

**TOWNSHIP OF RICHMOND, BERKS COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2010 - 15**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF  
THE TOWNSHIP OF RICHMOND, BERKS COUNTY,  
PENNSYLVANIA, TO ESTABLISH SUBDIVISION, LAND  
DEVELOPMENT AND STORMWATER REVIEW FEES.**

NOW, THEREFORE BE IT RESOLVED, by the Board of Supervisors of Richmond Township, Berks County, Pennsylvania, that, pursuant to the grant of powers set forth in the Second Class Township Code, the Pennsylvania Municipalities Planning Code, and any other applicable statute or ordinance, the current Schedule of Subdivision, Land Development and Stormwater Review Fees for the Township of Richmond, Berks County, Pennsylvania is as follows:

Section 1. Subdivision and Land Development Submissions. The following fees shall be paid in connection with any application filed pursuant to the Richmond Township Subdivision and Land Development Ordinance.

**A. General Fee Requirements.**

1. All fees shall be paid at the time of the initial submittal of the plan.
2. Subdivision and Land Development Fees include both a Filing Fee and an Escrow Fee as described below.
3. The filing fee is non-refundable.
4. When the balance in the escrow fee falls below fifty percent (50%) of its original amount, the applicant shall deposit additional funds to restore the escrow to the original amount prior to or at the same time as submittal of revised plan. The Township Secretary shall be consulted regarding the escrow balance.
5. The applicant shall be responsible for and shall reimburse the Township for all costs incurred in excess of the escrow fee paid. This shall be paid prior to release of the final plan for recording.
6. The balance, if any, of the escrow fee shall be refunded to the applicant after the final plan is approved and released for recording and after all bills are paid. If, for any reason, additional review is required subsequent to action on the final plan, additional review fees shall be charged and payable by the developer.

7. Fees for development projects that include both subdivision and land development components shall be the highest of the alternative fees appropriate for the proposal.
8. When submittal of a subsequent plan type is authorized (sketch to preliminary and preliminary to final), any remaining escrow funds may be applied to the escrow fee that would be required for the next plan submittal. The Township Secretary shall be consulted regarding the escrow balance.

**B. Subdivision Plans**

	<u>Filing Fee (non-refundable)</u>	<u>Escrow Fee</u>
1. Sketch Plan	\$150.00	\$1,000.00
2. Preliminary Plan		
1-3 lots or dwelling units (d.u.)	\$200.00	\$3,000.00
4-10 lots or d.u.	\$250.00	\$3,000.00 + \$150/ lot or d.u.
11 or more lots or d.u.	\$250.00	\$3,000.00 + \$250/ lot or d.u. to a max. \$18,000.00
3. Final Plan		
Lot Annexation	\$200.00	\$2,000.00
Re-Subdivision – Revised Final	\$200.00	\$1,500.00
1-3 lots or dwelling Units (d.u.)	\$200.00	\$3,000.00
4-10 lots or d.u.	\$200.00	\$3,000.00 + .75/ lot or d.u.
11 or more lots or d.u.	\$200.00	\$3,000.00 + \$125/ lot or d.u. to a max. \$10,500.00

**C. Land Development Plan**

	<u>Filing Fee (non-refundable)</u>	<u>Escrow Fee</u>
1. Sketch Plan	\$150.00	\$1,000.00
2. Preliminary Plan	\$250.00	\$5,000.00 + \$200/ac max. \$18,000.00
3. Final Plan	\$200.00	\$2,500.00 + \$100/ac max. \$9,000.00

**D. Pre-Application Activities**

	<u>Filing Fee (non-refundable)</u>	<u>Escrow Fee</u>
1. Pre-application meeting	\$200.00	\$500.00
2. Site meeting	\$200.00	\$500.00
3. Combined pre-application & site	\$200.00	\$800.00
4. Stormwater infiltration Testing	\$200.00	\$500.00/test site

**Section 2. Stormwater Management Submissions.** The following fees shall be paid in connection with any application filed pursuant to or to which the Richmond Township Stormwater Management Ordinance applies.

**A. General Fee Requirements.**

1. All fees shall be paid at the time of the initial submittal of the plan.
2. Stormwater Management Fees include both a Filing Fee and an Escrow Fee as described below.
3. The filing fee is non-refundable.
4. When the balance in the escrow fee falls below fifty percent (50%) of its original amount, the applicant shall deposit additional funds to restore the escrow to the original amount prior to or at the same time as submittal of revised plan. The Township Secretary shall be consulted regarding the escrow balance.
5. The applicant shall be responsible for and shall reimburse the Township for all costs incurred in excess of the escrow fee paid. This shall be paid prior to issuance of a building or zoning permit.

