

**A RESOLUTION OF THE BOROUGH COUNCIL OF  
THE BOROUGH OF FAIRFIELD, ADAMS COUNTY,  
PENNSYLVANIA, AMENDING AND REVISING THE  
SCHEDULE OF FEES PER BOROUGH ORDINANCES**

WHEREAS, various ordinances of the Borough of Fairfield allow for the setting of fees by Resolution to defer the cost of their administration; and

WHEREAS, the Fairfield Borough Council is desirous of establishing a schedule of fees in a single document; and

WHEREAS, in keeping with good practice, the Fairfield Borough Council periodically reviews the schedule of fees and makes appropriate revisions thereto; and

WHEREAS, the Fairfield Borough Council has determined that certain revisions are necessary and in the best interest of the Borough;

NOW, THEREFORE, let it be resolved and enacted that a schedule of fees be established as contained herein and that this Resolution shall replace all previous fees schedule resolutions.

# Fees Schedule Index

Section 1 – SALDO fees	page 3
Section 2 – Storm Water Management fees	page 4
Section 3 – Wells & Boreholes fees	page 5
Section 4 – Zoning (Land Use) and Structure Fees	
Basic Zoning Permit	page 5
Including but not limited to: Change of Use; Curbs, Driveways or Access Roads; Fence installation or replacement; Illumination Plans; Parking Lots; Patios; Roofs (only when structural repairs or changes are required); Sidewalks; Signs; Structures – accessory, residential, or commercial.	
Certificate of Non-Conformance	page 6
Certificate of Occupancy	page 6
Conditional Use Application	page 6
Demolition Permit	page 6
Permit Extensions	page 6
Illumination Plan Permit	page 5
Pool Permit (Swimming pool)	page 6
Structure Permits	page 5
Zoning Hearing Board Application	page 6
Zoning Ordinance Amendments	page 6
Section 5 - Miscellaneous Fees:	
Burning	page 6
Copies	page 6
Excavation	page 6
Faxes	page 6
Junkyard/Salvage Yard Fees	page 7
Hall Rental Fee	page 7
Parade and Assembly Permit	page 7
Parking Space Rental	page 7
Peddler's Permit Fees	page 7
Pippinfest Vendor Fee	page 7
Pippinfest Yard Sale Permit	page 7
Tax Collector Fees	
Duplicate Bill Fee	page 7
Tax Certification	page 7
Returned Check	page 7
Walking Tour License	page 7

## Section 1: SALDO FEES

**SALDO** Review Fees and Inspection Fees shall be paid by the Applicant in accordance with the set forth herein below schedule:

### 1. Preliminary & Final Plans:

- a. A non-refundable administration fee of \$375.00 or \$40.00 per lot/unit, whichever is greater.
- b. A deposit to be used as an offset for engineering, legal and other professional consultant fees actually incurred in the review of said plan. Should the deposit amount be reduced to the sum determined in the Escrow Agreement, the developer shall be obligated to replenish the account to the original amount upon request. Excess deposit will be refunded to the developer.
  1. One to nine lots \$ \$900.00
  2. Ten to nineteen lots \$ \$2,500
  3. Twenty to forty-nine lots \$10,000
  4. Fifty or more lots \$25,000

### 2. Land Development Plan:

Fees shall be set forth hereinabove, with no distinction between requirements for subdivision and land development.

### 3. Mobile Home Park Site Plan:

The fees shall be as set forth for subdivision plans as set forth hereinabove in that there is a preliminary plan approval by the Planning Commission and Final Plan approval by the Council.

### 4. Overall Master Plan:

Fees shall be in addition to those set forth in other paragraphs hereinabove.

- i. Administrative Fee: None
- ii. A deposit of \$375.00 to be used as set forth in paragraph 1(b) hereinabove. Expenses exceeding deposit will be billed by the Borough to the developer. Excess deposit will be refunded to developer.

Payment of Recreation Fee in Lieu of Land Dedication is established at \$1,450.00 per dwelling unit. (refer to section Part 4 of the Hamiltonban/Fairfield Joint Recreation Plan and §13-408(6) of the Fairfield Borough Code of Ordinances)

All fees set forth hereinabove are to be paid to specific officers of the Borough under the direction of Borough Code, the Pennsylvania Municipalities Planning Code, or the Fairfield Borough Code of Ordinances.

## Section 2: Stormwater Management Fees

The filing fee for consideration of a stormwater management plan is based upon the type of Stormwater Plan required. In all instances, the monies shall either be deposited with the Borough or an escrow account established prior to the Borough's consideration of the Plan.

