turf \$400/Day Grass	\$550/Day Turf \$400/Day Grass	\$1000/Day Turf \$800/Day Grass
Baseball Field Tournament Rental		\$200/Day per Field	\$200/Day per Field	\$500/Day per Field
Field Manager (Duties include field preparation and trash removal)		\$175/Day	\$175/Day	\$175/Day
Personal Training Fee (Small training sessions on athletic fields)		\$15/Hr	\$25/Hr	\$50/Hr
Food Trucks	\$50/Truck; Special Use Permit Required.			
SPECIAL USE PERMITS				
Permit Type	Permit Description	Non-Profit RESIDENT Community Groups	Non-Profit NON-RESIDENT Community Groups	Commercial Business Organizations
Tier I Event (Up to 50 people) One-Time Limited Use	Limited activity such as a wedding, food truck or fitness Program	\$50	\$50	\$50
Tier II Event (51-100 people) One-Time Limited Use	Limited activity such as a wedding, food truck or fitness Program	\$100	\$100	\$100
Tier III Event (over 100 people) One-Time Limited Use	* Plus, Recreation Department Costs. Consideration at Community Park, Overlook (OAC Lot)	\$1200*	\$1500*	\$2000*
Recurring Event	Weekly fitness programs, etc	\$15/Hr	\$30/Hr	\$50/Hr
Road, Park or Trail Race (Up to 100 people)	Racecourse maps require approval by Director	\$50/Hr	\$60/Hr	\$110/Hr
Overnight Parking	Requests considered on a case-by-case basis	Donation	Donation	\$50/Day

Manheim Township Public Library Fee Schedule - 2025

IV. Manheim Township Public Library Fees

The following fees and charges will be applied to library patrons. All fees and charges are established by Manheim Township Public Library, except *, which are established by the Library System of Lancaster County, and **, which are established by other entities as indicated.

Fee Type	Fee Description	Fee
Library Services		
Library Card*	Initial library card for new members	Free
Replacement Library Card*	Lost or stolen Library Cards	\$1
Library Card for Non-Access PA Eligible Applicants*	Annual Fee	\$25
Scan to Email	Staff assisted use of staff copier/printer/scanner	\$1 per page
Photocopying and Printing	Self-service or Staff assisted copies/printouts	\$0.25 per page B/W \$0.50 per page color
Passport Execution Fee**	Determined by the U.S. Department of State and made payable to the Acceptance Agency— "Manheim Township Public Library"	\$35.00 per Form DS-11 (non-refundable)
Passport Photo Fee	Passport Photo taken by MTPL Acceptance Agent and made payable to "Manheim Township Public Library"	\$15.00
Passport Application 1-2 Day Delivery Service Fee**	Mailing from MTPL to U. S. Department of State	Based on prevailing USPS rates
Fee Type	Fine per day	Maximum fine per item
Overdue Fees (In effect through March 2, 2025)		
Adult/Young Adult Books, CDs, and other audio media*	\$0.30	\$5.10
Children's Books, CDs, and other audio media*	\$0.20	\$3.00
DVDs, Playaway Launchpads, Playaway Views and other video media (all ages) *	\$1.00	\$5.00
Magazines*	\$0.10	\$3.00
Special Items, such as Discovery Boxes, Exploration Backpacks, Board Games, & American Girl Dolls	\$1.00	\$10.00