6. The balance, if any, of the escrow fee shall be refunded to the applicant either after plan approval or after issuance of a building or zoning permit and after all bills are paid.

**B. Stormwater Management Plan.**

1. When a stormwater management plan is part of a subdivision and/or land development plan, the cost shall be covered by the subdivision and/or land development filing and escrow fee.
2. When a stormwater management plan is required by the Stormwater Management Ordinance for issuance of a building permit and/or zoning permit, but a subdivision and/or land development plan is not required, the following fees apply:

	<u>Area Disturbed</u>	<u>Filing Fee (non-refundable)</u>	<u>Escrow Fee</u>
a.	less than 1 acre	\$150.00	\$ 750.00
b.	1 acre to less than 4 acres	\$250.00	\$1,500.00
c.	more than 4 acres	\$250.00	\$3,000.00

FURTHER RESOLVED, that if any provision, sentence, clause, section, or part of this Resolution shall for any reason be found to be unconstitutional, illegal or invalid, such determination shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts of this Resolution, and it is hereby declared to be the intent of the Board of Supervisors of the Township of Richmond that this Resolution would have been adopted had such unconstitutional, illegal or invalid provision, sentence, clause, section or part not been included herein.

FURTHER RESOLVED, that all Resolutions or parts of Resolutions inconsistent with this Resolution are hereby superseded.

FURTHER RESOLVED, that this Resolution shall become effective immediately or as soon as legally permissible.

**[THIS AREA INTENTIONALLY LEFT BLANK]**

# FORMS

FORM 1

APPLICATION FOR REVIEW OF SKETCH PLAN

Application is hereby made for review of the Sketch Plan submitted herewith and more particularly described below:

1. Title of Plan: \_\_\_\_\_  
Plan Dated: \_\_\_\_\_
2. Name of Applicant(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_
3. Name of Owner(s): \_\_\_\_\_ (If other than Applicant)
4. Applicant's interest, if other than owner: \_\_\_\_\_
5. Location of Subdivision: \_\_\_\_\_
6. Engineer of Surveyor responsible for plan: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Fax No. \_\_\_\_\_
7. Acreage being subdivided: \_\_\_\_\_ Number of Lots: \_\_\_\_\_
8. Acreage of adjoining land in same ownership (if any): \_\_\_\_\_
9. Lot use proposed: \_\_\_\_\_

_____	Single Family	_____	Commercial
_____	Two Family	_____	Industrial
_____	Townhouse	_____	Other (Specify)
_____	Multi-Family		
10. Zoning Classification: \_\_\_\_\_  
Zoning changes to be requested:
11. Type of water supply proposed: \_\_\_\_\_

_____	Public System
_____	Community System
_____	Individual On-Site

12. Type of sanitary sewage disposal proposed: \_\_\_\_\_  
\_\_\_\_\_ Public System  
\_\_\_\_\_ Live  
\_\_\_\_\_ Capped  
\_\_\_\_\_ Community System

Individual Onsite

13. Type of off-street parking proposed: \_\_\_\_\_  
\_\_\_\_\_ Garages  
\_\_\_\_\_ Driveways  
\_\_\_\_\_ Other

02. List proposed improvements:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

03. Intent:      Sell Lots Only      \_\_\_\_\_  
                  Construct houses for sale      \_\_\_\_\_  
                  Other      \_\_\_\_\_

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Signature of Applicant

**FORM 2**

**APPLICATION FOR REVIEW OF PRELIMINARY PLAN**

Application is hereby made for review of the Preliminary Plan submitted herewith and more particularly described below:

1. Title of Plan: \_\_\_\_\_  
Plan Dated: \_\_\_\_\_
2. Source of Title: \_\_\_\_\_  
County Deed Book No.: \_\_\_\_\_ Page No. \_\_\_\_\_
3. Name of Applicant(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone No.: \_\_\_\_\_ Fax No. \_\_\_\_\_
4. Name of Property Owner(s): \_\_\_\_\_ (if other than applicant)  
Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_
5. Applicant's interest, if other than owner: \_\_\_\_\_
6. Engineer of Surveyor responsible for plan: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_
7. Acreage being subdivided: \_\_\_\_\_ Number of Lots: \_\_\_\_\_
8. Acreage of adjoining land in same ownership (if any): \_\_\_\_\_
9. Minimum lot area proposed: \_\_\_\_\_



