

**LOWER PAXTON TOWNSHIP
BOARD OF SUPERVISORS**

RESOLUTION 2025-17

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF LOWER PAXTON TOWNSHIP
AMENDING CERTAIN FEES AND CHARGES FOR MUNICIPAL SERVICES DURING THE
2026 FISCAL YEAR.**

WHEREAS, Resolutions 10-33-01 through 10-33-14, as amended, as well as Resolutions 12-10, 12-17, 12-29, 12-30, 13-07, 13-23, 13-29, 13-36, 19-38, 21-38, 22-38, 22-40, 24-07, 2024-13, 2024-25, 2024-29, and 25-02 the Board of Supervisors established and amended municipal fees and charges for municipal services; and

WHEREAS, the Board of Supervisors desires to amend its municipal fees and charges for municipal services effective January 1, 2026; and

WHEREAS, the municipal fees and charges for municipal services, as indicated in the listing attached hereto and made a part hereof, shall be known as the Municipal Fee Schedule.

NOW, THEREFORE, the Board of Supervisors of Lower Paxton Township, Dauphin County, Pennsylvania hereby resolves that the municipal fees and charges for municipal services, as indicated in the listing attached hereto and made part hereof, shall be effective January 1, 2026.

Any resolutions or parts of resolutions inconsistent herewith are hereby repealed.

RESOLVED this 16 day of December, 2025

ATTEST:

**BOARD OF SUPERVISORS
LOWER PAXTON TOWNSHIP**

Secretary

Muhanna M. Yassin

Chair

Laura Hertz

Listing of Lower Paxton Township Fees and Charges as Established by Resolutions as Referenced Herein:

All cash payment amounts shall be rounded to the nearest 5¢ per Federal guidelines.

Administrative Fees (Amends Resolution 24-25)

| | | |
|-----------------------|----|--|
| Returned Check Charge | \$ | 25.00 or incurred costs whichever is higher |
|-----------------------|----|--|

Right to Know Fees

The Township may require the requestor to prepay an estimate of the fee authorized by law if the fees are expected to exceed \$100. In instances where this policy is silent as to the fees to be charged for the production of public records, then the policies and fees established by the Pennsylvania Office of Open Records shall apply.

| | | |
|---|----|----------------------|
| Photocopy/Duplication (single side on 8.5"x11" paper) | \$ | .25 |
| Certification of Record | \$ | 1.00 |
| Specialized Documents (blueprints, color, non-standard) | \$ | Cost of reproduction |
| Facsimile/Microfiche/Other Media | \$ | Cost of reproduction |
| Postage Fees | \$ | Actual cost |
| *Conversion to Paper | \$ | Actual cost |

**The cost to convert an electronic record to paper shall be the lesser of the fee for duplication on paper of the fee for duplication in the original media, unless the requestor specifically requests that the record be produced in the more expensive media.*

Police Department Fees (Amends Resolution 25-02)

| | | |
|--|----|----------------|
| Accident Reports | \$ | 15.00 |
| Bicycle Licenses | \$ | 2.00 |
| Burglar Alarm | \$ | 25.00 |
| Criminal History Checks | \$ | 10.00 |
| Duplication of police recordings, such as BWC or MVR footage | \$ | 100.00 |
| *Electronic storage (thumb drive, DVD, etc.) | \$ | Cost of device |
| Fire Lane Ticket | \$ | 50.00 |
| Fire Response Reports | \$ | 25.00 |
| Handicapped Ticket | \$ | 50.00 |
| Non-Resident Fingerprints (Applicants) | \$ | 40.00 |
| Parking Ticket | \$ | 15.00 |
| Parking Ticket | \$ | 25.00 |
| Parking Ticket Late Fees | \$ | 15.00 |
| Photo/video (depends on quantity of image/video) | \$ | 25.00 |
| Peddlers Permit (New) (Per Applicant) | \$ | 75.00 |
| Peddlers Permit (Renewal) | \$ | 15.00 |
| *Processing Fee | \$ | 250.00 |
| *Redactions | \$ | 25.00 |
| Resident Fingerprints (Applicants) | \$ | 20.00 |

| | | |
|-------------------------------|----|-------|
| Subpoena Reports (per report) | \$ | 15.00 |
| Transient Permit | \$ | 75.00 |

**Fees for responses to the Crime Victim right of access law, title 18 section 9158*

Peddlers/Solicitors Fees (Resolution 10-33-04)

| | | |
|-------------------|----|-------|
| Primary License | \$ | 75.00 |
| Secondary License | \$ | 15.00 |

Transient Merchant Fees (Resolution 10-33-11)

| | | |
|----------------------|----|--------|
| Flea Market | \$ | 420.00 |
| Merchant License Fee | \$ | 800.00 |