Manheim Township Public Library Fee Schedule - 2025

Fee Type	Fine per day	Maximum fine per item
Overdue Fees (Effective March 3, 2025)		
Adult/Young Adult Print (Regular, Large Print, Paperback)	\$0.30	\$5.10
Adult/Young Adult Audio, Music	\$0.30	\$5.10
Adult/Young Adult Video (including sets)	\$0.30	\$5.10
Adult/Young Adult Periodicals	\$0.30	\$5.10
Adult/Young Adult Realia (Kits, Games, Toys, Equipment, Video Games)	\$1.00	\$5.00
Juvenile Print (Regular, Large Print, Paperback)	\$0.20	\$3.00
Juvenile Audio, Music	\$0.20	\$3.00
Juvenile Video (including sets)	\$0.20	\$3.00
Juvenile Periodicals	\$0.20	\$3.00
Juvenile Realia (Kits, Games, Toys, Equipment, Video Games)	\$1.00	\$5.00
Reference/Non-circulating/Default	\$0.30	\$5.10
In-house Items	\$1.00	\$5.00
Museum Pass	\$1.00	\$5.00
Local Passes	\$1.00	\$5.00
Rental Items with \$1.00 rental fee	\$1.00	\$5.00
Rental Items with \$10.00 rental fee	\$2.00	\$20.00
Special Collections/High Demand with 1 week loan period	\$1.00	\$5.00
Special Collections/High Demand with 30 day loan period	\$1.00	\$5.00
Fee Type	Fee Description	Fee
Material Repair and Replacement Fees		
Lost, long overdue fee	Four or more weeks overdue, or item damaged to the extent that requires replacement*	Retail cost at the time of initial acquisition, as it appears in the item's record
Processing fee for replacement items provided by patron		\$5

Manheim Township Public Library Fee Schedule - 2025

Fee Type	Fee Description	Fee
Material Repair and Replacement Fees		
Replacement of essential pieces	Assessed on a case-by-case basis by a Library manager	If replacement pieces can be purchased individually, the patron will be charged for the retail price of the replacement piece. Otherwise, they will be charged the full retail cost of the item.
All minor repairs, or loss of non-essential pieces		\$2
CD/DVD protective sleeves		\$1
DVD, Blu-ray, audiobook, or CD case		\$2
Media bag for book & CD Combo Sets		\$10
Playaway: Replacement Parts		Case: \$6.00 Battery Door: \$.60
Playaway View: Replacement Parts		Case: \$6.00 Cord: \$3.00
Playaway Launchpad: Replacement Parts*		Case: \$15.00 Bumper: \$10.00 USB Cord: \$1.00 AC Adaptor: \$2.00
All Other Items: Replacement Parts		Prices are provided on a price sheet included with the item and/or in the item record.

Manheim Township Public Library Fee Schedule - 2025

RENTAL FEES		
FACILITIES AND EQUIPMENT	BUSINESSES AND INDIVIDUALS	NONPROFIT ORGANIZATIONS
Up to 4 Hours		
Morgan Center (one section)	\$200	\$100
Morgan Center (two sections)	\$400	\$200
Morgan Center (three sections)	\$500	\$250
Lapp Story Silo (Limited Availability)	\$200	\$100
Up to 8 Hours		
Morgan Center (one section)	\$250	\$125
Morgan Center (two sections)	\$500	\$250
Morgan Center (three sections)	\$700	\$350
Lapp Story Silo (Limited Availability)	\$250	\$125
Per Hour if Reserved		
Large Meeting Room (119)	\$25	\$10
Small Meeting Room (110, 117, 119, 120, 121)	\$15	\$6
Kitchen, Lobby, Patio, or Children's Discovery Patio Only	\$60	\$20
Additional Options		
Projection	\$40	\$25
PA System	\$40	\$25
Extended Use (Before 9:00 AM and after closing) - \$100/hour for first 2 hours, \$50/hour for each additional hour		

Open Records and Township Publication Fee Schedule - 2025

V. Open Records Fees and Township Publications - 2025

The following fees and charges will be applied to Township publications and public records. Requests for copied public records will be provided to a requester in accordance with the Township's Open Records Policy and Pennsylvania Act 3 of 2008. Fees for the reproduction, certification and administration of records request shall be paid according to the following schedule

