

# TOWNSHIP OF MOON

## SUBDIVISION/LAND DEVELOPMENT APPLICATION GUIDELINES

### General Process

To streamline and simplify the review process, all applications should follow these guidelines. It is strongly encouraged that applicants submit through an appointment with Township Community Development staff on Tuesdays and Thursdays. Township staff will review the application materials to determine that the application is complete and accepted for review. **Incomplete applications will not be accepted.** Please call the Township office at 412.262.1700 to schedule an appointment.

Applications must be submitted in **review packages**. For example, each set of plans should be grouped with a copy of all other supporting materials (cover letter, narrative, report, plans). This will streamline the review process, expediting the process for applicants and reducing review fees.

### Plan Preparation Guidance

- All plans must be prepared at a minimum scale of 1" = 200' and be bound and stapled.
- Full-size plans are generally 24" x 36".
- Half-size plans are generally 11" x 17".
- All full-size plan sets must be folded – rolled plans will not be accepted. Plan sets over 20 sheets may be submitted rolled, with the approval of the Community Development Department.

The following is required for **all** Zoning and Subdivision/Land Development applications:

- Application Form
- Agent Authorization Form
- Checklist
- Cover Letter (describing project and any special approvals needed, e.g. variances, deviations)
- Electronic Files of All Materials Submitted
- Fees

### Minimum Requirements for Electronic Files

Electronic files are required to be submitted with each application for each review (including revised applications). All components of the application must be submitted electronically – application form, plan sheets, cover letters, supporting studies, etc. The files shall be in Adobe Acrobat format (.pdf). These materials shall be submitted on a CD or emailed to Township Community Development staff.



# TOWNSHIP OF MOON

## ZONING & SUBDIVISION/LAND DEVELOPMENT APPLICATION

Project Name:		File No.	
Project Location:		Tax Parcel #	
Project Description:			

### Application Type – Check Appropriate Box(s)

<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Major Land Development	<input type="checkbox"/> Rezoning – Map
<input type="checkbox"/> Simple Subdivision	<input type="checkbox"/> PRD or PNRD	<input type="checkbox"/> Rezoning – Text
<input type="checkbox"/> Minor Land Development		<input type="checkbox"/> Conditional Use

### Approval Type – Check Appropriate Box

<input type="checkbox"/> Preliminary Approval	
<input type="checkbox"/> Final Approval	
<input type="checkbox"/> Combined Preliminary and Final	
<input type="checkbox"/> Zoning or Conditional Use	

### Project Information

Zoning District(s):		Property Acreage:		No. of Lots/Units:	
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<b>Applicant/Developer:</b>		Phone No.	
Address:		Fax No.	
Billing Address:			
E-Mail:			
<b>Engineering Firm:</b>		Phone No.	
Address:		Fax No.	
Contact Person:		E-Mail:	
<b>Traffic Consultant:</b>		Phone No.	
Address:		Fax No.	
Contact Person:		E-Mail:	
<b>Architect Firm/Name:</b>		Phone No.	
Address:		Fax No.	
Contact Person:		E-Mail:	

The Following items are reviewed as part of the Moon Township Application Process. Applications submitted **WITHOUT** these elements will **NOT** be reviewed by the Township. Refer to Chapter 188 Subdivision and Land Developments requirements. If N/A, include a description of why the item is not required for this application.