Unlawful Parking Fee (Resolution 12-29)

| | | |
|----------------------------|----|-------|
| Unlawful Parking | \$ | 25.00 |
| Consecutive ½ hour periods | \$ | 15.00 |
| Late Payment Fees | \$ | 15.00 |
| Fire Lane | \$ | 50.00 |

BYOB Club Fees (Resolution 12-29)

| | | |
|------------------------|----|----------|
| Permit Application Fee | \$ | 1,575.00 |
| Annual Renewal Fee | \$ | 800.00 |

Zoning Fees (Amends Resolution 25-02)

| | | |
|---|----|------------------------------|
| Zoning Hearing Board Variance, Special Exception, Appeals of Zoning/Code Officer (residential or non-residential) | \$ | 1000.00 |
| Conditional Use (residential or non-residential) | \$ | 1000.00 |
| Variance (residential or non-residential) | \$ | 850.00 |
| Appeals of Zoning/Code Officer (residential or non-residential) | \$ | 500.00 |
| Zoning Text Amendment | \$ | 2,000.00 |
| Validity Challenge of a Zoning Ordinance | \$ | 1,000.00 |
| Rezoning | \$ | 2,000.00 |
| Curative Amendments | \$ | 1,000.00 + \$1,000.00 Escrow |
| Zoning Permits | \$ | 50.00 |
| Keeping of Chicken or Bee Permit | | 50.00 |
| Salvage Yard Annual Permit | \$ | 200.00 |
| Zoning Verification Letter | \$ | 50.00 |
| Recreational Fee-In-Lieu (Resolution 12-17) | \$ | 2,590.00 |
| Lot Consolidation | \$ | 250.00 |
| Liquor License Transfer | | 1000.00 |

Storm Water Fees Resolution 25-02

| | | |
|--------------------|----|-------|
| Storm Water Permit | \$ | 75.00 |
|--------------------|----|-------|

SALDO Resolution 22-38

| | | |
|---|----|---|
| Preliminary OR Final Subdivision Plan | \$ | 500.00 + 30.00/unit or lot |
| P/F Subdivision Plan | \$ | 500.00 + 30.00/unit or lot |
| Preliminary Land Development Plan | \$ | 500.00 Application Fee + 40.00 per acre of disturbed land |
| Final Land Development Plan | \$ | 500.00 Application Fee + 40.00 per acre of disturbed land |
| Preliminary/Final Land Development Plan | \$ | Fees calculated on the cost of Preliminary AND Final Plans together |
| Sketch Plan | \$ | 500.00 |
| Plan Review Fees | \$ | Paid at current rate of HRG |

All SALDO related reviews are subject to the current rate charged for engineer review (See Engineer Review Fees) which will be invoiced each month through the Township. Dauphin County Planning Commission Fee, Lower Paxton Township Authority Fees, or any additional fee covered separately through this ordinance will be the responsibility of the applicant.

Engineer Review Fees (Amends Resolution 25-02)

Engineer Review Fees established by fee schedule of HRG and propose using 2026 fee schedule.

Solicitor Review Fees (Amends Resolution 25-02)

Solicitor Review Fees established by fee schedule of Township Solicitor and propose using 2026 schedule.

Building Permits (Amends Resolution 25-02)

| | | |
|---|----|---|
| Residential Alteration/Addition Application Fee (includes pools & Spas meeting UCC review requirements) application fee | \$ | 80.00ACS Cost to review |
| BCO Service Fee – Residential | \$ | 55.00/hour |
| CO Service Fee -Commercial | \$ | 75.00/hour |
| BCO Service Fee- Administrative Actions | \$ | 120.00/hour |
| Multiple Duplexes & Townhouses Application Fee | \$ | 235.00 Review fee + BCO fee (required for CO) |

| | | |
|---|----|---|
| New Single Family Dwelling Application Fee (Up to 3,000 sq ft) | \$ | 335.00 Review fee + BCO fee (required for CO) |
| New Single Family Dwelling Application Fee (Over 3,000 sq ft) | \$ | 480.00 Review fee + BCO fee (required for CO) |
| New Single Family Dwelling Application Fee (Over 6,000 sq ft) | \$ | 520.00 Review fee + BCO fee (required for CO) |
| Single Family Development/Multifamily Development Building Permit Fee | \$ | 9.00/\$1,000.00 construction cost |
| Residential Alteration/Addition Permit Fee (Includes pools & spas) | \$ | 9.00/\$1,000.00 construction cost with a \$350.00 minimum fee |
| Commercial Application Fee | \$ | 105.00 |
| New Commercial Permit Fee | \$ | Calculated using current ICC Valuation Table) Fee is whichever is greater |
| Commercial Alteration and Repair | \$ | 9.00/\$1,000.00 construction or Minimum of 500.00 |
| C/O for Change of Use | \$ | 150.00 |
| Demolition | \$ | .05/sq ft or \$100.00 minimum or whichever is greater |

