

Tonight's meeting will have a virtual viewing option through Zoom. To join the Meeting:

<https://us02web.zoom.us/j/81370790898?pwd=U1huekUrSmlHZjFWM0ljY0NXdVpuQT09>

Meeting ID: 813 7079 0898    Passcode: 914966    Call In#1-646-876-9923



## LOWER GWYNEDD TOWNSHIP BOARD OF SUPERVISORS 2023 ORGANIZATION MEETING

Tuesday, January 3, 2023, 7:00 p.m.

### Call to Order and Pledge of Allegiance

### Board Organization for 2023

1. Solicitor assumes position of temporary Chair of the Board of Supervisors.
2. Nominations for the position of Chair of the Board of Supervisors
3. Nominations for the position of Vice Chair of the Board of Supervisors

### Appointments; the Board may make a single motion for all the appointments listed below.

1. Appointment of Township Manager/Secretary/Treasurer – Mimi Gleason
2. Appointment of Assistant Township Manager/ Assistant Treasurer / Assistant Secretary – Jamie Worman
3. Appointment of Solicitor – Neil Stein, Kaplin Stewart
4. Appointment of Conflict Attorney – Tom Speers, Speers Law
5. Appointment of Labor Counsel – Eckert Siemans
6. Appointment of Zoning Hearing Board Solicitor – Joseph Kuhls, Kuhls Law, PLLC
7. Appointment of Township/Sewer Engineer – Gilmore Associates
8. Appointment of Conflict Township Engineer – CKS
9. Appointment of Traffic Engineer – McMahan, A Bowman Company
10. Appointment of Third-Party Building Inspector – Keystone Municipal Services
11. Appointment of Zoning Officer – Steven Ware, Keystone Municipal Services
12. Appointment of Assistant Zoning Officer – Jamie Worman
13. Appointment of Open Records Officer (non-police) – Michelle Farzetta
14. Appointment of Open Records Officer for Police – Mike Gargan
15. Appointment of Lower Gwynedd representative to Ambler Wastewater Treatment Plant – Fred Zollers

16. Appointment of Chief Administration Officer for Pension Plans – Mimi Gleason
17. Appointment of Certified Public Accountant to audit the 2022 financials – BBD, LLP
18. Appointment of Fire Marshal and Assistant Fire Marshal
  - a. Fire Marshal – Al Comly
  - b. Asst. Fire Marshal – Matthew Traynor
19. Appointment of Emergency Management Coordinator – Frank Baxter
20. Appointment of Wissahickon Clean Water Partnership Representative – Jamie Worman
21. Appointment of Delegates to Montgomery County Tax Collection Committee – Mimi Gleason, Jamie Worman
22. Appointment of Board of Supervisors Delegate for PSATS Convention - TBD

**Nominations for Boards and Commissions; the Board may make a single motion for the nominations listed below.**

1. Planning Commission, 4-year term – reappoint Danielle Porreca
2. Resolution #2023-01: Zoning Hearing Board, 3-year term – reappoint Hank Stoebenau as alternate member
3. Parks & Recreation Board, 5-year term – reappoint Leola Hubbard, Rea Monaghan
4. Vacancy Board, 1-year term – reappoint Joyce Pickles
5. Environmental Advisory Council, 3-year term – reappoint Mark Schafer, Marianne Grey
  - a. Appointment of chair in compliance with ordinance – Mark Schafer and Lisa Brown – Co-Chairs
6. Veterans Committee, 1-year term – reappoint Dick Target, Steve Yuseum, William Wanger, Joel Mayer
7. Fall Fest, 1-year term – appoint Hilary Goodman, Natalie Melograno, Natalie Cormier, Diane Morgan, Kelly Swope, Jennifer Green, Chuck Green, Morgan High, Kathy Morris
8. Liaison to Community Ambulance Assn. of Ambler, 1-year term – George Weldon
9. Human Relations Commission
  - a. Appointment of chair in compliance with ordinance – Christine Lamar
10. Historical Advisory Committee – reappoint Joe Langella to a full 3-year term, appointment to fill a vacancy - TBD