	<u>Non-reimbursable Administrative Fee</u>	<u>Deposit for Consultants' Review/Inspection fees (1)</u>
<b>Simplified Approach (II-V)</b>	\$ 50.00	n/a (2)
<b>Formal Stormwater Management Plans</b>		
Single Residential Lot	\$ 90.00	\$ 600.00
Residential (2 to 5 lots)	\$ 120.00/unit	\$ 1,200.00
Residential (> 5 lots)	\$ 150.00/unit	\$ 3,000.00
Non-Residential (< 1 acre)	\$ 90.00	\$ 900.00
Non-Residential (1 to 5 acres)	\$ 120.00/acre	\$ 1,200.00
Non-Residential (> 5 acres)	\$ 150.00/acre	\$ 3,000.00

- (1) The amount charged to the applicant for professional review shall be equivalent to the total charge to the municipality from the respective consultant. Any unused portions of the deposit for consultant's review fees shall be returned to the applicant following issuance of a use and occupancy permit. In the event that the actual amount for professional review fees exceeds the amount of the deposit, the applicant shall reimburse the Borough an amount equal to the increased fee.
- (2) It is not anticipated that Applicants will need to incur engineering/legal review; however, if an Applicant chooses to consult with the Borough Engineer and/or Borough Solicitor, the cost for such consultation shall be paid by the Applicant in accordance with normal consultant hourly rate charge.

The developer or sub-divider shall pay the ordinary and customary hourly rate charged to the Borough for review and comment on the plan(s) by any consultant the Borough deems necessary to review said plan(s). Said charge(s) shall be for time devoted by said consultant(s) on the requested review. The rate charged shall not exceed the rate charged by the consultant to the Borough for other work performed at the Borough's request for which there is no outside reimbursement. Such costs shall include, but not be limited to:

- a. Reviewing the plan for conformance to the provisions of the codes and ordinances of the Borough
- b. Site inspection for conformance to sketch plan/minor stormwater site plan/topographic survey.
- c. Reviewing cost estimates of required improvements.
- d. Review/preparation of legal agreements, review of deeds and other legal instruments.
- e. Such other fees which shall be sufficient to cover the cost of all necessary reviews by the Borough's consultants.

The definition of consultant shall include the services of the Borough solicitor, engineer or other professional or specialist whose services the Borough deems necessary to the review of any land development plan or subdivision plan. In all instances any outstanding fees shall be paid prior to the release of the signed stormwater management plan/permit or issuance of permits or use and occupancy permits.

The owner/applicant shall be obligated to pay any engineering fees incurred for inspecting and approving final construction pursuant to the Fairfield Borough Stormwater Management Ordinance and the Pennsylvania Municipalities Planning Code. An escrow or deposit may be required to be submitted to the Borough in the amount estimated by the Borough engineer to be applied to the cost of inspection fees. The escrow/deposit shall be submitted when the approved Stormwater Management Plan or Permit is released to the Developer. Any remaining deposit monies for engineering and legal review fees may be used toward the inspection fee deposit. Any unused portion of the deposit for inspection fees shall be returned to the applicant when construction of improvements is completed and/or accepted for dedication by the Borough. In the event the actual amount of inspection fees exceeds the amount of the deposit, the applicant shall reimburse the Borough an amount equal to the increased fee or shall be required to submit additional deposit monies in advance of inspection. In the event that the cost of inspection is anticipated to be significantly greater than the amount of deposit required, the Borough may require the estimated total inspection fee be submitted or included in the performance bond to be submitted by the applicant.

### Section 3: Well and Borehole Permit Fees

<b>WELL DRILLING Permit Application</b>	<b>\$140.00</b>	Fee includes the cost of two inspections as required by ordinance. If any additional inspections are required, they must be paid by the applicant directly to the inspecting firm.
---	-----------------	--

### Section 4: Zoning (Land Use) and Structure Fees

Note: In accordance with Section 14-403 of the Fairfield Borough Zoning Ordinance, a land use permit is required for the erection, alteration, or expansion of any building or structure, *including signs*, within the Borough of Fairfield. A land use permit is also required prior to a change in land use or prior to a change or expansion of a non-conforming use or sign.

#### ZONING (Land Use) Permit Fees

**Basic fee for Land Use permits issued for changes or projects including, but not limited to, those identified below: \$50.00**

- Change of Use
- Curbs
- Driveways or Access Roads
- Fence installation or
- Parking Lots
- Patios
- Roofs, only when structural repairs are required or change in design is proposed
- Sidewalks
- Signs
- Structures – accessory, residential, or commercial

#### ILLUMINATION PLAN Permit (non-residential)

<b>1 – 5 lights</b>	<b>\$100.00 non-refundable administrative fee</b>
<b>6-10 lights</b>	<b>\$150.00 non-refundable administrative fee</b>
<b>11 or more lights</b>	<b>\$250.00 non-refundable administrative fee</b>

If the plan requires additional review by the Borough Engineer the owner/applicant will be obligated to pay the engineering fees.

#### STRUCTURE Permit Fees

**If construction is started prior to obtaining a building permit, the stated fees will be doubled.**

##### Residential Structures

Enclosed areas considered to be the house proper. Finished basement shall be included as well as mobile homes, modular units and structures moved from one location to another.

**Permit Fees \$0.20 per ft<sup>2</sup>**

##### Residential Accessory Use Structures

Includes attached or integral garages, detached garages, carports, breezeways, patios, decks, porches, utility/storage sheds, or any other appurtenances not a part of the house proper.

**Permit Fee \$0.05 per ft<sup>2</sup> - \$10.00 minimum**

##### Commercial and Industrial Structure Fee

Any construction other than residential construction including warehouse or storage facilities structures.