10. Lot use proposed: \_\_\_\_\_ Single Family \_\_\_\_\_ Commercial  
 \_\_\_\_\_ Two Family \_\_\_\_\_ Industrial  
 \_\_\_\_\_ Townhouse \_\_\_\_\_ Other (Specify)
11. Will construction of buildings be undertaken immediately?  
 Yes \_\_\_\_\_ No \_\_\_\_\_
12. Type of water supply planned: \_\_\_\_\_ Public System  
 \_\_\_\_\_ Community System  
 \_\_\_\_\_ Individual Onsite
13. Type of sanitary sewage disposal planned: \_\_\_\_\_ Public System  
 \_\_\_\_\_ Live  
 \_\_\_\_\_ Capped  
 \_\_\_\_\_ Community System  
 \_\_\_\_\_ Individual Onsite
14. Type of off-street parking proposed: \_\_\_\_\_ Garages  
 \_\_\_\_\_ Driveways  
 \_\_\_\_\_ Other (Specify)
15. Lineal feet of new streets planned: \_\_\_\_\_
16. Are all streets proposed for dedication? \_\_\_\_\_ Yes \_\_\_\_\_ No
17. Deed restrictions that apply or are contemplated. (if no restrictions, state "none", if "yes", attach copy): \_\_\_\_\_
18. Acreage proposed for parks or other public use: \_\_\_\_\_
19. Zoning classification: \_\_\_\_\_
20. Have appropriate public utilities been consulted? \_\_\_\_\_ Yes \_\_\_\_\_ No

21. List proposed improvements and utilities and intentions to install or post performance guarantee prior to final endorsement by the Township.

	<u>Improvement</u>	<u>Intention</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

22. List of maps and other material accompanying application and number of each:

	<u>Item</u>	<u>Number</u>
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____
e.	_____	_____
f.	_____	_____
g.	_____	_____

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

**FORM 3**

**APPLICATION FOR REVIEW OF FINAL PLAN**

Application is hereby made for review of the Final Plan submitted herewith and described in the accompanying maps and documents:

1. Title of Plan: \_\_\_\_\_

Plan Dated: \_\_\_\_\_

2. Name of Applicant(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No. \_\_\_\_\_

3. Name of Property Owner(s): \_\_\_\_\_ (if other than applicant)

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

4. Date of approval of Preliminary Plan: \_\_\_\_\_

5. Final Plan follows exactly the approved Preliminary Plan:  Yes  No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. List of maps and other documents accompanying application and the number of each.

	<u>Item</u>	<u>Number</u>
(a)	_____	_____
(b)	_____	_____
(c)	_____	_____
(d)	_____	_____
(e)	_____	_____
(f)	_____	_____
(g)	_____	_____
(h)	_____	_____

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

FORM 4

FORM FOR SUBMITTAL OF IMPROVEMENTS COSTS ESTIMATES

<u>Item No.</u>	<u>Description</u>	<u>Escrowed Quantities</u>		<u>Unit Price</u>	<u>Total</u>
		<u>Units</u>	<u>Quantity</u>		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Subtotal of Items 1 – 10 \_\_\_\_\_  
Escalation \_\_\_\_\_  
Contingencies \_\_\_\_\_  
TOTAL AMOUNT OF ESCROW \_\_\_\_\_

I hereby certify that the foregoing estimate of the cost of completion of the required improvements is a fair and reasonable estimate of such cost.

\_\_\_\_\_  
Professional Engineer

(Seal of Engineer)



Linear Feet of New Street Proposed for Private Use: \_\_\_\_\_

***Water Supply:*** \_\_\_\_\_ Public  
\_\_\_\_\_ Community  
\_\_\_\_\_ On-lot

***Sewage Disposal:*** \_\_\_\_\_ Public  
\_\_\_\_\_ Community  
\_\_\_\_\_ On-lot  
\_\_\_\_\_ Other (explain) \_\_\_\_\_

Members of the Berks County Planning Commission and staff are authorized to enter land for site inspection, if necessary.

\_\_\_\_\_  
*Signature of Applicant* *Date*

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***BCPC USE ONLY***

BCPC File No. \_\_\_\_\_ Fee Paid \_\_\_\_\_ Check No. \_\_\_\_\_ Date Received \_\_\_\_\_

Payee \_\_\_\_\_

Submission Discrepancy(s) \_\_\_\_\_ No \_\_\_\_\_ Yes

Explain Any Discrepancy(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Discrepancy(s) Resolved \_\_\_\_\_

## FEE SCHEDULE FOR REVIEWS

The following fees will be charged by the Berks County Planning Commission for subdivision and land development reviews as authorized by the Pennsylvania Municipalities Planning Code, Act 247, as amended. These fees are effective July 1, 2018. All fees are to be submitted to the Berks County Planning Commission through the appropriate township, borough, or city at the time of application. Plans will not be accepted for review by the County without the appropriate fee, County Referral Application (signed by the appropriate municipal official) and the required number of plans. Check or money order (no cash) should be made payable to the County of Berks. Fees are not refundable unless the BCPC fails on its own part.