**Business and Schedules for 2023**

- 1. Resolution #2023-02: Establishing approved depositories
- 2. Resolution #2023-03: Establishing 2023 holidays for non-uniformed employees
- 3. Resolution #2023-04: Approving the execution and signing of payroll between regular meetings
- 4. Resolution #2023-05: Approving 2023 Fee Schedule
- 5. Approval of the amount of the surety bond for the Township Manager/Treasurer: \$3,000,000 (no change in amount)
- 6. Establishment of meeting dates for the Board of Supervisors and appointed boards and commissions

**PUBLIC COMMENTS**

Citizen comments, concerns, questions (For items not on the agenda)

**SUPERVISORS' COMMENTS**

**Adjournment**

**UPCOMING MEETING DATES**

ELECTED AUDITORS (Organization)	TUES	01/04/23	5:00 P.M.
HUMAN RELATIONS COMMISSION	THUR	01/05/23	7:00 P.M.
EAC	WED	01/11/23	7:00 P.M.
ZONING HEARING BOARD	THURS	01/12/23	6:00 P.M.
PARKS AND RECREATION	TUES	01/17/23	6:00 P.M.
PLANNING COMMISSION	WED	01/18/23	7:00 P.M.
HISTORIC COMMITTEE	THUR	01/19/23	6:00 P.M.
BOARD OF SUPERVISORS	WED	01/25/23	7:00 P.M.

**LOWER GWYNEDD TOWNSHIP  
BOARD OF SUPERVISORS  
MONTGOMERY COUNTY, COMMONWEALTH OF PENNSYLVANIA**

**RESOLUTION #2023-01**

**ZONING HEARING BOARD APPOINTMENT**

**WHEREAS**, Article IX, Section 903 of the Pennsylvania Municipalities Planning Code requires every municipality that has enacted a zoning ordinance to create a zoning hearing board and appoint the members by resolution of the governing body;

**THEREFORE, BE IT RESOLVED AND ENACTED** by the Board of Supervisors of Lower Gwynedd Township that Hank Stoebenau is appointed to serve as an alternate member of the Lower Gwynedd Township Zoning Hearing Board for a three-year term to expire December 31, 2025.

**APPROVED** at the public meeting of Lower Gwynedd Township Board of Supervisors held January 3, 2023.

**LOWER GWYNEDD TOWNSHIP**

By: \_\_\_\_\_  
Chairperson, Board of Supervisors

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

**LOWER GWYNEDD TOWNSHIP  
BOARD OF SUPERVISORS  
MONTGOMERY COUNTY, COMMONWEALTH OF PENNSYLVANIA**

**RESOLUTION # 2023-02**

**WHEREAS**, in accordance with the Pennsylvania Second Class Code, Lower Gwynedd must declare its bank depositories,

**THEREFORE, BE IT RESOLVED AND ENACTED**, that the Township Manager and the Finance Director be authorized to utilize the following banks and savings and loans as designated depositories:

1. Pennsylvania Local Government Investment Trust  
P.O. Box 1472, Valley Forge, PA 19482
2. WSFS Bank  
901 Limekiln Pike, Maple Glen, PA 19002
3. Wells Fargo Bank  
Bethlehem Pike, Spring House, PA 19477
4. U. S. Bank, Institutional Trust & Custody  
St. Paul, MN 55107
5. Truist  
Bethlehem Pike, Spring House, PA 19477
6. TD Wealth Management  
1006 Astoria Blvd., Cherry Hill, NJ 08034
7. MidAtlantic Trust Company  
1251 Waterfront Place, Suite 525  
P. O. Box 23428  
Pittsburgh, PA 15222-4235

**BE IT FURTHER RESOLVED**, that the Township Manager and the Finance Director shall be authorized to invest Township funds in any bank or savings institution in the United States of America, which is insured by the FSLIC or FDIC, provided the investments are within the requirements of FSLIC or FDIC regulations and state law.