Fee Type	Fee Description	Fee
Copies (standard black & white and paper)	Paper copies of records which shall be either a single-sided copy or one side of a double-sided black-and-white copy of a standard 8.5" x 11" or 8.5" x 14" page (amended 12/22/20)	First 10 copies free \$0.25 per page for the first 1,000 copies. \$0.20 per page beyond 1,000 copies
Copies (colored copies and other specialized documents)	Includes colored copies, but also not limited to, blue prints, color photos, non-standard sized documents.(amended 5/29/12)	A minimum charge of \$0.50 for standard copied color page; Actual cost for any irregular or large format paper
Facsimile Copies	Facsimile Copies	Actual Cost over 25 minutes in length will be charged.
Conversion to Paper	For records only maintained electronically or in other non-paper media and for conversion to paper. (amended 5/29/12)	Duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media unless the requester specifically requests for the record to be duplicated in the more expensive medium. (Sec. 1307(e)).
Enhanced Electronic Access	Not available and not authorized by the PA Office of Open Records (amended 5/29/12)	N/A
Statutory Fees	If a separate statute authorizes the Township charge a set amount for a certain type of record, the Township shall charge no more than that statutory amount (amended 5/29/12).	Per Statute
Postage	Postage for the cost of mailing records requested.	Prevailing rates for First Class Mail – Not to Exceed Actual Cost

Open Records and Township Publication Fee Schedule - 2025

Fee Type	Fee Description	Fee
Flash Drive		Actual Cost
"True and Correct" Certification	Fee imposed by the Township for official certification of copies if the certification is at the behest of the requester and for the purpose of legally verifying the public record. Please note that certification fees do not include notarization fee, if applicable. (amended 5/29/12)	\$5

Fees Related to the Inspection of Redacted Records: If a requester wishes to inspect rather than receive a copy of a record and the record contains both public and non-public information, the Township is authorized by Act 3 to redact the non-public information. The Township shall not charge the requester for the redaction. However, the Township is authorized for the copies it must make of the redacted material in order for the requester to view the public record. The fee structure outlined above will apply. If, after inspecting the records, the requester chooses to obtain the copies, no additional fees shall be charged.

Township Publications	Description	Fee
Comprehensive Plan		Cost Reimbursement Basis
Subdivision and Land Development Ordinance		Cost Reimbursement Basis
SWM Ordinance		Cost Reimbursement Basis
Floodplain Ordinance		Cost Reimbursement Basis
Zoning Ordinance		Cost Reimbursement Basis
Zoning Map		Cost Reimbursement Basis
Miscellaneous booklets, reports, etc.		Cost Reimbursement Basis

Tax Collection Charges by Manheim Township Treasurer - 2025

VI. Tax Collection Charges by Manheim Township Treasurer - 2025

At the January 10, 2022, meeting of the Board of Commissioners of Manheim Township, the Board approved ordinance 2022-02 which authorized the appointment of a Deputy Tax Collector. The Board also approved the Elected Tax Collector's (Cherie Cryer) appointment of the Lancaster County Treasurer as Deputy Tax Collector.

Tax Certifications

The Lancaster County Treasurer's Office will issue tax certifications for 2025 county and municipal real estate taxes (spring taxes). Please call (717) 299-8222 for assistance.

The Manheim Township School District issues tax certifications for the school district real estate taxes (summer taxes). Please call (717) 569-8231 for assistance.

Public Works Department Fee Schedule - 2025

VII. Public Works Department Fees

The following fee schedules are subject to annual review/recommendation and changes by the Manheim Township Board of Commissioners. This schedule is for the use of the Compost Park, fees associated with on-lot sewage disposal systems (if applicable), street opening permits, and other miscellaneous fees related to special events, equipment and tool usage and cost recovery charges.