On lot Sewage Permits (Resolution 18-11)

| | | |
|---|----|--------|
| On-Lot Sewage Permit application fee (non-refundable) | \$ | 100.00 |
| Inspection fee – Minor (refundable and drawdown from escrow) | \$ | 300.00 |
| Inspection fee – Major (refundable and drawdown from escrow) | \$ | 600.00 |
| Subdivision Plan Review Fee Per Lot (refundable and drawdown from escrow) | \$ | 300.00 |

*If the escrowed amount as referenced above are insufficient to cover amount invoiced by the Sewage Enforcement Officer, then the applicant will be invoiced for and must provide payment for the non-escrowed amounts due.

Plumbing Permit fee Schedule (Resolution 25-02)

| | | |
|--|----|-----------------|
| New Fixture Installation or fixture replacement | \$ | 15.50/ per trap |
| Each fixture opening roughed for future use | \$ | 15.50 /per trap |
| Sump pit/hot water heater/grease, oil & blood interceptor | \$ | 15.50 |
| Commercial garbage disposal; sewer ejector | \$ | 30.00 |
| Inspection of water service | \$ | 25.00 |
| Permit Review Fee Residential (when not associated w/ Building permit) | \$ | 80.00 |
| Permit Review Fee Commercial (when not associated w/ Building permit) | \$ | 95.00 |

| | | |
|-------------------------------------|----|--------|
| Residential inspection plumbing fee | \$ | 210.00 |
| Commercial inspection plumbing fee | \$ | 270.00 |

Foreclosure Registry (Resolution 22-38 Amends 21-38)

| | | |
|--|----|--------|
| Initial Registration Fee (Semi-Annual) | \$ | 300.00 |
| Renewal Fees | | |
| • Renewal 6-12 mos. - \$600 | | |
| • Renewal 12-18 mos. - \$1200 | | |
| • Renewal 18 mos. – xx - \$1200 | | |

Sign Permits

| | | |
|---------------------------------------|----|--------|
| 0 to 19.99 square feet of sign area | \$ | 125.00 |
| 20 to 49.9 square feet of sign area | \$ | 225.00 |
| 50 to 99.9 square feet of sign area | \$ | 300.00 |
| 100 to 149.9 square feet of sign area | \$ | 375.00 |
| 150 to 299.9 square feet of sign area | \$ | 500.00 |
| Over 300 square feet of sign area | \$ | 750.00 |
| Miscellaneous | | |
| Timber Harvest | \$ | 500.00 |

Public Works (Resolution 10-33-06 & 08)

| | | |
|-------------------------|----|--------|
| Stop Bar | \$ | 315.00 |
| Arrow | \$ | 315.00 |
| Regulatory/Warning Sign | \$ | 315.00 |
| Street Name Sign | \$ | 315.00 |

Public Works (Resolution 25-02)

| | | |
|------------------------------------|----|--------|
| Public Street Light Assessment Fee | \$ | 250.00 |
|------------------------------------|----|--------|

Compost Facilities (Amends Resolution 25-02)

| | | |
|--|----|----------|
| Resident Annual Permit (Drop-off +haul-out full seasonal access) | \$ | 60.00 |
| Resident Day Permit (Drop-off +haul-out one-time access) | \$ | 20.00 |
| Resident Second Annual Permit (Drop-off + haul-out) * Discounted for same household.) | \$ | 15.00 |
| Resident Annual Permit (Haul-out only) | \$ | 10.00 |
| Resident Commercial Day Permit (Drop-off & Haul-out) | \$ | 400.00 |
| Resident Commercial Annual Permit (Drop-off & Haul-out) | \$ | 1,100.00 |
| Resident Commercial Annual Permit (Haul-out) | \$ | 600.00 |
| Resident Commercial Day Permit (Haul-out) | \$ | 300.00 |
| Non-Resident Commercial Day Permit (Haul-out) | \$ | 400.00 |
| Non-Resident Commercial Annual Permit (Haul-out) | \$ | 800.00 |

Residential Refuse Service (Amends Resolution 25-02)

| | | |
|---|----|----------------|
| Weekly (96) ninety-six, (65) sixty-five-gallon, or (35) thirty-five-gallon solid waste and recycling collection, bulk item collection, and leaf waste collection services *7/1/2025– 12/31/2025 | \$ | 117.51/quarter |
| One time penalty on delinquent accounts (30 days overdue) | | 10% |
| Township Administrative Collection fee | \$ | 5.00/quarter |

*Base rates above adjusted annually January 1st for changes in Dauphin County tipping fees, and every July 1st for any vehicle fuel adjustor changes