**ADOPTED** this 3<sup>rd</sup> day of January, 2023.

By: \_\_\_\_\_  
Chairperson, Board of Supervisors

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

**LOWER GWYNEDD TOWNSHIP  
BOARD OF SUPERVISORS  
MONTGOMERY COUNTY, COMMONWEALTH OF PENNSYLVANIA**

**RESOLUTION #2023-03**

**NOW, THEREFORE BE IT RESOLVED**, the schedule of holidays through January 1, 2024 are as follows:

01/16/23	Monday	Martin Luther King's Day
02/20/23	Monday	Presidents' Day
04/07/23	Friday	Good Friday
05/29/23	Monday	Memorial Day
06/19/23	Monday	Juneteenth
07/03/23	Monday	Manager's designated floating holiday for non-uniformed staff
07/04/23	Tuesday	Independence Day Holiday
09/04/23	Monday	Labor Day
10/09/23	Monday	Columbus Day/Indigenous Day
11/10/23	Friday	Veterans Day (Observed)
11/22/23	Wednesday	Thanksgiving Eve - half day
11/23/23	Thursday	Thanksgiving Day
11/24/23	Friday	Thanksgiving Holiday
12/25/23	Monday	Christmas Holiday
01/01/24	Monday	New Year's Holiday

Approved this 3<sup>rd</sup> day of January, 2023.

**LOWER GWYNEDD TOWNSHIP**

By: \_\_\_\_\_  
Chairperson, Board of Supervisors

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

**LOWER GWYNEDD TOWNSHIP  
BOARD OF SUPERVISORS  
MONTGOMERY COUNTY, COMMONWEALTH OF PENNSYLVANIA**

**RESOLUTION #2023-04**

**BE IT RESOLVED**, that the Board of Supervisors of Lower Gwynedd Township may pre-authorize the preparation and distribution of payroll checks for pay periods which occur between regular meetings of the Board.

The checks shall be executed in the same manner as similar checks signed at regularly scheduled Board meetings.

**APPROVED** at the public meeting of Lower Gwynedd Township Board of Supervisors held January 3, 2023.

**LOWER GWYNEDD TOWNSHIP**

By: \_\_\_\_\_  
Chairperson, Board of Supervisors

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

**LOWER GWYNEDD TOWNSHIP  
MONTGOMERY COUNTY, PENNSYLVANIA  
RESOLUTION NO. 2023-05**

**2023 GENERAL FEE SCHEDULE**

**WHEREAS**, Chapter 208 of the Township Code authorizes the Board of Supervisors to adopt a General Fee Schedule;

**WHEREAS**, Township administration has reviewed the fees assessed under Chapter 208 and recommends the adoption of the General Fee Schedule attached as Exhibit "A";

**NOW THEREFORE, BE IT RESOLVED**, that the General Fee Schedule for Lower Gwynedd Township attached hereto as Exhibit "A" is approved. This Resolution shall be effective immediately.

Approved this 3<sup>rd</sup> day of January, 2023.

**LOWER GWYNEDD TOWNSHIP**

By: \_\_\_\_\_  
Chairperson, Board of Supervisors

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



**EXHIBIT A**  
**GENERAL FEE SCHEDULE OF LOWER GWYNEDD TOWNSHIP**

**Building Permits**

**Residential.** The fees associated with residential building, construction, alteration, and related activities are as follows:

<b>Type</b>	<b>Fee</b>
State Inspection Fee <b>(add this fee to the cost of all permits)</b>	\$4.50
Pre-Submission Plan Review for Single-Family Residential (this is done prior to a formal submission and is for a quick overview of a proposed plan to answer general questions; only done if requested)	\$150
Building Permit New Construction	\$500 + \$0.35 per square foot above grade & \$0.25 per square feet of attic and basement space; requires grading permit;
Alterations & Additions to Existing Structures Building Permit	\$250 + \$0.35 per square feet for all space
Kitchen Alterations Building Permit	\$150
Accessory Structure/Uses Building Permit (ex. decks, patios, sidewalks, garages, etc.)	\$175 + \$0.25 per square foot
Shed Building Permit- required for sheds greater than 200 square feet (zoning review is part of application)	\$200 + \$0.15 per square foot
Shed Zoning Permit- required for sheds less than 200 square feet; no building permit required	\$150
Swimming Pools, Tennis/Basketball Courts & Other Recreational Uses Building Permit	\$300 + \$0.45 per square foot of surface area; also requires grading permit
Demolition Permit	\$300
Electrical Permit	\$50 per 100 amps of electrical service or equivalent; minimum permit fee \$50
Plumbing Permit	\$55 + \$15 per fixture; \$150 per grease trap, ejector
HVAC Replacement Permit	\$150
Use & Occupancy Permits	\$150
Storage Tanks	\$200 per 1,000 gallons of capacity
Removal of Oil Tank	\$150
Gas Fireplaces	\$100
Generator Permit	\$75 + electrical permit (in some cases a plumbing permit may also be needed)