**Permit Fee \$0.25 per ft<sup>2</sup> up to 10,000 ft<sup>2</sup>**

**\$0.06 per ft<sup>2</sup> for all floor area over 10,000 ft<sup>2</sup>  
\$25.00 minimum**

## Section 4: Zoning (Land Use) Fees (continued)

**DEMOLITION Permit** **\$100.00** residential or commercial structures  
**\$ 50.00** accessory structures

Demolition standards are addressed by the Uniform Construction Code and the Pennsylvania Department of Labor and Industry for Residential and Commercial demolitions, respectively.

**POOLS (Swimming) Permit:** **\$ 50.00** Above-ground  
**\$ 90.00** In-ground

**EXTENSION of Residential Permits (not to exceed one year) 50% of original permit fee - \$100.00 minimum**

**EXTENSION of Commercial Permits (not to exceed one year) 50% of original permit fee - \$500.00 minimum**

### Requests for Conditional Use, Amendments, Exceptions, Variances

**CONDITIONAL USE Application** **\$500.00** for residential properties  
**\$700.00** for non-residential properties

**ZONING HEARING BOARD Applications** **\$500.00** for residential properties  
**\$850.00** for commercial properties

**ZONING ORDINANCE AMENDMENTS** **\$500.00**

When proposed by an entity other than The Fairfield Borough Council or Fairfield Borough Planning Commission, this fee shall be applicable.

**Certificate of Non-Conformance** **\$50.00** plus \$5.00 for each additional copy of said certificate  
**Use and Occupancy Certificate** **\$35.00** Issued upon completion of projects

Apply coincident with zoning application  
Refer to §14-406 of the Code of Ordinances.

## Section 5: Miscellaneous Fees

**BURNING, Special Event Fire** No fee

**BURNING, Administration Fee** **\$200.00** }  
**+ Minimum Fee** **\$600.00** } For a burning violation which necessitates a fire run  
by any fire company or police agency

**COPIES** Single Copies of materials: **\$ .25** per page 8 ½" x 11"  
**\$ .35** per page 8 ½" x 14"  
**\$ .50** per page 11" x 17"  
(for Right-To-Know & other requests)

**EXCAVATION Permit** Administrative Fee **\$50.00**  
Inspection Fees – Determined by Borough engineer within 10 days  
of application

**FAXes** Within the USA **\$1.75** first page; **\$1.00** each additional page  
Outside the USA **\$2.75** first page; **\$1.50** each additional page  
(for Right-To-Know & other requests)

**Section 5: Miscellaneous Fees** (continued)

**JUNKYARD/SALVAGE YARD** Licensing Fee for a new junkyard/salvage yard - **\$2,000.00**  
 Licensing Fees Licensing Fee for an existing junkyard/salvage yard - **\$1,000.00**  
 Annual License Renewal for a junkyard/salvage yard - **\$1,000.00**

<b>HALL RENTAL</b> Daily Fee	<b><u>Fairfield Borough Residents</u></b>	<b><u>Non-Residents</u></b>
Single-use renters:	<b>\$70.00</b> up to 6 hours	<b>\$175.00</b>
	<b>\$95.00</b> 6 or more hours	<b>\$300.00</b>
Regular multi-use renters:	<b>\$85.00</b> up to 8 hours	

**Fairfield Borough Residents will pay a \$100.00 refundable security deposit** (if the community room is cleaned and found free of damage) required at reservation. **Non-Residents will pay a \$250.00 refundable security deposit** (if the community room is cleaned and found free of damage) required at reservation.

**PARADE and Assembly Permit \$500.00**  
 Fee is waived for exempt organizations including:  
 ➤ Non-profit 501-3C organizations located within Fairfield Borough limits,  
 ➤ Fairfield School District sanctioned parades including, but not limited to: Homecoming, Halloween and sports-affiliated victory parades.

**PARKING SPACE Rental \$90.00** per annum, paid in advance; additional spaces less \$10 each.  
 (at community mailbox area)

**PEDDLER Permit \$100.00** - Fee may be waived under certain circumstances.  
 (Transient Retail Business) 6-month extension of approved permit **\$50.00**  
 Refer to §6-202 of the Code of Ordinances Application Fee Refund charge **\$20.00**

**PIPPINFEST Vendor Fee** Determined annually by Pippinfest Committee; refer to application

**PIPPINFEST Yard Sale Permit** No fee. Refer to §6-306 of the Code of Ordinances.

<b>TAX COLLECTOR Fees</b>	Tax Certification	<b>\$15.00</b>
	Returned Check	<b>\$35.00</b>
	Duplicate Bill Fee	<b>\$10.00</b>

<b>WALKING TOUR License</b>	Initial 12-month license	<b>\$125.00</b>
	Renewals	<b>\$125.00</b>

(seal)

**Resolved this 25<sup>th</sup> day of February, 2025**

*Phyllis Gilbert*  
 Phyllis Gilbert, Council Vice President

Attest:

*Dianna Zimmerman*  
 Dianna Zimmerman, Secretary