<b>REQUIRED SUBMISSION ITEMS</b>	<b>Yes/NA</b>	<b>N/A Description</b>
1.) Completed Application Form		
2.) Copies of Subdivision Plat, Maps, Land Development, and Landscape Plans		
<ul style="list-style-type: none"> <li>• Six (6) Sets Full Size Plans (24" x 36")</li> </ul>		
<ul style="list-style-type: none"> <li>• Ten (10) Sets Half Size Plans (11" x 17")</li> </ul>		
3.) Reports:		
<ul style="list-style-type: none"> <li>• Site Analysis</li> </ul>		
<ul style="list-style-type: none"> <li>• Slope Stability</li> </ul>		
<ul style="list-style-type: none"> <li>• Site Conditions</li> </ul>		
<ul style="list-style-type: none"> <li>• Phase One Environment Site Assessment</li> </ul>		
<ul style="list-style-type: none"> <li>• Environmental Performance analysis</li> </ul>		
<ul style="list-style-type: none"> <li>• Stormwater Management Statement, Plan, and Calculations (<b>5 copies only</b>)</li> </ul>		
<ul style="list-style-type: none"> <li>• Traffic Impact Study (100 trips or more average peak hour trips) (<b>5 copies only</b>)</li> </ul>		
<ul style="list-style-type: none"> <li>• Infrastructure Demand Statement</li> </ul>		
<ul style="list-style-type: none"> <li>• Copy of Approved Erosion &amp; Sediment Control Plan Filed with Allegheny County Conservation District</li> </ul>		
<ul style="list-style-type: none"> <li>• Covenants and Restrictions</li> </ul>		
4.) Application Fee (As per Fee Schedule) Amount		
5.) Escrow Amount (As per Fee Schedule)		
6.) Agent Authorization Form (1 Copy)		
7.) Allegheny County Conservation District Transmittal Letter (1 Copy)		
8.) DEP Planning Module or Exemption		
9.) Electronic Files of <b>ALL</b> Application Items		

*I have familiarized myself with and hereby agree to comply with the subdivision and zoning ordinances of the Township as well as to all Township rules, regulations, and resolutions. I agree to pay the applicable fee.*

<b>Signature of Applicant:</b>  _____	<b>Date:</b>  _____
<b>If applicant is not the property owner, Agent Authorization Form must be attached</b>	

# AGENT AUTHORIZATION FORM

**Name of Property Owner(s)** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Description of Property or Project** \_\_\_\_\_

**Property Tax Map Number** \_\_\_\_\_

The above named property owner hereby appoints \_\_\_\_\_

\_\_\_\_\_ as its agent, and authorizes said agent to apply for and process the above mentioned subdivision / land development plan / variance on his/her behalf. Agent is further authorized to sign all necessary documentation for such purposes, including acceptance of conditions imposed by the Board of Supervisors upon approval of the plan/ variance. This authorization shall remain in force and effect until written notice of revocation is delivered to the Moon Township Manager.

SIGNED AND SEALED, intending to be legally bound on this date of \_\_\_\_\_.

\_\_\_\_\_  
Owner(s) Signature (SEAL)

# **Moon Township Application Checklist & Tracking Document**

## ***A./ General Information***

Plan Name/ Plan No.	Applicant's Name & Phone Number

### **Submitted Information**

Application	Appl. Fee (Amt. & Ck. #)	Escrow Fee (Amt. & Ck. #)	Prints (14 each)
Reports Received	Stormwater /S & E	PADEP Modules	Other

### **Date Forwarded**

Planning Commission	County Planning (24x36)	MTMA (24x36)	Township Manager
Solicitor	Twp Engineer (24x36)	A.C.C.D.	EAC (24x36)
Fire Marshal (24x36)	MTA	Twp. Traffic Consultant	Twp. Geo. Consultant

## ***B./ Review & Approval Process***

Planning Commission	Date Held	Decision Rendered	Letter Date	Signed & Rec'vd
Advisory/Sketch Plan				
Public Hearing				
Regular Meeting				
Board of Supervisors				
Public Hearing				
Workshop				
Voting Meeting				

## ***C./ Post Approval (List Amount, Date, Check No., etc.)***

Fee-in-Lieu Of Escrow	Street Sign Escrow		
Performance Bond	Date Approved	Date Received	
Developer's Agreement	Notification Date	Completed Date	
Final Plan Received, Signed & Returned			
Recorded & Final Plans	Recorded Date	Mylar Copy	
As Built Plans, Disks, etc.	Date Received by Township		
Plan File Completed	Initials & Date of Review		

# Don't Let Storm Water Run Off With Your Time and Money!

## What the Construction Industry Should Know About Storm Water In Our Community

The construction industry plays an important role in improving our community's quality of life by not only providing new development, but also protecting our streams and rivers through smart business practices that prevent pollution from leaving construction sites.