Fee Type	Fee Description	Fee
COMPOST PARK - RESIDENTIAL COMPOSTING AND YARD WASTE SERVICE RATES		
Yard Waste Material Types	Brushwood (i.e. blueberry, Rhododendrons, privet, and similar); garden residue; grass clippings; leaves; pine needles; shrubbery (i.e. boxwood, yews, and similar); shrubbery rootstock; sod & sod soil; tree limbs, tree trunks, tree trimmings and shrub stock (limited to 12" diameter and 4' maximum length; wood chips	Single Bag Fee: \$2.00 Passenger Cars/SUV's/Station Wagons: Minimum Fee - \$4.00 Pickup Truck (less than 1-Ton) or Trailer (maximum length of 12 feet) Load Rates: Minimum Fee - \$12.00 Dump Truck/Box Truck/1-Ton Pickups w/ sideboards . Any and all loads - \$20.00 per vehicle per load Passenger Car Trailer Combination Minimum Fee - \$15.00 Pickup Truck Trailer Combination Minimum Fee - \$25.00
Holiday Tree Drop Off	Holiday Trees will be accepted at Compost Park free of charge until January 31.	N/A
Fee Type	Fee Description	Fee
ON-LOT SEWAGE DISPOSAL SYSTEM FEES AND SEWAGE ENFORCEMENT OFFICER (SEO) FEES		
Percolation Test		\$460/Site
Probe Description		\$175/Site
System Design Review		\$360/Site
Sewage Permits		\$50
Repair Inspection/Review		\$150/Site
Relief From Requirement of Destination of Replacement Location	Fee charged for seeking relief of having to reserve a Replacement Location for an On-Lot Sewage Disposal System.	\$600
Appealing Any Action Of The Sewage Enforcement Officer	Fee charged for filing an appeal pertaining to any action of the Sewage Enforcement Officer.	\$600

Public Works Department Fee Schedule - 2025

Fee Type	Fee Description	Fee
OTHER FEES AND CHARGES		
Street Opening Permit	Fee charged with application for opening a public street or right of way (e.g. pole, drainage pipes, utility lines, boring pit, borings, trench, etc.) as required by Part 12, Chapter 1 – Streets, Article B, Section 12-1013.	\$50
Residential Recycling Bins	The Township makes available residential size recycling bins at a cost reimbursement basis. Fee for replacement recycling bins sold to existing and new homeowners, while supplies last.	\$20

SPECIAL EVENTS, EQUIPMENT & TOOLS, OPERATIONS - SUPPORT RECOVERY COSTS		
Administrative Fee	Fee charged by Township for administration during usage of Township equipment, tools, operations support, etc.	10% of total invoice cost
Traffic Cones	If available, and at the discretion of the Township, fee charged for cones for traffic control or other purposes may be available for public use	\$1.00 per cone per day
Traffic Control Barrier	If available, and at the discretion of the Township, fee charged in cases where traffic control barriers are required for service. Delivery and Pick up only...no set up. Costs will be extra for police manned traffic control points.	\$10.00 per barrier per use per day

Note: Township reserves the right to pre-approve use of equipment.

Overlook Golf Course Fee Schedule - 2025

VIII. Overlook Golf Course Fees

The following greens fees, cart rental rates, outings and passbook rates are established for the Overlook Golf Course in accordance with the following schedule:

Fee Type	Fee Description	Greens Fees	With Cart
WEEKDAY 18 HOLES			
	Open - 3:00PM	\$33	\$48
	Open - 3:00PM Resident	\$28	\$41
	3:00PM - 7:00 PM	\$26	\$41
	Senior (60+)	\$24	\$37
	Senior Resident (60+)	\$21	\$32
	Junior (17 and under)	\$20	\$35
	18 Hole Ladies League	\$24	\$37
	Twilight after 7:00 PM – walking only	\$22	
WEEKDAY 9 HOLES			
	Open – 7:00PM	\$22	\$32
	Open – 7:00PM Resident	\$18	\$28
	Senior (60+)	\$20	\$30
	Senior Resident (60+)	\$16	\$26
	9 Hole League	\$20	\$29
WEEKEND / HOLIDAY 18 HOLES			
	Open - 3:00 PM	\$44	\$59
	Open - 3:00 PM Resident	\$38	\$51
	3:00PM – 7:00 PM	\$32	\$47
	Resident (60+)	\$35	\$48
	Senior Resident (60+)	\$30	\$41
	Junior after 1:00 PM	\$26	\$41
	Twilight after 7:00 PM – walking only	\$22	
WEEKEND / HOLIDAY 9 HOLES			
	Open - 3:00 PM	\$39	\$54
	Open - 3:00 PM Resident	\$33	\$46
	Open – 3:00 PM Senior (60+)	\$33	\$46
	Open – 3:00 PM Senior Resident (60+)	\$28	\$39
	3:00 PM - 7:00 PM	\$24	\$35
WEEKDAY WINTER			
	18 Holes	\$22	\$35
	Senior (60+)	\$20	\$30
	9 Holes	\$17	\$26