Road Occupancy Permit Fees (Resolution 22-38)**Road Occupancy- Permit and Inspection Fees**

| | <u>Fee</u> |
|--|-------------------|
| Major Work- Permit Fee and First Hour of Inspection | \$250.00 |
| Major Work- Hourly Inspection Fee after the First Hour | \$75.00/hr. |
| Minor Work- Permit Fee and Inspection Fee | \$250.00 |
| Penalty- Working without a Permit (per occurrence) | \$500.00 |
| Penalty- Claimed emergency work that does not meet the requirements of an emergency per Chapter 176 (per occurrence) | \$500.00 |

Degradation Fees

Additional Fees are required to open a street where the pavement surface is less than 6 years old. The following fees shall be assessed based on estimated quantities at the time of permit issuance and reconciled based on actual field measurements after construction is completed:

| | |
|--|--------------|
| 1 st Year (pavement surface less than 366 days old) | \$200/sq. yd |
| 2 nd Year | \$175/sq. yd |
| 3 rd Year | \$150/sq. yd |
| 4 th Year | \$125/sq. yd |
| 5 th Year | \$100/sq. yd |

Driveway- Permit and Inspection Fees*

| | |
|---|---------|
| New Driveway- Permit Fee and Inspection Fee | \$50.00 |
| Existing Driveway Modification- Permit Fee and Inspection Fee | \$50.00 |

**Driveway fees apply to all driveways adjacent to existing Township streets and driveways adjacent to new streets that will be dedicated to the Township.*

Curb/Sidewalk- Permit and Inspection Fees

| | |
|---|---------|
| Existing Curb or Sidewalk Modification- Permit and Inspection Fee | \$50.00 |
|---|---------|

Parks & Recreation Fees (Amends Resolution 25-02)**Neighborhood Park Pavilion Reservation Fees**

| | | |
|--|----|--------|
| Pavilion Security Deposit Per Day | \$ | 25.00 |
| Pavilion Reservation Resident Per Day, 11am-8pm/Dusk | \$ | 105.00 |
| Pavilion Reservation Non-Resident Per Day, 11am-8pm/Dusk | \$ | 125.00 |

Community Park Pavilion Reservation Fees

| | | |
|--|----|--------|
| Pavilion Security Deposit Per Day | \$ | 50.00 |
| Pavilion Reservation Resident Per Day, 11am-8pm/Dusk | \$ | 155.00 |
| Pavilion Reservation Non-Resident Per Day, 11am-8pm/Dusk | \$ | 180.00 |
| Pavilion Reservation Resident Per Day, 11am-3pm* | \$ | 95.00 |
| Pavilion Reservation Non-Resident Per Day, 11am-3pm* | \$ | 120.00 |
| Pavilion Reservation Resident Per Day, 4pm-8pm* | \$ | 95.00 |
| Pavilion Reservation Non-Resident Per Day, 4pm-8pm* | \$ | 120.00 |

**Options available during peak season only.*

Heroes Grove Amphitheater Reservation Fees

| | | |
|------------------------------------|----|--------|
| 4-Hour Reservation, Resident | \$ | 100.00 |
| Each Additional Hour, Resident | \$ | 20.00 |
| 4-Hour Reservation, Non-Resident | \$ | 125.00 |
| Each Additional Hour, Non-Resident | \$ | 25.00 |

Athletic Field/Ball Court Reservation Fees

| | | |
|---|----|--------|
| Application Fee, Per Season or Per Tournament | \$ | 100.00 |
| Reservation Fee Per Field/Court Resident | \$ | 30.00 |
| Reservation Fee Per Field/Court Non-Resident | \$ | 50.00 |
| Reservation Fee Per Field/Court Commercial | \$ | 50.00 |

Park Vending Permit Fees

| | | |
|--|----|--------|
| Park Vending Permit, Non-Profit Youth Sports Events, Per Day | \$ | 100.00 |
| Park Vending Permit, Park Event, Per Day | \$ | 100.00 |

Tournament/Park Event Permit Fees

| | | |
|----------------------------------|----|--------|
| Tournament/Event Application Fee | \$ | 100.00 |
| Tournament/Event Permit Fee | \$ | 300.00 |

Tournament/Park Event Additional Services Fees

| | | |
|---|----|--------|
| Portable Restroom | \$ | 115.00 |
| Portable Restroom Cleaning | \$ | 45.00 |
| Dumpster Extra Pickup, Per Dumpster | \$ | 175.00 |
| Dumpster Overage, Per Dumpster | \$ | 100.00 |
| Electricity, Per Hour | \$ | 25.00 |
| Barricades, Traffic Cones, Additional Trash Cans Per Tournament or Event | \$ | 200.00 |