

OFFICIAL

PETERS TOWNSHIP  
WASHINGTON COUNTY, PENNSYLVANIA

ORDINANCE NO. 920

AN ORDINANCE OF THE TOWNSHIP OF PETERS, WASHINGTON COUNTY,  
PENNSYLVANIA AMENDING CHAPTER 195 FEES

**WHEREAS**, Peters Township Council has the authority to establish certain fees to cover the cost of administration of Township Ordinances and delivery of Township services; and

**WHEREAS**, Township staff routinely conduct a review of the fee schedule to determine if revenues from fees are covering aforementioned costs; and

**WHEREAS**, Peters Township Council desires to update its fees after a recent review and recommendation by Township staff; and

**NOW, THEREFORE**, be it ordained by the Council of Peters Township that the existing regulations of Chapter 195 fees Article I Permit Fees, Article II Application and Hearing Fees, Article III Subdivision and Land Development Fees, and Article IV Grading and Permit Fees be replaced in whole with the following:

**ARTICLE I**  
**Permit Fees**

**§ 195-1. Building permits**

- A. The following schedule of fees shall be charged for the issuance of building permits for the construction of, interior remodeling, or facial alterations to buildings and residences or other structures including retaining walls including retaining walls four feet or greater in height within Peters Township where permits are required pursuant to any ordinance, regulation or other official action of the Township:
- (1) Residential New Construction or Additions. For new construction or additions to single-family or multifamily dwellings, the permit fee shall be \$0.40 per square foot.
  - (2) Nonresidential New Construction or Additions. For all nonresidential construction, including additions, expansions to gross floor arear, and alterations, the permit fee shall be \$8 per \$1,000 of estimated construction cost, with a minimum fee of **\$75**.
  - (3) Interior Renovations or Accessory Buildings/Structures. For accessory buildings/accessory structures, and interior alterations, the permit fee shall be:

<b>Estimated Construction Cost</b>	<b>Fee</b>
\$0 to \$5,000	<b>\$75</b>
\$5,001 to \$15,000	<b>\$85</b>
\$15,001 to \$20,000	<b>\$95</b>
\$20,001 to \$25,000	<b>\$110</b>
\$25,001 to \$30,000	<b>\$120</b>
\$30,001 to \$35,000	<b>\$130</b>
\$35,001 to \$40,000	<b>\$140</b>
\$40,001 to \$45,000	<b>\$155</b>
\$45,001 to \$50,000	<b>\$165</b>
\$50,001 and over	<b>\$170 + \$2 per each \$1,000 of estimated cost greater than \$50,000</b>

- (4) The permit fee for structures less than 120 square feet is **\$75**.
- (5) Any and all fees charged by the Commonwealth of Pennsylvania related to the issuance of a building permit shall be passed through to building permit applicants.
- (6) Special conditions.
- (a) If a building permit is voided or expires and a new application must be submitted, there shall be a charge of \$50.
- (b) If a building permit is issued and the building is never commenced and the applicant requests a refund, 50% of the permit fee may be refunded.
- (c) If a building is commenced and not substantially completed within two years causing the permit to be voided, a new fee shall be charged based on the Building Official's estimate of the percentage of the work to be completed.
- (d) If a building permit is issued and substantial changes are made which required the review of revised drawings or plat plans, a new fee shall be charged based on the percentage of the square-foot floor area or estimated construction value involved in the change.
- (7) **Follow-up inspection fee. If multiple follow-up inspections for a given inspection type (i.e. footer, foundation, framing, plumbing, mechanical, etc.) are required due to noncompliance with the building code, an additional charge of \$125 for each inspection beyond the initial inspection will be assessed and payable prior to issuance of the Certificate of Occupancy.**

**§ 195-4. Demolition or removal permit.**

- A. A flat fee of **\$105** shall be charged for the issuance of a demolition permit.
- B. Any and all fees charged by the Commonwealth of Pennsylvania related to the issuance of a demolition or removal permit shall be passed through to building permit applicants.