Overlook Golf Course Fee Schedule - 2025

Fee Type	Fee Description	Greens Fees	With Cart
WEEKEND WINTER			
	18 Holes	\$26	\$39
	Senior (60+)	\$25	\$34
	9 Holes	\$20	\$28
Fee Type	Fee Description	Fee	
MISCELLANEOUS CHARGES			
	Pull Carts	\$5	
	Range Tokens	\$6	
	Junior Membership	\$750	
OUTING RATES			
	Monday, Wednesday, Thursday	\$5,250	
	Friday	\$5,450	
	Weekends and Holidays	\$6,550	
PASSBOOK RATES			
	10 Passes		
	20 Passes		
	30 Passes		
	50 Passes		
	10 Passes Resident		
	20 Passes Resident		
	30 Passes Resident		
	50 Passes Resident		
	10 Passes Senior		
	20 Passes Senior		
	30 Passes Senior		
	50 Passes Senior		
	10 Passes Senior Resident		
	20 Passes Senior Resident		
	30 Passes Senior Resident		
	50 Passes Senior Resident		
	Weekend Up Charge for Passbooks		

Manheim Township Police Department Fee Schedule - 2025

IX. Manheim Township Police Department Fees and Charges

The following fees and charges will be applied to users of certain police services as described below.

Fee Type	Fee Description	Fee
MTPD Services		
Accident Reports	Obtain crash reports through crashdocs.org	\$15
Incident Reports	Requested from police department through an open record request.	\$0.25 per page B&W \$0.50 per page Color
Photographs	Photographic records requested from police department through an open records request.	\$1.00 per CD
Photocopying and Printing	Open record requests charges.	\$0.25 per page B&W \$0.50 per page Color
In-Car/Body Cam/Police Station Security Footage	Requested from police department through a designated form.	\$125 filing fee \$200 deposit for 1st hour or any part thereof. \$200/hr or any part thereof for any time beyond 1 hour.
All Other Record Fees	Will follow PA Office of Open Record Fee Schedule	
Solicitors / Peddlers License Fee	Fee charged for peddling or solicitation in Manheim Township.	\$100 with application
Pawn Brokers and Junk Dealers License Fee	Fee charged for peddling or solicitation in Manheim Township per Chapter 390-4 of Township code of ordinances	\$50.00 annually; \$20.00 for certain exempt antique dealers (See Code)
Secondhand Dealers (Pawn Brokers, Junk Dealers) Appeal Filing Fee		\$75
Dumpster or Portable Storage Device Permit	Permit for the Temporary Placement of a Dumpster or Portable Storage Device on a Public Street – not to exceed 30 days.	\$50
No-Preference Tow List Annual Fee	This is a non-refundable fee tow companies must submit with their application to be placed on the annual no-preference tow list. This fee will not be pro-rated.	\$250
Animal Redemption Cost Recovery – Seizure Fee for Local Capture and Return	Fee charged to an identified registered dog owner when their dog is found at large, if captured, identified, and returned to the dog owner's residence.	\$75
Animal Redemption Cost Recovery – Seizure Fee for Capture and Return to Township Animal Care Agency	Fee charged to registered dog owner or non-registered dog owner when identified and after their dog is found at large and must be conveyed to the SPCA or similar animal care agency serving the Township's dog control program.	\$225

