

**RESOLUTION 02-2023**

**HOPEWELL TOWNSHIP,  
WASHINGTON COUNTY, PENNSYLVANIA**

BE IT RESOLVED by the Township of Hopewell, Washington County, Pennsylvania enacted this 03<sup>rd</sup> day of January, 2023, that:

WHEREAS, be it resolved that the Board of Supervisors of the Township of Hopewell Hereby fix the rates and fees as follows:

**Section 1. Fees**

<b>Zoning Certificates:</b>	Residential	Commercial
	\$95.00	\$150.00

**Building Permits:** See Exhibit A

**Including Mobile**

**Homes\***

\*Includes pertinent  
building inspections

**Demolition Permit:** See Exhibit A

**Occupancy Permit:** See Exhibit A

**Hopewell Township Dye**

**Test Ordinance Fees:**

Certificate of Compliance

Application Fee \$75.00

Municipal Lien Letter

Expedition Fee \$20.00

Temporary Certificate  
of Compliance \$250.00

Tax Certification Fee  
Set by Elected Tax Collector \$30.00

Tax Certification Expedition Fee  
Set by Elected Tax Collector \$40.00

Washington County Sewage  
Council Services and Fees See Exhibit B

**Installment and Maintenance**

Hopewell Township Fee Schedule

01/03/2023

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**Agreement for Holding Tanks:** \$1,500.00 Escrow Security

**Existing On-Lot Sewage  
System Destruction/Removal  
Permit:** \$100.00

**Municipal Lien Letters:** \$20.00 per tax ID number

**Municipal Lien Letter Dye  
Test Notice Letters:** \$20.00 per tax ID number

**Driveway Permit:**  
Residential \$30.00  
Residential Driveway General  
Inspection Fee \$100.00 Paid to the Account of the Township

Commercial \$60.00  
Commercial Driveway General  
Inspection Fee \$200.00 Paid to the Account of the Township

**Grading, Filling and Excavation Permits:**  
(Excludes new single-family dwelling basement excavation and grading)

Up to 1,000 CY	\$80.00
1,001 to 5,000 CY	\$230.00
5,001 to 10,000 CY	\$355.00
10,001 to 20,000 CY	\$540.00
20,001 to 30,000 CY	\$725.00
30,001 to 40,000 CY	\$885.00
40,001 to 50,000 CY	\$1,070.00
50,001 to 100,000 CY	\$1,565.00
100,001 to 150,000 CY	\$2,035.00
150,001 to 200,000 CY	\$2,510.00
Over 200,000 CY	\$2,520.00 + \$65.00 for each additional 10,000 CY

**Grading/Excavation  
Site Review:** \$600.00 Paid to the Account of the Township  
(Site Review Fees exceeding \$600.00 billed to applicant.)

**Road Maintenance and**

**Heavy Hauling Agreement:** \$350.00 Application Fee  
\$3,500.00 Paid to the Account of the Township  
\$12,500 per mile Road Maintenance Bond

**Road Opening:** \*Boring of Township Roads is permitted under a granted Road Opening Permit. Open cutting of Township Roads would be subject to a majority vote of the Township Board of Supervisors.

\$200.00 Permit Fee  
\$750.00 Inspection Fee Paid to the Account of the Township (Inspection to be performed by the Township Engineer prior to commencement of work and after work is completed.)  
\$1,500.00 Twelve Month Bond

\*Please note should applicant not have a current Heavy Hauling/Road Maintenance Agreement in place for the proposed road named in the Road Opening Permit Application, applicant will be required to submit to the Township a Heavy Hauling/Road Maintenance Agreement and all applicable fees as outlined in the agreement at the time of the submission of the Road Opening permit.

**On-Site Trailers  
Ancillary to Oil and  
Gas Activities:**

\*Applicant must provide information on the number and type of trailers anticipated to be located at the site, including essential work trailers and workers' bunk trailers.  
\$1,500.00 Fee Per Trailer to be renewed yearly.