Storm water runoff leaving construction sites can carry pollutants such as dirt, construction debris, oil, and paint off-site and into storm drains. In our community, storm drains carry storm water runoff directly to local creeks, streams, and rivers with no treatment. Developers, contractors, and homebuilders can help to prevent storm water pollution by taking the following steps:

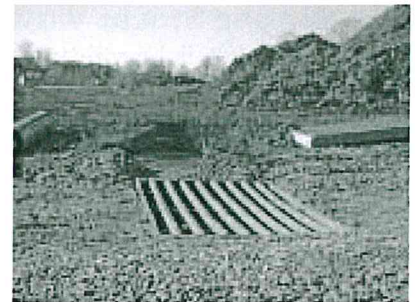
1. Comply with storm water permit requirements.
2. Practice erosion control and pollution prevention practices to keep construction sites "clean."
3. Conduct advanced planning and training to ensure proper implementation on-site.

The remainder of this fact sheet addresses these three steps.

### Storm Water Permit Requirements for Construction Activity

Planning and permitting requirements exist for construction activities. These requirements are intended to minimize storm water pollutants leaving construction sites.

- Pennsylvania's Erosion and Sediment Pollution Control Program (25 Pa. Code, Chapter 102) requires Erosion and Sediment Control Plans for all earth disturbing activities.
- The National Pollutant Discharge Elimination System (NPDES) Permit Program (25 Pa. Code, Chapter 92) requires that construction activities disturbing greater than one acre submit a Notice of Intent for coverage under a general NPDES permit.



Knowing your requirements before starting a project and following them during construction can save you time and money, and demonstrate that you are a partner in improving our community's quality of life. For more information about these programs, contact your local county conservation district office or the Department of Environmental Protection.

### Erosion Control Practices:

- Perimeter controls (e.g. silt fence)
- Sediment traps
- Immediate revegetation
- Phased, minimized grading
- Construction entrance
- Protection of streams and drainage ways
- Inlet protection



### An Ounce of Prevention

Rain that falls onto construction sites is likely to carry away soil particles and other toxic chemicals present on construction sites (oil, grease, hazardous wastes, fuel). Storm water, if not properly managed, carries these pollutants to streams, rivers, and lakes. Erosion and sediment control practices can serve as a first line of defense,





OFFICIAL

**TOWNSHIP OF MOON  
RESOLUTION NO. R-5-2015**

**A RESOLUTION OF THE TOWNSHIP OF MOON, ALLEGHENY COUNTY, PENNSYLVANIA ESTABLISHING AND RE-ESTABLISHING VARIOUS FEES, COSTS, CHARGES AND EXPENSES PURSUANT TO THE ORDINANCES OF THE TOWNSHIP OF MOON.**

WHEREAS, Ordinances of the Township of Moon call for the payment of various fees, costs, charges and expenses to be borne by the Applicant and/or Petitioner; and

WHEREAS, the Township of Moon heretofore adopted Resolution No. R-5-2013 ESTABLISHING VARIOUS FEES, COSTS, CHARGES AND EXPENSES PURSUANT TO THE EXISTENT ORDINANCE OF THE TOWNSHIP OF MOON; AND

WHEREAS, because of potential increased costs and additional Ordinances enacted since the adoption of the previous general fee resolution, Resolution No. R-5-2013, the Board of Supervisors deem it necessary and expedient to revise this Resolution on an annual basis to affix certain fees, costs, charges and expenses at the most current level.

NOW THEREFORE, be it resolved and it is hereby resolved as follows:

FIRST: Fee for Sign Permits shall be based upon the total area of the sign in sq. ft.

Freestanding ground & pole signs	\$ 3.00/sq.ft. of sign face
Wall identification signs	\$ 2.00/sq.ft. of sign face
Special event	\$ 30.00
Minimum fee charged; replace face	\$ 50.00

SECOND: Appeals, Applications or Petitions to the Zoning Hearing Board:

- a. Actual Costs of Advertising of Hearing, if required.
- b. 50 percent of the appearance fee of the stenographer.
- c. Filing Fee - \$100.00.

Applicant shall deposit \$500.00 with the office of the Township Manager. After all fees, costs as set forth in Items a, b and c above have been fully paid, the remainder of the deposit shall be refunded to the Applicant. In the event that the cost of items (a) and (b) above increase to the amount that the deposit of \$400.00 shall not be sufficient to pay items a, b and c, then in such an event the Township Manager shall have the authority to increase the deposit in such an amount so as to cover the actual increased costs of items a and b above.