Manheim Township Police Department Fee Schedule - 2025

Fee Type	Fee Description	Fee
MTPD Services		
Police Extra Duty Rate	Hourly rates charged to hire an off-duty Officer	\$110/Hr. Patrol Officer \$115/Hr. OIC/Specialist \$120/Hr. Sergeant \$125/Hr. Lieutenant \$140/Hr. Chief
Police Extra Duty Rate (Holiday)	Hourly rates charged to hire an off-duty Officer on a holiday	\$165/Hr. Patrol Officer \$172/Hr. OIC/Specialist \$180/Hr. Sergeant \$187.50/Hr. Lieutenant \$210/Hr. Chief
Burglar Alarm Services		
Alarm Business Registration Fee	Annual fee payable each year per Chapter 160 - Alarm Devices - for any business engaged in an alarm business in the Township. Issued by Police Department.	\$50.00 annually
Alarm Registration Fee Business	A fee paid annually per Chapter 160 – Alarm Devices – for a business using an automatic protection device	\$40.00 annually
Alarm Registration Fee Residential	A fee paid every three years per Chapter 160 - Alarm Devices – for a residence using an automatic protection device	\$40.00 every three years
Alarm User Registration Fee – Senior Residential (65+)	Residential alarm users, who are 65 or older and are the primary resident of the residence and no business is conducted in the residence, are exempt from the Alarm User Registration Fee	\$0
Alarm Appeal Fee	Fee charged to appeal alarm fine, returned if appeal is successful	\$25
Alarm Late Fee	Fee charged if any alarm-related fee is not received in the designated amount of time	\$25
Alarm Reinstatement Fee	Fee charged to reinstate suspended alarm	\$50
Response Assessment Fee – Registered Alarm	Fee charged for False Alarm Response to properties with a registered alarm system. Cycle runs for a calendar year.	1 - School (residential) or \$25.00 2 - \$25.00 3 - \$50.00 4 or more - \$100.00
Response Assessment Fee - Non-Registered Alarm	Fee charged for False Alarm Response to properties without a registered alarm system. Cycle runs for a calendar year.	1 - 50.00 2 - \$100.00 3 - \$150.00 4 or more - \$200.00
Response Assessment Fee - Suspended Alarm System	Fee charged for False Alarm Response to properties with an alarm system that has been suspended	1 - \$200.00 2 or more - \$300.00

Manheim Township Fire Rescue Fee Schedule - 2025

X. Manheim Township Fire Rescue Fees and Charges

Cost Recovery Fees	
Apparatus Type	Fee
Aerial/Ladder Response	\$600.00/hour
Engine Response	\$500.00/hour
Rescue Response	\$400.00/hour
Tanker Response	\$500.00/hour
Utility Response	\$150.00/hour
Battalion/Chief Vehicle Response	\$200.00/hour
Marine Unit Response	\$300.00/hour
Expendables / Equipment	
Expendables / Equipment	Fee
Oil Absorbent Material	\$35.00/unit
Oil Absorbent Pad	\$2.50/pad
Oil Absorbent Boom	\$20.00/unit
Flare	\$12.00/unit
Foam	Market Price + 20%
Wetting Agent	\$25.00/gallon
Fire Line Tape	\$50.00/roll
Extinguisher	\$50.00/unit
Deodorizer	\$25.00/unit
Salvage Cover	\$35.00/unit
Rescue Rope	\$0.99/foot
Work Rope	\$0.50/foot
Chimney Bomb	\$25.00/unit
Garbage Bag	\$5.00/unit
Pro Pack	\$950.00/unit
Turbo Flare	\$5.00/unit
Plug Kit	\$30.00/unit
Chemical Gloves	\$20.00/pair
Emulsifier	\$50.00/gallon
HazMat Sock	\$10.00/unit
Salt/Sand	\$30.00/cubic yard
Putty	\$10.00/unit
PRO-Pack Foam System	\$50.00/unit
POK Foam Stick	\$25.00/unit
Chemical Suit	\$35.00/unit
Digital Camera	\$25.00/unit
Salvage Bucket	\$5.00/unit
Hand Tool	\$15.00/unit
Hand Light	\$5.00/unit
SCBA	\$50.00/unit

