

**RESOLUTION NO. 2023-07**

**RESOLUTION OF BOARD OF SUPERVISORS  
HEREFORD TOWNSHIP, BERKS COUNTY, PENNSYLVANIA**

**WHEREAS**, Section 617.3(e) and Section 908(1.1) of the Municipalities Planning Code [53 P.S. §10617.3(e); 53 P.S. §10908(1.1)] authorize the Board of Supervisors to prescribe reasonable fees with respect to the administration of the zoning ordinance and with respect to hearings before the zoning hearing board and;

**WHEREAS**, Section 1510 of the Hereford Township Zoning Ordinance requires the Board of Supervisors to establish a schedule of reasonable fees, charges, and expenses and collection procedures for various functions pertaining to the administration of the Zoning Ordinance; and

**WHEREAS**, Section 503(1) of the Municipalities Planning Code [53 P.S. §10503(1)] authorizes the Board of Supervisors to prescribe reasonable fees, including necessary charges by the Township's professional consultants or engineer, for review and reports concerning subdivisions and land developments; and

**WHEREAS**, Section 704.1 of the Subdivision and Land Development Ordinance requires the Board of Supervisors to establish a schedule of such fees;

Upon motion duly made, seconded and carried, it is hereby **RESOLVED**, that the schedule of fees and charges attached to this Resolution shall be immediately implemented and shall remain effective for the matters set forth in the schedule of fees until changed or modified by further Resolution or Ordinance duly adopted by the Board of Supervisors of Hereford Township. All prior inconsistent fee schedules are repealed.

**ADOPTED AND APPROVED**, by the Board of Supervisors of the Township of Hereford, Berks County, Pennsylvania, in lawful session duly assembled this 3rd day of January, 2023.

BOARD OF SUPERVISORS  
OF HEREFORD TOWNSHIP

\_\_\_\_\_  
John G. Membrino

\_\_\_\_\_  
Keith J. Masemore

\_\_\_\_\_  
Karla T. Dexter

Attest: \_\_\_\_\_  
Secretary

# HEREFORD TOWNSHIP SCHEDULE OF FEES

**I. Subdivision or Land Development Application Filing Fees:**  
(non-refundable)

The following non-refundable filing fees shall be payable to Hereford Township upon the presentation of any application for approval of a subdivision or land development plan, to be used by Hereford Township to offset the costs incurred for expenses such as secretarial time and administrative expenses. These filing fees shall be paid at the time of filing any sketch, preliminary and/or final plan. The application shall not be complete, and will not be considered to be submitted, until the filing fees are paid.

**A. Residential**

- 1. Sketch Plan
  - a. Voluntary \$ 50.00
  - b. Formal Zoning Review Requested \$100.00
- 2. Lot annexation/ lot line change \$100.00
- 3. Subdivision/Land Development Preliminary or Final Plan \$100.00

**B. Non-residential**

- 1. Sketch Plan
  - a. Voluntary \$ 50.00
  - b. Formal Zoning Review Requested \$100.00
- 2. Subdivision/Land Development Preliminary or Final Plan \$300.00

**II. Subdivision or Land Development Application Review Fees**  
(refundable on per-cost basis)

Review fees for consultants engaged by the Township to review, comment upon, or address any aspect of a subdivision or land development application and/or plan shall be reimbursed by the applicant, in addition to the application filing fees set forth above. Review fees chargeable to the applicant shall be those fees and costs actually paid by the Township to those consultants who review, research and/or comment upon any aspect of the application and accompanying materials. The rate of pay for consultants shall be determined by the Board of Supervisors when it appoints such consultants.

The applicant shall, upon submission of a new subdivision or land development application, tender to the Township the amount set forth in the following schedule, which will be held by the Township as a review escrow account, from which the fees and costs of the Township's consultants will be paid when bills are received by the Township. If the escrow account balance has dropped below 50% of the initial escrow amounts, when the applicant submits a revised plan, the applicant shall replenish the review escrow account to 100% of the initial escrow amount within ten days after notice by the Township that replenishment is required. Any unused portion of the review escrow account will be refunded to the applicant upon the conclusion of the plan review and the payment of final fees and costs. Conversely, if review fees exceeded the previous balance of the applicant's review escrow account, the applicant will be invoiced by the Township

for the cost overrun. No plans or other documentation will be released to the applicant or his representative for recording until the Township has been reimbursed for the cost overrun.