THIRD: Appeals, Petitions and Requests for Ordinance Amendments (including Rezoning)

- a. Actual costs of Advertising of Hearing, if required.
- b. Actual cost of Stenographic Services.
- c. Filing Fee - \$150.00.
- d. Such reasonable costs as may be billed the Township by its Engineer, Lawyer and/or Planning Consultant.
- e. Any and all County, State or Federal fees or charges back charged to the Township.
- f. Administrative expenses such as, but not including, inspection charges.

Applicant shall deposit \$500.00 with the office of the Township Manager. After all costs and fees as set forth in Items (a), (b), (c), (d), (e) and (f) above have been duly paid, the remainder of the deposit, if any, shall be refunded to the Applicant.

In the event that the cost of items (a) and (b) above increase to the amount that the deposit of \$500.00 shall not be sufficient to pay items (a), (b), (c), (d) and (f), then and in such an event, the Township Manager shall have the authority to increase the deposit in such an amount so as to cover the actual increased costs of items (a) and (b) above.

FOURTH: Schedule of fees for Township Road Excavation Permits, Township Road Occupancy Permits and other miscellaneous above and below grade facilities.

Schedule

<u>Item No.</u>	<u>Administration Fees</u>	<u>Unit Fee</u>
1. Issuance Fee.....		\$ 55.00
2. Supplemental Fee		
A. Four-month extension to permit (each).....		20.00
B. Submittal change to permit (each).....		20.00
3. Annual Emergency Permit card (each) .....		20.00
4. Cancellation of unused permit .....		20.00
<b>NOTE:</b> Issuance fee is not refundable.		
5. Late fee (for work done prior to issuance of permit).....		40.00

General Inspection Fees

In addition to these general inspection fees, if it is determined by the Township that an inspector shall supervise the permitted work continuously, an additional inspection fee will be charged for all related costs incurred by the inspector(s).

- 1. New Subsurface (linear) Facility Installations  
(i.e. pipelines, cable, etc.):

  - A. First foot up to 50 feet in length..... \$ 35.00
  - B. Each additional 50 ft. length..... 15.00
  - C. Degradation fee, when required, is established as shown

in Appendix A of Moon Township Ordinance #342.

**NOTE:** If tunneling device is used, see Item No. 6.

- 2. Inground Facility Openings (i.e. pipeline repairs, service connections, etc.)
  - A. Each opening ..... 35.00
  - B. Degradation fee, when required, is established as shown in Appendix A of Moon Township Ordinance #342.
- 3. Above-ground Facilities (i.e. poles, streetlights, guys/anchors if installed independently of poles, etc.)
  - A. Single installation ..... 40.00
  - B. Physically connected (each)..... 6.00
- 4. Driveway Connection to Township Road:
  - A. Residential Driveway (less than 20 ft. wide) ..... 25.00
  - B. Commercial Driveway (20 ft. and wider) ..... 50.00
  - C. Industrial Driveway (warehousing, light manufacturing, etc.) ..... 100.00
- 5. Overhead and Undergrade Structures (i.e. tipples, conveyors, pedestrian walkways, subways, or mines) (each) ..... 125.00
- 6. Other (i.e. bank removal, sidewalk, curb, etc.) ..... 25.00

Non-fee permits

Provided that the permittee is the owner of the facility or property, no fee shall be charged for permits issued:

- A. Where facilities are moved at the request of Moon Township in connection with road construction or road maintenance operations.
- B. For the installation of street lights at the request of Moon Township.
- C. For non-profit organizations as approved by the Moon Township Board of Supervisors.