Manheim Township Fire Rescue Fee Schedule - 2025

Expendables / Equipment	Fee
SCBA Cylinder	\$25.00/unit
Hose (Per 50' Sections)	\$25.00/section
Gas/CO Detector	\$50.00/unit
Heat Gun	\$50.00/unit
Hot Stick	\$50.00/unit
Power Tool	\$50.00/unit
Hydraulic Tool	\$200.00/unit
PPV/Ventilation Fan	\$50.00/unit
Portable Pump	\$50.00/unit
TIC/Thermal Imaging Camera	\$100.00/unit
Cribbing (Passenger Vehicle)	\$100.00/flat rate
Cribbing (Class B Vehicle)	\$200.00/flat rate
Cribbing (Class A Vehicle)	\$500.00/flat rate
Rescue Struts	\$50.00/unit
Ladder	\$35.00/unit
Generator	\$50.00/per unit per hour
Portable Pond	\$150.00/unit
Blitz Fire	\$50.00/unit
Turn Out Gear/PPE	\$250.00/firefighter
Portable Radio	\$100/unit
Traffic Cone	\$5.00/unit
Safety Vest	\$2.50/unit
Windshield Kit	\$25.00/unit
GlassMaster	\$25.00/unit
Stokes Basket	\$25.00/unit
Air Bags	\$150.00/unit
Air Tools	\$50.00/unit
HazMat Suit	\$125.00/unit
HazMat Pond	\$925.00/over 250 gallons contained \$300.00/under 250 gallons contained \$200.00/under 20 gallons contained
Chimney Kit	\$50.00/unit
E-Flare	\$5.00/unit
Crash Kit	\$50.00/unit
Air Bag Safety Cover	\$25.00/use
Heavy Duty HazMat Gloves	\$25.00/unit
Chemical Residence Drain Cover	\$100.00/unit
Acid Absorbent Sock	\$141.00/unit
Acid Absorbent Pad	\$61.00/unit
Soda Ash	\$35.00/unit
Bleach	\$5.00/unit
Turnout Gear Cleaner	\$65.00/gallon
Rehab Tent	\$50.00/unit
Framing Nail	\$3.00/unit
Lumber	\$8.00/unit

Manheim Township Fire Rescue Fee Schedule - 2025

Expendables / Equipment	Fee
Diamond Tip Saw Blade	\$244.95/unit
Winch	\$50.00/unit
Lock Out Kit	\$60.00/unit
Food/Drinks for Standby	\$25.00/flat rate
General Services	Fees
Debris Cleanup & Removal	\$250.00/flat rate
Fire/Police Services	\$100.00/hour
Traffic Control/Road Closure	\$100.00/hour
Scene Lighting	\$75.00/hour
Manpower (Career Firefighters only)	\$50.00/per firefighter/per hour
Automatic Fire Alarm Response	\$300.00/flat rate
Spill Containment	\$150.00/flat rate
K-9 Arson Investigation	\$200.00/investigation
Body Removal	\$250.00/body
Cleanup/Scene Stabilization	\$250.00/flat rate
Tech/Heavy Rescue	\$750.00/flat rate
Life Assist	\$75.00/assist
Life Assist with Special Equipment	\$150.00/assist
High Angle Rescue	\$300.00/assist
Medical Equipment	Fees
Latex Gloves	\$2.00/pair
Trauma Kit	\$25.00/unit
Oxygen	\$25.00/unit
Cervical Collar	\$25.00/unit
Patient Blanket	\$25.00/unit
Body Bag	\$50.00/unit
N95 Mask	\$10.00/unit
Backboard	\$25.00/unit
AED	\$50.00/unit
Medical Extrication – Level 1	\$500.00/flat rate
Medical Extrication – Level 2	\$1,500.00/flat rate
Air Medical Landing Zone	\$250.00/zone
Basic EMS Assistance	\$250.00/flat rate
Marine Equipment	Fees
Dry Suit	\$100.00/unit
West Suit	\$100.00/unit
SCUBA Tank	\$125.00/unit
Life Vest	\$25.00/unit

Manheim Township Fire Rescue Fee Schedule - 2025

2025 Fire Rescue - Fire and Life Safety Inspection Fee Schedule	
Up to 2,000 square feet	\$50.00
2,001 to 4,000 square feet	\$75.00
4,001 to 6,000 square feet	\$125.00
6,001 to 10,000 square feet	\$150.00
10,001 to 25,000 square feet	\$175.00
25,001 to 40,000 square feet	\$200.00
40,001 to 60,000 square feet	\$250.00
60,001 to 80,000 square feet	\$300.00
Greater than 80,000 square feet	\$400.00 + \$25.00 for every 5,000 square feet over 80,000 square feet, with maximum inspection fee capped at \$2,500.00.
Reinspection Fee	\$80.00

