

RESOLUTION NO. 21-2023

**A RESOLUTION OF THE BOROUGH OF MANHEIM, LANCASTER COUNTY,
PENNSYLVANIA, ESTABLISHING FEES TO BE CHARGED
IN CONNECTION WITH THE ADMINISTRATION OF MANHEIM BOROUGH
ORDINANCES**

WHEREAS, pursuant to the authority granted in the various Ordinances of the Borough of Manheim, the Borough Council has the right from time to time to set fees, by Resolution; and,

WHEREAS, Borough Council desires to replace the existing fee schedule, and,

NOW, THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Manheim, the fee schedule, as of the date of this adoption, shall be in accordance with the attached fee Schedule.

NOW, THEREFORE BE IT RESOLVED: that the aforementioned fees be adopted, effective the 1st day of January, 2024 and shall remain in effect until amended by the Borough Council.

DULY ADOPTED as a Resolution by the Borough Council of the Borough of Manheim, Lancaster County, Pennsylvania, in lawful session duly assembled this 12th day of December, 2023.

Attest:


James R Fisher, Borough Secretary

BOROUGH OF MANHEIM

By:


Council President

MANHEIM BOROUGH Fee Schedule

15 E High Street, Manheim PA 17545

Resolution 21-2023 - Adopted 12-12-2023

RESIDENTIAL RENTAL DWELLING UNIT & LIMITED LODGING UNIT

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|--|--------------------|
| Annual Occupancy Fee | \$55/unit annually |
| Mid Term Inspection for new occupancy, if more than 1 year since last inspection | \$60/unit |
| 3 year inspection fee | \$60/Unit |
| Repeat Inspection (beyond initial inspection/compliance visit and one follow-up) | \$60/Unit |
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ZONING and FLOOD ORDINANCE PERMITS

(Based on the cost of the project)

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| General Use Permit-Includes Certificate of Use and Occupancy | \$50 |
| Residential Use \$15,000 or less | \$50 |
| Residential Use \$15,001 - \$33,000 | \$100 |
| Residential Use \$33,001 & over | \$3 per \$1000 |
| Non – Residential Use \$0-\$10,000 | \$50 |
| Non – Residential Use \$10,001 - \$35,000 | \$100 |
| Non – Residential Use \$35,001 & over | \$3 per \$1000 |
| Signs – Building Sign | \$50 |
| Signs – Free Standing Sign | \$100 |
| Pools – Above Ground Pools | \$50 |
| Pools – In-Ground Pools | \$100 |
| Other – Placement of On-Demand Storage Units – PODS | \$35 |
| Yard Sales | No charge |
| Demolition Permit | \$50 |
| Flood Ordinance - Accessory Structures and Storage | \$50 |
| Flood Ordinance - Principal Use Structures and all other uses | \$100 plus actual cost of consultant/engineer for necessary reviews |
| ** Fees for applications for uses already existing as of 12/12/2023, the date of the current Flood Ordinance, will be waived provided applications are submitted and permits obtained prior to 12/31/2024. | |

UCC Building/Construction Permit

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| Building Code - Residential (1 & 2 Family Units and Multi-Family) | |
| New Construction | \$50 |
| Residential Structural Alterations | \$50 |
| Decks over 30 inches | \$50 |
| Accessory Buildings over 1000 sq ft | \$50 |
| Swimming Pools – Above Ground | \$50 |
| Swimming Pools – In-ground | \$100 |
| Spa or Hot Tubs | \$50 |
| Manufactured home | \$50 |
| Manufactured home installation | \$50 |
| Building Code Permit – Non Residential | |
| All non – residential Construction | \$100 |
| Fire Prevention Permits | \$50 |
| Plan Review and Inspection fees for construction will be assessed a fee by Commonwealth Codes Inspection Services (CCIS). | See CCIS Fee Schedule for Rates |

ADMINISTRATION FEES

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| Lender Certification Fee | \$10 |
| Insufficient Funds/Returned Check Fee | \$35 |
| Postage | At current rate |
| Right-to-Know- Copies | \$.25 per side per page |
| Right-to-Know Certified Copies | \$1/acknowledgment |
| No Parking Sign (+\$15 refundable deposit per sign) | \$10/sign |
| Handicap Parking Sign (Must be approved by Police Dept) | No fee |
| Vendor Permit | \$300 |
| Street Opening - Permit/Inspection/Degradation Fee | \$135/SY for first 5 SY plus \$100 each additional SY |
| Public Works Event Labor Fee | \$48/hr |
| Curbs and Sidewalk | \$75 each (i.e. curb, sidewalk) per property |
| Equipment Fee | Based on job and Conditions |

SUBDIVISION/LAND DEVELOPMENT & STORMWATER FEES

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| Subdivision/Land Development Application Fee | \$100 |
| Subdivision/Land Development Review Fee | Engineer Review Fee |
| SW - General Permit | \$100 + Engineer Review Fee |
| Minor Disturbance/Small Project | \$50 + Engineer Review Fee |
| Exemption Application | No charge |
| Engineer Review Fee For SALDO and Stormwater Permits | Actual Fee from Engineer |