Solar Permit	\$250 + electrical permit
Residential Re-Roofing (only required if sheathing is being replaced)	\$100

**Non-Residential.** The fees associated with multi-family residential building, non-residential building, construction, alteration, and related activities are as follow:

Type	Fee
New Construction Building Permit	\$750 Plan Review- this fee is to review plans in advance of a formal permit application submission; the review is a detailed plan review provided by the plan examiner and is separate from a pre-submission plan review; this fee is due at submission \$600 + \$0.45 per square foot- Permit/Inspections
Building Work/Alterations Building Permit	\$750 Plan Review- this fee is to review plans in advance of a formal permit application submission; the review is a detailed plan review provided by the plan examiner and is separate from a pre-submission plan review; this fee is due at submission \$500 + \$0.35 per square foot-Permit/Inspections
Demolition Permit	\$100 per 1,000 square foot
Electric Permit	\$250 + \$50 per 100 amp service
Plumbing Permit	\$250 + \$15 per fixture, trap, appliance
HVAC	\$500
Roofing Permit (New)	\$500 plus \$0.35 per square foot
Roofing Permit (Re-Roof)	\$250 plus \$0.10 per square foot
Re-Inspection (inspector is unable to conduct required inspection due to applicant error)	\$50
Use & Occupancy Permit	\$250
Removal of Oil Tank	\$450
Storage Tank	\$200 per 1,000 gallons of capacity
Antenna Cell Tower Permit	\$2,500 permit + \$500 escrow

#### Building Permit Licensing Fees

Type	Fee
<b>Electrical Licensing Registration Fees</b>	
Master Electrician	\$50
Journeyman	\$35

Apprentice	\$10
Inspection Agency	\$200
<b>Plumbing Licensing Registration Fees</b>	
Master Plumber	\$125
Journeyman	\$50
<b>General Contractor's License</b> (fee applies to new homebuilders, commercial contractors and any contractor not registered in the State of PA)	\$125

### Building Permit Other Fees

Type	Fee
Grading/Excavation/Stormwater Management- reviewed by Township Engineer	\$500 flat fee; in some instances, a grading permit may also require an escrow or PSA as directed by the Twp Engineer; grading permits in lieu of land development require an approved cost estimate & escrow

**Fire.** The fees associated with fire safety and inspections are as follows:

Type	Fee
False Alarms: Number within 12 Calendar Months	
3	\$35
4 or 5	\$50
6 or more	\$100
<b>Residential</b>	
Fire Safety Sprinkler Permit (residence over 2,000 square feet)	\$200
Fire Safety Sprinkler Inspection	\$300
Fire Alarm Installation Permit	\$150
Fire Alarm Installation Inspection	\$250
Home Alarm	\$100
<b>Non-residential</b>	
Fire- Wet Ansul System or Other	\$250
Fire Safety Sprinkler System- New	\$700- includes \$400 inspection fee + \$300 permit fee
Fire Safety Sprinkler System- Add on	\$500- includes \$300 inspection fee + \$200 permit fee

Fire Alarm Installation Permit/Fire Alarm Installation Inspection	\$500- includes \$300 inspection fee + \$200 permit fee \$150
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**Other General Fees**

Type	Fee
Banner	\$25
Copying	\$0.25 per page
Copying-Wide Format	\$4.50 per page
Fireworks	\$150
Peddlers/Canvassers License (Issued by Police) Effective Res. 2019-12 (5/14/19)	\$40 per day/per person or \$60 per week/per person
Returned Check Fee	\$25
Subdivision/Land Development Ordinance	\$30/\$35 by mail
Zoning Map	\$10/\$15 by mail
Zoning Ordinance	\$30/\$35 by mail