**Applications available at Township Administration Office.**

FIFTH: Subdivision and Land Development Fee and Deposit

Filing Fees:

- A. Simple subdivision - \$300.00.
- B. Minor or major land development - \$500.00 plus \$25.00 per lot for all subdivision and \$500.00 plus \$25.00 per acre of disturbed area for all land developments. In addition to the above, applicants shall be required to provide escrow/deposits in accordance with the following schedule:

Escrows/Deposits:

Simple Subdivisions.....	\$1,200.00
Minor Land Developments .....	\$2,000.00
Plus \$25.00 per lot for all subdivisions, plus \$25.00 per acre of disturbed area for all land developments	

Major Land Developments .....	\$6,000.00
Plus \$75.00 per lot for all subdivisions, plus \$75.00 per acre of disturbed area for all land developments	
Traffic Study .....	\$1,000.00

Any development that requires an inspection by a Township Consultant shall pay the following escrow upon final approval..... \$4,000.00  
 Plus \$75.00 per acre

The applicant shall also be responsible for reimbursements for such costs billed to the Township by its Solicitor and Planning Consultant or any such costs incurred by the Township for Engineering and Township Traffic Consultant services, which exceeds the amount held in escrow. In the event that the Township's costs for review are less than the required escrowed amount, any remaining funds will be returned to the applicant at the completion of all Township review activities. The Township reserves the right to adjust these deposits and/or fees consistent with the Township's best interests or the actual amount of land development under review.

- C. If an applicant should decide to pay a fee in lieu of sidewalk construction, the fee shall be equal to the cost of construction with a minimum \$35 per linear foot. The cost estimate must be approved by the Township Engineer.

SIXTH: Petitions and Requests for Planned Residential Developments and Planned Non-Residential Development – Chapter 208

- A. Filing Fee - \$500.00 plus \$25.00 per acre
- B. In addition to the above, applicants shall be required to provide review escrow/deposits in accordance with the following schedule:

Preliminary Review .....	\$5,000.00
Traffic Study .....	\$1,000.00
Final Review.....	\$5,000.00

The applicant shall also be responsible for reimbursements for such costs billed to the Township by its Solicitor and Planning Consultant or any such costs incurred by the Township for Engineering and Township Traffic Consultant services, which exceeds the amount held in escrow. In the event that the Township's costs for review are less than the required escrowed amount, any remaining funds will be returned to the applicant at the completion of all Township review activities. The Township reserves the right to adjust these deposits and/or fees consistent with the Township's best interests or the actual amount of land development under review.

- C. If an applicant should decide to pay a fee in lieu of sidewalk construction, the fee shall be equal to the cost of construction. The cost estimate must be approved by the Township Engineer.

SEVENTH: Conditional Uses:

- A. Actual costs of Advertising of Hearing, if required.
- B. Actual cost of Stenographic Services.
- C. Filing Fee - \$250.00.
- D. Deposit - Applicant shall deposit \$500.00 with the office of the Township Manager. After all fees, costs as set forth in Items a, b and c above have been fully paid, the remainder of the deposit shall be refunded to the Applicant. In the event that the cost of items (a) and (b) above increase to the amount that the deposit of \$500.00 shall not be sufficient to pay items a, b and c, then in such an event the Township Manager shall have the authority to increase the deposit in such an amount so as to cover the actual increased costs of items a and b above.
- E. Review Deposit - Where authorized by law, Applicants are required to provide a review deposit for such reasonable costs as may be billed to the Township by its Engineer, Lawyer and/or Planning Consultant. This deposit shall be in accordance with the following schedule:
  - Review Deposit ..... \$2,000.00  
Plus \$25.00 per-acre
  - Any and all County, State or Federal fees or charges back charged to the Township.
  - Administrative expenses such as, but not including, inspection charges.

After all applicable costs and fees as set forth in items A, B, C, D and E above have been duly paid, the remainder of the deposit, if any, shall be refunded to the Applicant.

EIGHTH: Demolition Permit

Residential .....	\$100.00
Commercial .....	\$300.00
PA State Fee .....	\$4.00

Demolition bond required; \$2,000 or 10% of total cost to complete demolition.

NINTH: Building Permit Fees

- 1. PA State Fee (applicable to EACH permit)..... \$4.00
- 2. International Residential Code (IRC) -- RESIDENTIAL FEES

Structures and Uses:

Sheds, interior renovations, private garages, decks, porches, accessory structures .....	\$0.22/sq.ft., (\$40 min.)
New additions, sunrooms .....	\$0.22/sq.ft., (\$200 min.)
New Construction (single-family, townhouses, quads) .....	\$0.22/sq.ft.