**Sign Permits:** See Exhibit A

**Zoning Ordinance:** \$20.00 per copy  
**Subdivision Ordinance:** \$20.00 per copy  
**Comprehensive Plan:** \$20.00 per copy  
**Zoning Maps:** \$3.00 per copy

**Copies:** \$0.20 per page

**Right to Know Law  
Schedule of Fees:** See Exhibit C

**Zoning Hearing Request:** \$600.00  
**Conditional Use Hearing:** \$1,500.00  
**Special Exceptions:** \$500.00

**Zoning Hearing Appeals:**  
Residential \$750.00  
Commercial \$900.00  
Industrial \$900.00

**Curative Amendments:** \$400.00

**Subdivisions:**  
Minor \$200.00  
Major \$400.00  
Mobile Home Park \$100 per berth  
Site Plan Review for  
All Subdivision Types Actual cost incurred by Township Engineer's Review Fee

**Salvage Yard Permit:** \$1,000.00  
**(New Yards Only)**

**Fireworks Permit Fee** \$250.00

**Township Employees:**  
Operator \$40.00 per hour  
Road Laborer \$30.00 per hour  
Secretary \$30.00 per hour  
Zoning Officer \$35.00 per hour  
Engineer \$95.00 per hour

**Township Equipment:** Refer to the most up to date FEMA Schedule of Equipment Rates

\*All fees shall be paid in advance. If costs exceed the initial fee charged, the applicant will be billed for all applicable costs incurred.

\*See Exhibit A for any applicable fees not listed.

**Section 2. Severability**

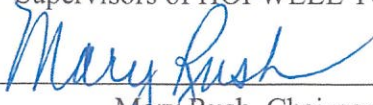
If any sentence, clause, section, or part of this Resolution is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this resolution. It is hereby declared as the intent of the Township of Hopewell that this Resolution would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

**Section 3. Repealer**

All Resolutions or parts of Resolutions which are inconsistent herewith, except to the extent otherwise provided herein, are hereby repealed. The following Resolutions or parts thereof are specifically repealed.

**RESOLUTION  
TOWNSHIP FEE SCHEDULE**

THIS RESOLUTION resolved and enacted this 03<sup>rd</sup> day of January, 2023 by the Board of Supervisors of HOPWELL TOWNSHIP.



\_\_\_\_\_  
Mary Rush, Chairperson



\_\_\_\_\_  
Secretary

Seal



115 Wayland Smith Drive  
Uniontown, PA 15401  
724.439.8110  
724.439.4733  
mcmilleng.com



**Washington County**  
**2025 Residential Building Permit Fees**

I & 2 Family - Total construction cost X .0075	\$950.00 minimum
I & 2 Family Additions/Renovations - Total construction cost X .0075	\$650.00 minimum
Mobile Home/Doublewide on piers	\$450.00
Mobile Home/Doublewide on foundation	\$950.00
Accessory Buildings Total construction cost X .0075	\$650.00 minimum
Inground Pool	\$300.00
Above Ground Pool	\$150.00
Above Ground Pool with Deck	\$300.00
Porch Enclosure (sunroom or living space) Total construction cost X .0075	\$450.00 minimum
Structural change to existing roof	\$200.00
Deck Roof or Porch Roof	\$200.00
Construction of ONLY Deck or Porch	\$400.00
Deck or Porch with Roof	\$450.00
Privacy Fence-greater than 6 feet	\$100.00
Residential Demolition	\$150.00
Residential Plan Review (Plan review not required)	\$225.00
Electric (ONLY) no permit	\$300.00
Solar Panels (ground or roof)	\$400.00
Retaining walls over 4ft	\$200+100/inspection
Agricultural Building Exemption Form	\$200.00
UCC Recreation Cabin Affidavit	\$200.00
Re-Inspection Fee	\$100.00