**Park & Recreation Fees**

**Facilities and Fields.** Fees for field use and facilities shall be as follows:

Type/Facility	Resident Fee	Nonresident Fee	Business Group Fee
<b><u>Security Deposit:</u></b> Required for all facility	\$200	\$200	\$200
use includes game area			
Type/Facility	Resident Fee	Nonresident Fee	Business Group Fee
<b><u>Penllyn Woods</u></b> Community Building	\$60 per hour	\$95 per hour	\$130 per hour
<b><u>Picnic Pavilions</u></b> Up to 4 hours Up to 8 hours Electricity	\$40 \$70 \$20	\$75 \$125 \$20	\$125 \$200 \$20
<b><u>Baseball/Soccer Fields</u></b> Youth Associations Nonprofit Groups	N/A	N/A	N/A
<b><u>Baseball/Soccer Fields</u></b> Individual: one-time use	\$50	\$75	\$85

<b><u>Baseball/Soccer Fields</u></b> Team: full season (5 consecutive weeks of play or more), one day a week use	\$220	\$250	\$250
<b><u>Baseball/Soccer Fields</u></b> One week consecutive use (Mon-Fri)	\$370	\$400	\$420
<b><u>Basketball, Tennis, Volleyball Courts</u></b> Individual- one time only	\$30	\$40	\$75
<b><u>Basketball, Tennis, Volleyball Courts</u></b> Team: full season (5 consecutive weeks of play or more), one day a week use	\$150	\$175	\$200
<b><u>Basketball, Tennis, Volleyball Courts</u></b> One week consecutive use (Mon-Fri)	\$300	\$300	\$300

**Planning & Zoning Code Fees**

**Land Development and Subdivision Filing Fees.** Fees in the amount set forth in this section shall be paid when filing a preliminary land development application or a preliminary/final subdivision application.

**Land Development Fees.** The fees for land development include an application fee which is the set amount plus the calculated fee based on the per square footage rate. In addition, an escrow account is required to be established to cover the cost of professional services rendered in conjunction with any application. Remaining funds will be returned at the time of escrow closure. Escrows are explained in detail below.

<b>Acres Affected</b>	<b>General Fee</b>	<b>Escrow</b>
0-2.5 acres	\$2,500	\$5,000
2.5-5 acres	\$4,000	\$6,500
5-10 acres	\$5,000	\$8,500
10-20 acres	\$6,000	\$10,000
20-50 acres	\$7,500	\$11,500
50-100 acres	\$9,000	\$13,000

<b>PLUS Gross Floor Area in SQ. Ft.</b>	<b>Fee Per 1,000 Square Feet</b>	
0 to 49,000	\$50	
50,000 to 299,000	\$40	
300,000 or more	\$30	
Traffic Impact Fee	See Resolution	N/A
<b>Final Plan Filing Fee</b>	No application fee will be charged for filing an improvement construction plan or record plan, unless no preliminary plan has been filed, in which case the fees established for preliminary plans will apply.	Based on approved estimate of costs from Township Engineer

**Subdivision Fees.** The subdivision fee includes a flat application fee plus a calculated fee based on the per lot rate. In addition, an escrow account is required to be established to cover the cost of professional services rendered in conjunction with any application. Remaining funds will be returned at the time of escrow closure. Escrows are explained in detail below. Prior to recording a subdivision plan, each developer shall submit digital plans in CAD format for the purpose of updating the Township’s GIS Parcel Map. In addition to the digital plans, each developer shall submit a fee for updating the GIS Parcel Map.

<b>Number of Lots</b>	<b>General Fee</b>	<b>Escrow</b>
Lot Line Adjustment	\$1,800	N/A
Minor = 1 to 2	\$1,800	\$5,000
Major = 3 to 5	\$4,500 + \$250 per lot	\$5,500
Major = 6-10	\$6,750 + \$250 per lot	\$7,500
Major = 11-50	\$9,000 + \$250 per lot	\$10,000
Major = 51-100	\$12,000 + \$250 per lot	\$11,500
Major = 101 and over	\$17,500 + \$250 per lot	\$13,000
GIS Parcel Map Update	\$300	
Traffic Impact Fee	Set by Resolution	

**Fees of Professional Consultants.** The Township shall be reimbursed for the charges of its Solicitor, Engineer, Planner or other professional consultant in connection with any land use matter. The Township also requires a Professional Services Agreement (PSA) with associated fees to be paid by anyone wishing to meet with and discuss potential land use items with any of the professional consultants prior to the filing of a formal application.