**§ 195-5. Fence permit.**

A flat fee of **\$55** shall be charged for the issuance of a permit to erect a fence, fence-like barrier or retaining wall under four feet in height.

**§ 195-6. Sign permits.**

The following fees shall be charged by Peters Township for a permit to erect, enlarge, or alter a sign in accordance with § 916 of the Township Zoning Ordinance:<sup>1</sup>

- A. A flat fee of **\$30** shall be charged for the erection of a temporary sign, except for public, charitable, noncommercial personal expression, political, or religious purposes, in which case, there will be no fee.
- B. The following flat fees shall be charged for ground, pole, or building signs (including price-per-gallon signs for gasoline service stations):
  - (1) Up to 50 square feet: **\$55**.
  - (2) From 51 to 100 square feet: **\$105**.
  - (3) Over 100 square feet: an additional **\$30** per 25 square feet over 100 square feet.
  - (4) There is no additional charge for a double-faced sign with two identical sides.

**§ 195-7. Occupancy permits.**

- A. A flat fee of **\$30** shall be charged by Peters Township for the issuance of any residential occupancy permit or home occupation permit.
- B. A flat fee of **\$105** for a new renter in an existing building shall be charged by Peters Township for the issuance of any nonresidential occupancy permit. Occupancy of a new nonresidential building shall be **\$105** for a permit.

**§ 195-8. Zoning permit. [Amended 2-13-2023 by Ord. No. 888]**

A flat fee of **\$55** shall be charged for all permits.

**ARTICLE II  
Application and Hearing Fees**

**§ 195-8.1. Wireless communications facilities fees.**

- A. The following schedule of fees shall be charged when submitting applications for the installation of wireless communications facilities (WCF) both inside and outside the Township rights-of-way:

<b>Facility</b>	<b>Fee</b>
Tower-based WCF	\$2,500
Nontower WCF	\$1,000
Small WCF (collocated)	\$500 for up to five small WCFs in a single application, \$100 for each additional small WCF thereafter in the same application
Small WCF (requiring new wireless support structure)	\$1,000

- B. All small wireless communications facilities located within Township rights-of-way shall pay an annual fee of \$270. This fee shall be payable to the Township on January 1 of each year.

**§ 195-9. Conditional use application.**

- A. A flat fee of \$550 shall be charged by Peters Township for the consideration by the Council of Peters Township of a conditional use.
- B. For any applications where either the developer submits a traffic study or the Council requires that the developer submit a traffic study as a condition; the Township shall be reimbursed for the review of such studies by the Township Traffic Consultant in accordance with the schedule attached as accepted by the Council in January of each year; or for an application where a traffic study is required, the developer may have the option of having the study prepared by the Township Traffic Consultant at the developer's expense.
- C. If an application is expected to require multiple meetings or result in the need for technical or engineering consultants to review the request prior to a decision being made by Council, then an escrow of \$5,000 shall be deposited in the Township escrow account; the escrow will be replenished at increments of \$2,000 when depleted. Any unused escrows will be returned upon the completion of the process.

**§ 195-10. Rezoning and Zoning Ordinance amendments.**

- A. A flat fee of \$1,200 shall be charged by Peters Township for application for a curative amendment by a landowner to the Zoning Ordinance (Chapter 27) as provided for in § 1107 of the Zoning Ordinance.
- B. A flat fee of \$550 shall be charged for a public hearing on a rezoning request.

**§ 195-11. Zoning Hearing Board hearings.**

A flat fee of \$400 shall be charged for the consideration of any residential application by the Zoning Hearing Board of any matter authorized by the Zoning Ordinance.<sup>3</sup> A flat fee of \$750 shall be charged for the consideration of any commercial application by the Zoning Hearing Board of any matter authorized by the Zoning Ordinance. The fee for a continued hearing is \$100.