**EXHIBIT A**

**MCMILLEN ENGINEERING, INC.  
2025 RATE SCHEDULE**

Principal, Professional Engineer	\$168/hr.
Senior Project Manager	\$154/hr.
Project Manager	\$136/hr.
Professional Engineer or Surveyor – Witnessing, Court Testimony, attendance at meetings	\$180/hr.
Design Engineer (Registered PE)	\$115/hr.
Senior Planner (Registered AICP)	\$115/hr.
Grant Writer	\$78/hr.
Senior Engineering Technician	\$95/hr.
Engineering Technician	\$80/hr.
Senior Survey Technician (Registered PLS)	\$80/hr.
Survey Technician	\$75/hr.
Property Records Research and Survey Calculations	\$80/hr.
Project Site Representative/Inspector	\$95/hr.
Field Survey Crew – (2 person) Surveyors and equipment Transit/Theodolite Data collection	\$130/hr.
Field Survey Crew – (3 person) Surveyors and equipment Transit/Theodolite Data collection	\$195/hr.
Field Survey Crew Surveyors and equipment GPS Data collection	\$200/hr.
Clerical work – typing and copies connected with projects considered/per job basis	\$45/hr.
Field supplies	At cost
Mileage	\$0.63/mile
Miscellaneous: Prints, Supplies, Transportation, Faxing, Emailing For overnight mailings the Client is to provide a carrier and account number	At cost
*Construction Stake-out, calculations, and travel in addition to fifty hours per work week shall be billed at a rate of 1.5 times the rate shown. Saturday work will be billed at a rate of 1.5 times the rate shown.	
Travel Time: All jobs are billed Portal to Portal for field services at the rate shown.	
All Clients are required to sign an agreement for services stating the scope of work and the acceptance of financial responsibility.	
All Hourly Contracts shall be subject to Insurance Rates and Equipment Charges	
Professional Liability Insurance 3% Equipment Charges 2%	
<b>NO EXCEPTIONS:</b> If submittal time is a factor, consider: pre-payment of work, hand delivery of your payment or overnight mail of your payment as to not delay your submittal. If the proposed submittal date is missed due to payment not being received, submittal shall be scheduled for the following monthly meeting.	

**TERMS OF PAYMENT: INVOICES ARE PAYABLE UPON RECEIPT**

Invoices are overdue after 15 days at 1.5% interest per month.

“Review only” copies (no seal of the professional) are not to be used, traced or copied. Progress billing will be made; no accounts are carried. Work will cease if progress payments are not made. Upon receipt of full payment, sealed drawings or documents are released or submitted for the client. All submittal fees are the responsibility of the client. All work is to be paid “in full” before client requests sealed copies necessary for submittal or closing.

If a project is canceled - you will be invoiced for work done to that date.

Accounts over 45 days are considered delinquent and all service shall cease.

If collection is necessary all costs will be added to the balance owed.

**Credit Card Payments:** 4% Processing Fee will be added.

EXHIBIT A

# WASHINGTON COUNTY SEWAGE COUNCIL

## 2025 FEE SCHEDULE

1.	“PERC TESTS” On-Lot Septic Permit applications: <u>Includes-</u> Pit Test Perc Test Design Review Start of Construction Inspection Cover Inspection Final Inspection	<u>\$1100.00</u>
2.	REPAIRS - 2 TYPES -Replacement of the Septic Tank and/or piping to the head of the absorption field  -Any repairs involving the absorption Field	<u>\$550.00</u>  <u>\$1100.00</u>
3.	DYE TESTING (Pass or Fail) per residence	<u>\$200.00</u>
4.	VISUAL INSPECTION	<u>\$155.00</u>
5.	CONSULTATION INSPECTION	<u>\$155.00</u>
6.	10-ACRE EXEMPTION CONFIRMATION	<u>\$500.00</u>
7.	CONNECT TO EXISTING SYSTEM	<u>\$425.00</u>
8.	HOLDING TANK w/ annual inspection	<u>\$550.00</u>
9.	ANNUAL HOLDING TANK INSPECTION	<u>\$150.00</u>
10.	RENEW AN EXPIRED PERMIT -- Subject to additional fees based on Current year fee schedule.	
11.	Additional Pit probes or Perc tests on subsequent days	<u>\$175.00</u>
12.	Additional system design reviews	<u>\$100.00</u>
13.	SEWAGE PLANNING MODULE PREPARATION -not required to be prepared by us, you may use engineer or personnel of your choice.	<u>\$600.00</u>