**Escrow Costs.** A cash escrow is required in order to guarantee payment of:

- The services of the Township Engineer, as provided in the Subdivision and Land Development Regulations, being Title Four of the Planning and Zoning Code, plus all costs for other engineering and professional certification as deemed necessary.
- The services of the Township Solicitor for legal services incidental to the preliminary and final approval of plans of each subdivision or development, or section thereof, and specifically including, but not limited to, the review of all plans, correspondence and permits; the preparation of subdivision and escrow agreements, easements, covenants and deeds; the attendance at any meetings with the Board of Supervisors, the Planning Commission, the Township Engineer, the developer or the developer's representatives in connection with the development; and any telephone conferences in connection with any of the above. The same expectation is maintained for the services rendered by the Township Engineer and the Township Planner/Zoning Officer and any other professional land use consultant in conjunction with a subdivision or land development.
- The actual costs of all drainage, water and/or material tests.
- Legal fees, advertising and other costs involved in the dedication of streets and public improvements to the Township.
- The administrative costs of processing subdivision and land development escrow account release request as follows: 10% of the total amount of every escrow release request of less than \$500 and in the amount of \$50 for every escrow release request in excess of \$500. Such charge shall be due and payable at the time as any escrow release is submitted to the Township for processing.
- The costs set forth in this subsection shall be estimated and escrowed at 10% of the total construction cost of the public improvements required to be built under the improvement construction plan (s) of the final plans, unless in the judgment of the Township Engineer a greater amount is necessary to secure the payment of the expenses which the Township is likely to incur in connection with the subdivision. Such estimate shall be escrowed with the Township in cash and shall be placed, by the Township, in an interest-bearing account with the interest accruing for the benefit of the developer. The Township may draw upon the escrow as necessary to reimburse itself for the fees and costs set forth in this subsection. Simultaneously with each such draw from the escrow by the Township, the Township shall send the developer an invoice (marked "paid") for the amount drawn, specifying the particular fee, cost or expense for which the Township has drawn payment for reimbursement. The developer shall at no time permit the cash escrow required by this subsection to be reduced below an amount reasonably estimated by the Township Engineer to be necessary to reimburse the Township for the remaining fees, costs and expenses which the Township is reasonably likely to incur prior to the completion of the subdivision or land development. Within 10 days of the developer's receipt of notice from the Township that the balance of the escrow required by this subsection is deemed inadequate to cover the reasonable costs and expenses likely to be incurred by the Township, the developer shall post such additional moneys as have been specified in the notice. Subject to the dispute resolution procedure set forth in the Pennsylvania Municipalities Planning Code, as amended, the refusal to post such moneys as shall be requested by the Township shall be deemed a breach of the developer's obligations under the improvement agreement and shall entitle the Township to withhold any requested inspections or permits until such time as the escrow has been increased as requested by the Township.

**Zoning Fees.** Fees associated with Conditional Use applications, Rezoning, and the Zoning Hearing Board shall be as follows:

**Conditional Use Fees.** Conditional Use applications submitted to the Board of Supervisors c/o the Zoning Officer shall have the following fees.

Type	Fee	Escrow
Residential	\$1,500	\$2,500
Non-Residential	\$2,500	\$2,500
Additional Hearing (as necessitated by applicant)	\$500 each	N/A

**Rezoning/Zoning Ordinance Amendment Fees.** Rezoning requests or Zoning Ordinance Amendments submitted to the Board of Supervisors c/o the Zoning Officer shall have the following fees. Costs include copies of transcripts as requested, solicitor, stenographer, etc.

Type	Fee
Zoning Map Amendment	\$1,800 + costs
Zoning Ordinance Text Amendment	\$1,800 + costs
Curative Amendments	\$3,500 + costs
Additional Hearings	\$650 each

**Zoning Hearing Board Fees.** Zoning Hearing Board application fees for Special Exceptions, Variances and/or Interpretations (excluding Curative Amendments). Fees are non-refundable regardless of hearing outcome.

Type	Fee
Residential	\$1,200
Non-Residential	\$3,000
Other Matters	\$1,500
Sign	\$1,500
Validity Challenge	\$2,500
Additional Hearings (necessitated by applicant)	\$400
Postponement/Continuance (applicant's request)	\$120
Zoning and Floodplain Certification	\$50



**Zoning Other**

**Zoning Permits.** Zoning permits are required for all new construction, alterations, decks, fences, accessory structures, and other; if a building permit is also required the building permit fee includes the zoning review and is not a separate or additional fee. If a building permit is not required than the zoning permit fee below applies.