A. Residential

- 1. Sketch Plan
  - a. Voluntary \$250.00
  - b. Formal Zoning Review Requested \$750.00
- 2. Lot annexation/lot line change/single lot Subdivision \$1,000.00
- 3. Subdivision/Land Development Preliminary or Final Plan \$2,000.00 (up to 9 lots)  
\$2,500.00 (10 or more lots)

B. Non-residential

- 1. Sketch Plan
  - a. Voluntary \$250.00
  - b. Formal Zoning Review Requested \$1,000.00
- 2. Subdivision/Land Development Preliminary or Final Plan \$2,500.00

**III. Subdivision Recreation Fees in Lieu of Dedication of Recreation Space**  
(Non-Refundable)

- 2 – 4 Lot Subdivision \$ 750.00 per lot
- 5 – 10 Lot Subdivision \$1,000.00 per lot
- 11 – 20 Lot Subdivision \$2,000.00 per lot
- >20 Lot Subdivision \$3,000.00 per lot

**IV. Subdivision or Land Development Improvements Escrows** (refundable on per-cost basis)

Fees for consultants engaged by the Township to inspect required improvements, process financial security releases, review as-built plans or review, inspect, comment upon or address any aspect of a subdivision or land development project related to its construction after plans are recorded.

Subdivision/Land Development Projects requiring a financial security for improvements: 6% of the required financial security or \$20,000 whichever is less.

Subdivision/Land Development Projects not requiring a financial security for improvements: \$1,500.

**V. Storm Water Management Plan Review/Inspection Escrows**

For projects that do not require subdivision/land development plans but do require a stormwater management plan to be reviewed and approved by the Township, a \$1,500 review/inspection escrow shall be submitted to the Township with the application. The escrow covers costs for consultants engaged by the Township to review and comment on the storm water management plan, prepare and record storm water management agreements, conduct inspections of the required storm water controls, and other task associated with the approval of the storm water management plan and construction. Any unused portion of the escrow account will be refunded to the applicant upon final

approval of the installed storm water controls. Conversely, if review fees exceeded the previous balance of the applicant's review escrow account, the applicant will be invoiced by the Township for the cost overrun.

**VI. Application to Zoning Hearing Board (refundable on per-cost basis)**

**A. Escrow Deposit**

1. Variance
  - a. Residential \$1,000.00
  - b. Commercial \$1,500.00
  
2. Special Exception
  - a. Residential \$1,000.00
  - b. Commercial \$1,500.00
  
3. Substantive challenge to the validity of the Zoning Ordinance \$5,000.00
  
4. Procedural challenge to the validity of an Ordinance \$5,000.00

If more than one hearing is required, the escrow deposit shall be replenished to the amount set forth above before the commencement of the next hearing. Any amounts not used by the Township for those expenses specified by law shall be refunded to the applicant only after the Hereford Township Board of Supervisors has received a written request. The application shall not be complete, and will not be considered to be submitted, until the filing fees are paid.

**VII. Application to the Board of Supervisors (refundable on per-cost basis)**

1. Conditional Use \$1,500.00
  
2. Curative Amendment/Substantive \$5,000.00  
Challenge to the validity of the Zoning Ordinance

If more than one hearing is required, the escrow deposit shall be replenished to the amount set forth above before the commencement of the next hearing. Any amounts not used by the Township for those expenses specified by law shall be refunded to the applicant only after the Hereford Township Board of Supervisors has received a written request. The application shall not be complete, and will not be considered to be submitted, until the filing fees are paid.

**VIII. Any other appeal or application requiring a hearing**

- (refundable on per-cost basis only when a written request to the Hereford township Board of Supervisors has been received) \$1,500.00

The application shall not be complete, and will not be considered to be submitted, until the filing fees are paid.