PRICING IS NON-NEGOTIABLE





**OOR**

Office of Open Records

## OFFICIAL RTKL FEE SCHEDULE

Section 1307 of the Right-To-Know Law (RTKL) requires the Office of Open Records (OOR) to establish a fee schedule for Commonwealth agencies and local agencies. The RTKL requires the OOR to review the fee schedule biannually.

*The OOR adopted this Official RTKL Fee Schedule on Dec. 30, 2024.*

<b>Record Type / Delivery Method</b>	<b>Fee</b>
Black & White Copies (first 1,000)	Up to \$0.25 per copy. (1)
Black & White Copies (beyond 1,000)	Up to \$0.20 per copy. (1)
Color Copies	Up to \$0.50 per copy. (2)
Specialized Documents (3)	Up to actual cost.
Records Delivered via Email or Other Electronic Method	No additional fee may be imposed. (4)
CD / DVD	Up to actual cost, not to exceed \$1.00 per disc.
Flash Drive	Up to actual cost.
Facsimile	Up to actual cost. (5)
Other Media	Up to actual cost.
Redaction	No additional fee may be imposed. (6)
Conversion to Paper	Up to \$0.25 per page. (7)
Photographing a Record	No additional fee may be imposed. (8)
Postage	Up to actual cost of USPS first-class postage.
Certification	Up to \$5.00 per record. (9)

Footnotes:

EXHIBIT C.

1. A "copy" is either a single-sided copy, or one side of a double-sided copy, on 8.5"x11" or 8.5"x14" paper.
2. A "copy" is either a single-sided copy, or one side of a double-sided copy, on 8.5"x11" or 8.5"x14" paper. Note that a requester may ask for black and white copies even if the original is in color and color copies are available.
3. Including, but not necessarily limited to, non-standard sized documents and blueprints.
4. If a requester asks to receive records which require redactions in electronic format and the agency is unable to securely redact the records by electronic means, an agency may print the records to provide for secure redaction, then scan them in for delivery by email. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.
5. If an agency must print records to send them by facsimile, the agency may charge the fees noted above for B&W copies.
6. If a requester seeks records requiring redaction and the agency is unable to securely redact the records by electronic means, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.
7. If a record is only maintained electronically or in other non-paper media, 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. *See §1307(d)*.
8. This assumes the requester is using his or her own camera, such as a cellphone camera, to photograph the records. *See Muenz v. Township of Reserve, OOR Dkt. AP 2015-1021, 2015 PA O.O.R.D. LEXIS 1176*. If redaction is required prior to the requester being granted access to photograph records and the agency is unable to securely redact the records by electronic means, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.
9. Under the RTKL, an agency may impose "reasonable fees 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." The OOR recommends no more than \$5 per record to certify a public record. Certification fees do not include notarization fees.