Type	Fee
Residential	\$150
Non-residential	\$250
Home Businesses Use & Occupancy	\$150
Home Occupation Use & Occupancy	\$150
Signs (up to 40 square feet)	\$150
Signs (over 40 square feet as per ZHB approval)	\$250
Temporary Signs (exceeding 8 square feet in residential districts or 12 square feet in nonresidential districts)	\$25

**Sewer Fees.** The fees associated with on-site septic systems and public sewer systems are set forth in this section as follows:

Type	Fee
<b>On-Site Septic Systems</b>	
Deep hole testing & percolation testing (including permit app fee)	\$300
Standard trenches and seepage bed systems	\$160
Alternate Systems: including sand mounds & filters	\$400
Repair Application Fee	\$25
Repair and/or alteration of existing system	\$45 per hour
Additional and/or return inspections	\$45 per hour
Inspections made due to noncompliance with plans, unsatisfactory workmanship, miscellaneous inspections	\$45 per hour
<b>Public Sewer</b>	
Sewer Connection	\$250
Sewer Lateral Inspection	\$100 for cast iron; Other \$45 per hour
Rent of Saddle or Cutter	\$200
Sewer Rental Certification	\$50
Sewer Quarterly Rental Rate	See Sewer Rate Resolution

**Driveway/Road Opening Permits & Fees**

Type	Fee
Driveway/Road Opening Permit- reviewed by Public Works Director	\$250 + calculated as per the application fee schedule

## HIGHWAY OCCUPANCY PERMIT FEES

The following fees are applied to the administrative costs incurred in reviewing the permit application and processing the permit; also includes preliminary site review **whether or not a permit is issued** and processed.

### Permit Issuance Fees

#### Permit Application Fees

Application Fee.....	\$75.00
Utility Application (Gas, Sewer, Water, Electric, Etc).....	\$150.00

### General Permit Inspection Fees

#### Driveways onto Township Dedicated Roadways

<u>Minimum Use</u> .....	\$50.00
Single Family Dwellings, Apartments 4 or fewer units, less than 25 Cars	
<u>Low Volume</u> .....	\$75.00
Apartment Buildings, Small Office Buildings more than 25 cars but less than 500	
<u>Medium Volume</u> .....	\$100.00
Motels, Restaurants, Service Stations, Small shopping complexes more than 500 Cars but less than 1000.	
<u>High Volume</u> .....	\$125.00
Large shopping centers, multiple building apartments, condos, or offices more than 1000 cars daily.	

<u>Other</u> .....	\$40.00
Curbing, Sidewalk, embankment removal etc.	

<u>Permit Extension or Changes</u> .....	\$30.00
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<u>Emergency Permit</u> .....	\$40.00
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#### Surface Openings

Calculated on the total amount of linear feet of installation in 100 foot increments.

Opening in Pavement.....	\$75.00
Opening in Shoulder.....	\$60.00
Opening outside pavement and shoulder .....	\$40.00

**Note:** If longitudinal opening simultaneously occupies two or more areas identified above, only the higher fee will be charged. Linear distances shall be measured to the nearest foot.

#### Surface Openings

Of less than 36 Square Feet (Service Connections or Utility Repairs)

Opening in Pavement.....	\$75.00
Opening in Shoulder.....	\$60.00
Opening outside pavement and shoulder .....	\$40.00

#### Above Ground Facilities

Poles, Anchors, Guide Cables, Etc

Up to 10 physically connected above ground facilities (each continuous group).....	\$35.00
Additional above-ground physically connected facilities (each).....	\$5.00

#### Crossings

Overhead, tipples, conveyors or pedestrian walkways and “under grade” subways or mines .....	\$100.00
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#### Seismograph- Vibrosis Method (prospecting for oil or gas)

First Mile.....	\$75.00
Each additional Mile or fraction thereof.....	\$20.00

<u>Test Holes in Pavement &amp; Shoulder (Each Hole)</u> .....	\$25.00
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### **Exemptions**

Permit issuance fees and general permit fees are not payable to by any of the following:

- 1) The commonwealth.
- 2) Political subdivisions of the commonwealth, except when placing a facility within more than 100 total linear feet of pavement. In that case, the application and inspection fees for pavement openings will be charged.
- 3) Government Authorities organized under the laws of the commonwealth.
- 4) The Federal Government
- 5) Charitable organizations that are in compliance with the Act No. 337 approved August 9, 1963, P.L. 628, as amended (churches, hospitals, schools, charitable institutions, veteran organizations, non-profit organizations).
- 6) Utility facility owners for:
  - A. The installation of street lights at the request of Penn Dot or political subdivision.
  - B. The replacement or renewal of their facilities prior of a Township resurfacing project after notice from the Township.
  - C. Facilities moved at the request of Penn Dot or political subdivision.
  - D. The construction or maintenance of their facilities that occupy the right of way under private status.

### **Additional Fees**

1. If the Township determines that the permitted work is of sufficient magnitude the Township may require that the permittee post an escrow or bond guaranteeing the completion and restoration of Township owned facilities.
2. If the Township determines that the permitted work is of sufficient magnitude or importance to warrant assignment of one or more persons to inspect the permitted work on a more than spot inspection basis, the permit will so indicate and the permittee shall be charged for additional salary, overhead and expenses incurred by each assigned inspector and the Township.

## LOWER GWYNEDD TOWNSHIP 2023 MEETING SCHEDULE

All meeting information will be placed on the Township Website prior to the scheduled meeting

	BOS 7:00 pm	ZHB 6:00 pm	PC 7:00 pm	P&Rec 6:00 pm	EAC 7:00 pm	HC 6:00 pm	Inv. Comm 7:00 pm	Auditors 5:00 pm	B&Z 6:00 pm	EMS 4:00 pm	Fall Fest. 6:30 pm	HRC 7:00 pm
JANUARY	3** and 25	12	18	17	11	19	25	4	9	23	26	5
FEBRUARY	8 and 22	9	15	21	7	16			6		23	2
MARCH	8 and 22	9	15	21	7	16			6		23	2
APRIL	11 and 25	13	19	18	12	20		25	3	24	27	6
MAY	9 and 23	11	17	16	10	18	3*		1		25	4
JUNE	27	8	21	20	14	15			5		22	1
JULY	25	13	19	18	12	20	26		10*		27	6
AUGUST	22	10	16	N/A	9	17			7		24	3
SEPTEMBER	12 and 26	14	20	19	13	21			11*		28	7
OCTOBER	10 and 24	12	18	17	11	19	25		2		N/A	5
NOVEMBER	14 and 28	9	15	21	8	16			6		N/A	2
DECEMBER	12	14	20	N/A	13	21			4		N/A	7
JAN. 2024	2** (Tues)							3				

**Generally, meetings are as follows except when holidays conflict:**

- Board of Supervisors (7:00 p.m.) – 2<sup>nd</sup> & 4<sup>th</sup> Wednesday (Jan -March), 2<sup>nd</sup> & 4<sup>th</sup> Tuesday (April-Dec)
- Zoning Hearing Board (6:00 p.m.) - 2<sup>nd</sup> Thursday
- Planning Commission (7:00 p.m.) - 3<sup>rd</sup> Wednesday
- Building and Zoning Subcommittee (6:00 p.m.) - 1<sup>st</sup> Monday; subcommittee not a public meeting
- Parks & Recreation (6:00 p.m.) – 3<sup>rd</sup> Tuesday
- Environmental Advisory Council (7:00 p.m.) – 1<sup>st</sup> Tuesday (Feb and March) 2<sup>nd</sup> Wednesday (Jan, April-Dec)
- Historical Advisory Committee (6:00 p.m.) – 3<sup>rd</sup> Thursday
- Fall Fest (6:30 p.m.) – 4<sup>th</sup> Thursday (Jan – August)
- Investment Advisory Committee (7:00 pm) – 4<sup>th</sup> Wednesday after end of the quarter
- Elected Auditors (5:00 pm) – organization meeting and audit review
- EMS (4:00 p.m.) January and May; subcommittee, not a public meeting
- Human Relations Commission (7:00 p.m.) – 1<sup>st</sup> Thursday

\* Conflicts with holidays or Election Day, adjustment of day needed to accommodate meeting

\*\* BOS Organization Meeting (6:00 p.m.)