**§ 195-12. Site plan review.**

- A. **Site plan reviews are a component of the Subdivision, Land Development, Minor Plan, or Building Permit review process and fees will be charged accordingly.**

**§ 195-13. Construction Code Board of Appeals hearings.**

A flat fee of \$350 shall be charged by Peters Township for the consideration by the Construction Code Board of Appeals of any matter authorized by the Uniform Construction Code as adopted by Peters Township. If the applicant requests a stenographer for a hearing, then the fee shall be \$500.

**ARTICLE III  
Subdivision and Land Development Fees**

**§ 195-14. Subdivision and Land Development Fees.**

- A. **Subdivision (Preliminary and/or Final Plan). The fees and escrows prescribed below shall apply to subdivision plans unless the plan proposes new or modified road, storm sewer, or similar infrastructure requiring municipal review and approval. Such plans shall be prescribed the fees and escrows for Land Development Plans contained in Subsection B below.**

- (1) Fee. A minimum fee of \$400 shall be charged by Peters Township for the acceptance and consideration of applications for preliminary and/or final plan review of a major subdivision

for the first two lots. An additional fee of \$60 per lot shall be charged for each lot over two lots.

(2) Escrow. The following escrow are required to for plan review:

- (a) An escrow amount is required to cover payment of fees charged by the Township Engineer for review and reports on the plan at the rate of \$60 per lot, with a minimum escrow of \$400. Fees shall be paid from this fund to the Township Engineer in accordance with the current rate schedule accepted by the Council in January of each year and the procedures established in Act 247, as amended.
- (b) Any balance remaining will be refunded or credited toward the 3% engineering and inspection escrow if the plan involves installation of public improvements.

B. Land Development Plan (Preliminary and/or Final Plan). **The fees and escrows prescribed below shall apply to Land Development Plans including those subdivisions proposing new or modified road, storm sewer, or similar infrastructure as noted above.**

(1) Fee. A minimum fee of \$700 shall be charged by Peters Township for the acceptance and consideration of applications for preliminary and/or final plan review of a major land development plan for the first five acres. An additional fee of \$60 per acre shall be charged for each acre over five acres.

(2) Escrow. The following escrow are required to continue with plan review:

- (a) An escrow fee shall be posted for the purpose of offsetting the cost associated with the engineering review of the site plan, including any required stormwater management plan. The initial escrow fee shall be a flat fee of **\$2,000** plus **\$550** per acre for each acre over one acre. Any cost incurred by the Township for the engineering review exceeding the initial engineering fee shall be invoiced to and paid by the applicant. No permits of any kind shall be issued to the applicant if the applicant has an outstanding escrow fee invoice.
- (b) Any balance remaining will be refunded or credited toward the 3% engineering and inspection escrow if the plan involves installation of public improvements.

C. (Reserved)

D. As a condition of approval, the applicant shall enter into an agreement with Peters Township to pay the following fees and escrows:

(1) A performance completion bond in the amount of 110% of the estimated cost of all improvements approved on the plat, including, where specified, grading, street improvements, curbs, sidewalks, stormwater drains and lines, access to open space, erosion and sedimentation control measures, stormwater management measures, and any other specifications on the approved plat, contained in the subdivision improvement agreement, or called for on the construction drawing approved by the Township Engineer. The cost estimate shall be arrived at as prescribed in Chapter 385, Subdivision and Land Development, and by Act 247, as amended, and by the grading fee schedule contained in § 195-18. Per the Pennsylvania Municipalities Planning Code (MPC) Section 509(h), Peters Township may require the developer to increase the financial security by a maximum of 10% each year for every year that the improvements remain incomplete.

(2) An escrow shall be charged by Peters Township to cover the following:

- (a) **\$250 for the delivery of one, full-size, paper copy** and one electronic copy of the recorded plan certified by the Recorder of Deeds of Washington County.