#### Additional Notes:

- **Fees May Be Waived:** All fees established herein may be waived at the discretion of the agency.
- **Medium Requested:** A record being provided to a requester shall be provided in the medium requested if it exists in that medium; otherwise, it shall be provided in the medium in which it exists. *See § 701*.
- **Other Statutory Fees:** If a statute other than the RTKL governs the amount an agency may charge for a certain type of record, the other statute controls. For example, a Recorder of Deeds may charge a copy fee of 50 cents per uncertified page and \$1.50 per certified page (42 P.S. § 21051). Police departments may charge up to \$15 for a copy of a vehicle accident report (75 Pa.C.S. §3751 (b)(2)); the Philadelphia Police Department may charge up to \$25 per copy (Id. at (b)(3)). State police are authorized to charge "\$5 for each copy of the Pennsylvania State Police full report of investigation." (75 Pa.C.S. §1956(b)). Other examples include the History Code, the Municipalities Planning Code, and the Criminal History Record Information Act.
- **Inspection of Redacted Records:** If a requester wishes to inspect, rather than receive copies of, records which contain both public and non-public information, the agency may redact the non-public information. An agency may not charge the requester for the redaction itself. However, if an agency is unable to securely redact the records by electronic means, the agency may charge (in accordance with the OOR's Official Fee Schedule) for any copies it must make in order to securely redact the material before allowing the requester to view the records. If, after inspecting the records, the requester chooses to obtain the copies, no additional fee may be charged.

EXHIBIT C

- **Enhanced Electronic Access:** If an agency offers enhanced electronic access to records in addition to making the records accessible for inspection and duplication by a requester, the agency may establish user fees specifically for the provision of the enhanced electronic access. The user fees for enhanced electronic access may be a flat rate, a subscription fee for a period of time, a per-transaction fee, a fee based on the cumulative time of system access, or any other reasonable method and any combination thereof. Such fees shall not be established with the intent or effect of excluding persons from access to records or duplicates thereof or of creating profit for the agency. **NOTE: Fees for enhanced electronic access must be reasonable and must be pre-approved by the OOR. Please submit enhanced electronic access fee requests to the OOR.**
- **Fee Limitations:** Except as otherwise provided by statute, the RTKL states that no other fees may be imposed unless the agency necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee may be imposed for an agency's review of a record to determine whether the record is a public record subject to access under the RTKL. No fee may be charged for searching for or retrieval of documents. An agency may not charge staff time or salary for complying with a RTK request. No fee may be charged for an agency's response letter.
- **Prepayment:** Prior to granting a request for access in accordance with the RTKL, an agency may require a requester to prepay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100. Once the request is fulfilled and prepared for release, the OOR recommends that the agency obtain payment prior to releasing the records.
- **Questions:** If you have any questions regarding the OOR's Official Fee Schedule, please contact the OOR.

## More About Enhanced Electronic Access Fees

The RTKL permits agencies to offer enhanced electronic access for records in addition to making records available to the public through other means. Pursuant to Section 1307(e) of the RTKL, the OOR must approve any user fees established for enhanced electronic access. After receiving approval from the OOR, an agency may charge a fee for the use of its enhanced electronic access system.

To date, the OOR has issued the following approvals under Section 1307(e):

- [Monroe County - Assessment Records, Tax Claim Records, and GIS Data \(PDF\)](#) - Mar. 15, 2021
- [Pike County - Assessment and GIS Data \(PDF\)](#) - Aug. 26, 2019
- [Dauphin County - Delinquent Tax File \(PDF\)](#) - Jun. 17, 2019
- [Department of State - Notary Public Master Lists & Related Electronic Data \(PDF\)](#) - Aug. 3, 2018
- [Department of Conservation and Natural Resources - Subscription to PA\\*IRIS Partnership \(PDF\)](#) - May 12, 2011
- [Department of State - Corporate Filings Subscription Agreement & UCC Filings Subscription Agreement \(PDF\)](#) - May 29, 2009
- [Dean v. Lycoming County \(OOR Dkt. 2009-0282\) - Specialized GIS Files \(PDF\)](#) - FD Issued May 29, 2009

## Enhanced Electronic Access Fee Application Form

Agencies seeking approval of fees for enhanced electronic access under Section 1307(e) of the RTKL should complete this form and submit it to the OOR:

[Enhanced Electronic Access Fee Application Form](#)

EXHIBIT C.