POLICE DEPARTMENT

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| Accident Reports | \$15 |
| Police Reports | \$15 |
| Fingerprinting - Resident | \$15 |
| Fingerprinting – Non-Resident | \$30 |
| Criminal Fingerprinting | \$300 |
| Bicycle License | \$1 |
| Stray Animal Daily Care Fee | \$30/day |
| Stray Animal Recovery Fee | \$60 |
| Public Nuisance Violations (Repeat violations are based on the same 12 month period) | |
| First violation | \$75 |
| Second violation | \$150 |
| Third-Sixth violation | \$200 |
| Seventh or subsequent violation | \$300 |
| Peddlers and Soliciting (Required to be Licensed) License Fee | Base Fee \$50.00 - Additional Daily Fee \$25.00 - Additional Weekly Fee \$100.00 - Additional Monthly Fee \$200.00 |
| Police Officer for Special Event | \$69/hour |

SOLID WASTE

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| Trash & Recycling Fee | \$189 billed twice/yr (\$378 annually) | |
| Extra Refuse | \$ 2 tag | |
| Tire Removal | \$3 | |
| Oversized Refuse Items | \$5 | |
| White Goods/Appliances | \$15 | |
| Dumpster Permit (w/in public right-of-way -Approval from Police Dept. is required) | \$ 50/month | |
| Dumpster (on premises) | \$40 | |
| Recycling container | \$15 | |
| Convenience Fee for trash-related payments | Fee | |
| Bill Amount: | Credit Card | ACH Debit |
| \$0.01 - \$50.00 | \$1.49 | No charge (NC) |
| \$50.01 - \$100.00 | \$2.94 | NC |
| \$100.01 - \$150.00 | \$4.39 | NC |
| \$150.01 - \$200.00 | \$5.84 | NC |
| \$200.01 and greater | 2.99% | NC |

HEARING FEES

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| Conditional Use Hearing (includes demolitions to Historic Class I, II) | \$750 |
| Zoning Hearing Board Appeals | \$750 |
| Substantive Challenges | \$1,250 |
| Petition to Amend Ordinance or Map | \$1,250 |
| UCC Board of Appeals | \$500 |
| Continuances of any hearing | \$75 |

RECREATION RENTALS

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| MEMORIAL PARK PAVILION RENTAL RATES (Rates are per day and include electric, water and grills) | |
| Large Pavilion (located directly behind Manheim Community Pool) – Seats up to 150 | \$ 75 Manheim Borough Residents \$110 All Others |
| Small Pavilion (located at end of Adele Avenue beside Manheim Community Pool) - Seats up to 50 | \$ 55 Manheim Borough Residents \$75 All Others |
| MUMMAU PARK RENTAL RATES (Includes ball field and Tot Lot Playground) 12 tables seat 80/benches seat 40 Rates are per day and include electric and water | \$ 90 Manheim Borough and Rapho Township Residents \$130 All Others |
| BRING ROCKS OUTDOOR AMPHITHEATRE RENTAL RATES | \$70 Base Fee for Manheim Central Residents \$110 All Others \$25 per hour for electric |
| BASEBALL/SOFTBALL FIELD RENTAL RATES | |
| SEASONAL CONTRACT HOLDER RENTAL FEES (Rates apply to Creek, Island, Mummau and Pool fields) | \$10 per game (No charge for practices) |
| DAILY RENTAL FEES (Rates apply to Creek, Island, Mummau and Pool fields) Price is per each 2 Hour Period or portion there of. | \$20/2 hour Period Manheim Central Residents \$30 All Others |
| ADULT TOURNAMENT FEES (Rates apply to Mummau and Pool fields per Field) | |
| Friday | \$75 Manheim Central Residents \$110 All Others |
| Saturday | \$100 Manheim Central Residents \$125 All Others |
| Sunday | \$75 Manheim Central Residents \$125 All Others |
| YOUTH TOURNAMENT FEES (Rates apply to Creek, Island, Mummau and Pool fields per Field) | |
| Friday | \$30 Manheim Central Residents \$50 All Others |
| Saturday | \$75 Manheim Central Residents \$100 All Others |
| Sunday | \$50 Manheim Central Residents \$75 All Others |
| ADDITIONAL FEES – (Apply to all of the above field rentals) | |
| Concession stand (Pool field) | \$35 per use |
| Security Deposit for concession stand (Refundable) | \$50 |
| Lights – 1 hour minimum billing (creek and pool fields) | \$25 per hour per field |
| Key Deposit (Refundable) | \$10 |
| MANHEIM COMMUNITY ROOM - BOROUGH HALL | |
| Community Room Rental | \$60 |

NOTES

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| 1 | <ul style="list-style-type: none"> Bills mailed 1st of January and 1st of July, payment due by January 31 and July 31, respectively. 10 % penalty to be added at the expiration of the Payment Period 10% lien penalty to be added upon the filing of any lien which shall occur on any uncollected amount outstanding more than 90 days past the expiration of the 30 day Payment Period. \$25.00 additional charge & lien after 90 days. Interest shall accrue on all liens at the rate of 10% per annum All costs associated with collections are billable |
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