### Schedule I – Fees                      Subdivision (All Land Uses) and Land Development (Residential Use Only)

Number of Lots or Units Including <u>Residue Units</u>	Sketch Official Sketch <u>Sketch for Record</u>	Preliminary or <u>Final</u>
1 – 5	170	290
6 – 25	240	400
26 – 49	385	585
50 – 99	555	775
100 – 199	680	965
200 – 299	815	1,160
300 – 399	965	1,350
400 – 499	1,135	1,560
500 and Over	Add \$110 for each 100 lots/units over 499	Add \$150 for each 100 lots/units over 499

### Schedule II – Fees                      Commercial, Industrial, Public and Quasi Public (Land Development Only)

Area to be Disturbed <u>for Development</u>	Sketch Official Sketch <u>Sketch for Record</u>	Preliminary or <u>Final</u>
Under 2 acres	305	470
2 to under 8 acres	480	815
8 to under 15 acres	615	1,095
15 to under 30 acres	750	1,380
30 to under 50 acres	880	1,655
50 to under 100 acres	1020	2,075
100 acres & over	Add \$110 for each 50 acres over 100 acres	Add \$220 for each 50 acres over 100 acres

The terms “lots” includes conveyances, tracts or parcels of land for the purpose, whether immediate or future, of lease, transfer of ownership or building or development, as well as residue parcels, annexations, or correction of lot lines.

(Over)

The term land development includes any of the following activities:

1. The improvement of one lot or two or more contiguous lots, tracts or parcels of land for any purpose involving:
  - a. a group of two or more residential or non-residential buildings, whether proposed initially or cumulatively, or a single non-residential building on a lot or lots regardless of the number of occupants or tenure; or
  - b. the division or allocation of land or space, whether initially or cumulatively, between or among two or more existing or prospective occupants by means of, or for the purpose of streets, common areas, leaseholds, condominiums, building groups or other features.
2. A subdivision of land.

Typical examples are: office buildings housing different businesses, apartments, mobile home parks, shopping malls, hotels and additions to commercial, industrial and public buildings.

**TIME LIMITATIONS:** The BCPC will accept the application when all necessary information and fees have been supplied and at that time the review time-clock will start. Any proposal which does not contain the appropriate information and/or fee will not be processed through the Commission. In such cases, the municipality and applicant will be informed of any additional information or fees necessary. The review time-clock will not begin until the necessary information or correct fee is received. If a check is refused by the bank due to insufficient funds the review time clock will stop as of the day such notice is received and the applicant and municipality will be so notified. The time-clock will not re-start until this Commission has received the required fee.

**MEETING WITH STAFF:** Meetings with the staff of the Berks County Planning Commission to discuss proposals either prior to or during the formal review period are encouraged and shall be free of charge. Appointments can be made by calling (610) 478-6300.

**SCHEDULE I FEES** are based on the number of lots or units. All land uses are included: residential, commercial, industrial, public, quasi-public and other. Therefore, an industrial park subdivision prior to development of individual lots is subject to Schedule I. The same would be true of a commercial lot subdivision or selling of land for a church or school. Schedule I fees also cover residential land development such as an apartment complex, condominiums, rental townhouses and mobile home parks. Where there is a mix of lots and rental units the totals are added together to determine the fee.

**SCHEDULE II FEES** are based on the amount of land to be disturbed for development including buildings, access drives, streets, stormwater management, grading, public sewer and water service, erosion and sediment control landscaping and any other activity that disturbs the ground on the site. The total disturbed area of a project is most accurately calculated by a planimeter following all outlines of disturbed areas. Where combinations of subdivision and non-residential development are proposed on a plan the fees must be determined separately and added together.

**PRD – PLANNED RESIDENTIAL DEVELOPMENT** Fees will be based on the number of residential units and the amount of disturbed area for the non-residential uses. In cases where a building is used as a mixed use (commercial units on lower level(s) with residential units above) the fee will be based on the amount of disturbed area associated with that building (Schedule II Fees).

**REPEAT STAGE** If a subdivision/land development with significant plan revisions is presented to the Berks County Planning Commission for a second review, the fees for the second review will be based on the extent of changes made to the project. Significant revisions are those that impact the scope and concept of a project that include street and lot layout, number of buildings and locations, stormwater/grading land use and intensity, traffic issues and environmental issues. If site revisions are based upon recommendations made in the initial project review by the Berks County Planning Commission, the fees may be waived. Meeting with staff prior to resubmission of the revised plans for the Berks County Planning Commission's review is recommended to establish the required fee for plan submission.