Fire Alarm Service Fees

Type / Description	Fee
Fire Alarm False Alarm Response Fees (Residential) In accordance with Chapter 160 of the Township Code of Ordinances, fee per false alarm at a residential property.	1st False Alarm = \$100 2nd False Alarm = \$150 3rd False Alarm = \$200 4th False Alarm= \$300
Fire Alarm False Alarm Response Fees (Commercial) In accordance with Chapter 160 of the Township Code of Ordinances, fee per false alarm at a residential property.	1st False Alarm = \$100 2nd False Alarm = \$150 3rd False Alarm = \$200 4th False Alarm= \$300

Other Township Fees and Charges Schedule - 2025

XI. Other Township Fees and Charges

Fee Type	Fee Description	Fee
Weed Control	Fee charged in cases where the Township code authorizes weed control on private property and causes the need for the removal, mowing or destruction of weeds constituting a nuisance after appropriate notice of violation.	Prevailing cost from local landscaping contractor plus Admin Fee of \$50.00
Holding Tank Security Amount	Where a holding tank may be permitted to be temporarily installed, applicant shall provide security to the Township in a form approved by the Township to be held in escrow during the term of the holding tank.	Pumper cost quotation for a single pump multiplied by 2
Liquor License Transfer Application Fee	Any applicant seeking an inter-municipal transfer or economic development license shall fill out the Township's application form and submit the fee at the time of application.	\$1,900
Application for License to Conduct Closing Out Sale	In accordance with the Act of the General Assembly of the Commonwealth of Pennsylvania approved July 31, 1963 (Act No. 217, 53 P.S. Section 4473-1), applicant shall complete application and submit the fee.	\$50.00 for 30 days \$100.00 for 30-day renewal
Return "Bounced" Check Fee	Penalty fee for check payments to the Township returned due to insufficient funds of the payer.	\$35.00
Interest Charges for Late Payment of A/R Balances	Interest charges for A/R balances over thirty (30) days due.	1.5% per month
Photocopies	Fee charged for photocopies using Township personnel (Also See Open Records Fees)	\$0.25/page
	Fee charged for personal photocopies for Township employees.	\$0.10/page
Cable Franchise Application Fee	Chapter 190-27	\$500
Municipal Lien Letter	A Lien Letter certifies that there are no municipal claims such as water, sewage, sewer assessment, etc. against the property being sold, transferred, or refinanced. If there is a claim, the letter will provide the amount necessary to satisfy the claim(s).	\$30
Subpoena - Clerical Reimbursement	Reasonable clerical costs incurred in locating and making records available in response to a subpoena	\$24/Hr per person, \$6/Hr per quarter hour
Photocopies to support subpoena request (standard black & white and paper)	Paper copies of records which shall be either a single-sided copy or one side of a double-sided black-and-white copy of a standard 8.5" x 11" or 8.5" x 14" page	\$0.25 per page
Copies converted from digital files or microfilm to support subpoena request (standard black & white and paper)	Paper copies of records converted from digital files or microfilm which shall be either a single-sided copy or one side of a double-sided black-and-white copy of a standard 8.5" x 11" or 8.5" x 14" page	\$0.25 per page

Other Township Fees and Charges Schedule - 2025

Fee Type	Fee Description	Fee
Rental Fee for Fire Rescue Training Room, 200 East Oregon Road		
Township Based Business or Resident:		\$25/Hr
Township Based Non-Profit Organization:	A non-profit organization formed for religious, charitable, literary, artistic, scientific, civic, or educational purposes.	No Charge
Resident, Business or Non-Profit Organization Based Outside of the Township	A non-profit organization formed for religious, charitable, literary, artistic, scientific, civic, or educational purposes.	\$50/Hr