- (b) An amount equal to 3% of the total construction cost of all improvements, which shall cover the cost of engineering reviews and inspections by the Township Engineer or his representatives. The minimum initial escrow for any plan involving public improvements will be \$6,600. Fees shall be paid from this account to the Township Engineer in accordance with the current rate schedule as accepted by the Council in January of each year and in accordance with the procedure established in Act 247, as amended. Any balance remaining after all inspections are completed shall be refunded, and any additional inspection fees shall be paid by the developer prior to acceptance of public improvements.
- (3) Fees shall be paid to Peters Township to cover the following:
- (a) \$300 for the preparation or review of any legal agreements required by the Township.
  - (b) **\$500** per street intersection for the erection of street and traffic signs.
  - (c) An amount to cover the rental for each fire hydrant for a period of two years from the time of installation of the hydrant(s) at the current rental rate at the time of approval of the plat.
  - (d) All costs that may be due West Penn Power for the installation of streetlights.
  - (e) Open space markers shall be installed along the perimeter of all open space or parkland parcels as depicted on the Recorded Plan. The Township will furnish the markers for a cost of \$50 each. The developer shall be responsible for the installation of the markers which will need to be installed prior the acceptance by the Township of the public improvements.
  - (f) \$800 per monument as shown on the approved plat plan.
  - (g) A fee shall be deposited to cover the cost of snow-removal services on roads dedicated but not yet accepted by the Township. This fee shall be based on the two-lane rate per travel mile paid by PennDOT for Class D roads, as amended annually. **The Township will require a two-year deposit in advance; if the road(s) are not accepted prior to October 31 of year two, the fee will be replenished.**
- (4) The developer shall supply to the Township an acceptable format of a digitized version of the recorded plan and as-built drawings of the pavement, storm sewer and/or stormwater management facilities, sanitary sewer, and utility locations; or reimburse the Township for its costs of digitizing the same.
- (5) In the event that an approved final plat is not recorded within the ninety-day time limit required by Act 247, and the plan must be resubmitted for reapproval, there will be a new fee levied of \$200 for each occurrence.

#### § 195-15. Minor Plan Fees.

##### A. Minor Subdivision Plan:

- (1) Fee. A fee of \$400 shall be charged by Peters Township for the acceptance and consideration of applications for preliminary or final plan review of a minor subdivision.
- (2) Escrow. **\$250 for the delivery of one, full-size, paper copy** and one electronic copy of the recorded plan certified by the Recorder of Deeds of Washington County.

##### B. Minor Land Development Plan:

- (1) Fee. A fee of \$400 shall be charged by Peters Township for the acceptance and consideration of applications for preliminary or final plan review of a minor land development.

- (2) Escrow. **\$250 for the delivery of one, full-size, paper copy** and one electronic copy of the recorded plan certified by the Recorder of Deeds of Washington County.

**§ 195-16. Hearings.**

For any hearing deemed necessary by the Council or the Planning Commission, not listed elsewhere in this chapter, a flat fee of \$275 shall be charged by Peters Township to cover the costs of advertisement and conduct of the hearing. Any cost exceeding \$275 shall be billed to and be paid by the applicant.

**§ 195-17. Modifications.**

If a modification from Chapter 385, Subdivision and Land Development, is submitted separately from a preliminary or final plan, a fee of **\$300** shall be paid at the time of application.

**ARTICLE IV  
Grading Permit Fees**

- A. The following schedule of fees shall be charged for the issuance of a grading permit, based upon the volume of material, as follows:

<b>Cubic Yards</b>	<b>Permit Fees</b>
Up to 1,000	\$150
1,001 to 10,000	\$500
10,001 to 50,000	\$1,500
50,001 to 100,000	\$3,000
Over 100,000	\$3,000 plus \$100 per 10,000 cubic yards over 100,000

- B. Any grading work involving a retaining wall four feet in height or grader will require a building permit in place of a grading permit and processed following the building permit requirements including determining the applicable fee.**

**SEVERABILITY AND EFFECTIVE DATE**

Any Ordinance or part of any ordinance conflicting with the provisions contained within this ordinance amendment by and the same are hereby repealed to the extent of such conflict.

This Ordinance shall take effect upon enactment

ORDAINED AND ENACTED this 22nd day of December, 2025

ATTEST:



Paul F. Lauer  
Township Manager

PETERS TOWNSHIP



Gary J. Stiegel Jr.  
Chairman of Council