		(\$900 min.)
	Residential inground pools, above-ground pools, hot tubs, spas.....	\$ 50.00
3.	International Building Code (IBC) -- <u>COMMERCIAL FEES</u>	
	Structures and Uses:	
	New construction (up to 10,000 sq.ft.) .....	\$4,800.00
	plus area over 10,000 sq.ft., add .....	\$0.22/sq.ft.
	Minimum renovation fee – non-area .....	\$300.00
	Interior renovation/remodeling	
	Existing buildings up to 50,000 sq.ft.....	\$0.22/sq.ft.
		(\$500 min.)
	plus area over 50,000 sq.ft. add \$.07/sq.ft.	
	Swimming pools, spas, hot tubs .....	\$ 100.00
	plus other fees as applicable	
	Communication towers, utility structures, tanks, misc. ....	\$ 2,000.00
4.	Temporary construction trailer .....	\$ 200.00
5.	Plan review fee; Building, Mechanical and Fire System .....	20% of bldg. permit fee
6.	Plan review fee; electrical .....	20% of electrical permit fee (\$200 min.)
7.	Work commencing before permit issuance, double required permit fee.	
8.	Replacing mobile unit on existing foundation .....	\$0.22/sq.ft. (\$200 min.)
9.	Stormwater Facilities Inspection Fee	
	Impervious area < 3,500 sq.ft .....	150.00
	Impervious area 3,500 - 43,560 sq.ft .....	500.00
	Impervious area > 43,560 sq.ft. ....	\$500.00 plus \$50/10,000 sq.ft. of impervious area

TENTH: Road Signs

New Developments .....	\$300.00 per sign
Replacement signs (street, regulatory or warning signs) .....	\$150.00 per sign

ELEVENTH: Driveway Opening, Curb Cut, Sidewalk

Residential: .....	\$25.00
Commercial: .....	\$50.00

TWELFTH: Appeal, Applications or Petitions to the Board of Appeals

- a. Actual Costs of Advertising of Hearing, if required.
- b. Actual Cost of Stenographic Services.
- c. Filing Fee - \$150.00

Applicant shall deposit \$300.00 with the office of the Township Manager. After all fees, costs as set forth in Items (a), (b) and (c) above have been fully paid, the remainder of the deposit shall be refunded to the Applicant. In the event that the cost of items (a) and (b) above increase to the amount that the deposit of \$300.00 shall not be sufficient to pay items (a), (b) and (c), then in such an event, the Township Manager shall have the authority to increase the deposit in such an amount so as to cover the actual increased costs of items (a) and (b) above.

THIRTEENTH: Electrical Inspections

Plan Review plus quantity of devices, equipment, etc. listed below.....	\$75.00
Minimum Trip Fee & Re-inspection Fee .....	\$75.00

Residential Fees (Two Trip Maximum):

Residential Flat Rate, New Construction (Up to 200A) .....	\$225.00
Temporary Service .....	\$75.00
Residential Flat Rate, New Construction (Over 200A to 400A) .....	\$350.00
Residential Additions with or without Services (Up to 200A).....	\$150.00
Services Up to 200A (One trip only) .....	\$75.00
Services Over 200A and Up to 400A (One trip only).....	\$100.00
Residential Alterations up to 15 outlets & Services to 200A (One trip only) .....	\$90.00
Hot Tubs, etc. (One trip only) .....	\$85.00
Above-Ground Swimming Pools (One trip only) .....	\$85.00
In-Ground Swimming Pools (Two trips only).....	\$150.00
Swimming Pool panels and/or pool houses use above fees)	

Fees Other Than Residential:

Services up to 200A .....	\$75.00
Temporary Service .....	\$75.00
Services Over 200A and up to 400A .....	\$100.00
Each additional 100A over 400A .....	\$20.00
1-50 outlets, switches, receptacles, lighting, etc. (rough and final) .....	\$150.00
Each electrical outlet or device over 50 .....	\$0.50
Equipment up to 10 h.p., KVA, KW (transformers, motors, HVAC, etc.) .....	\$30.00
Each additional h.p., KVA, KW over 10 .....	\$1.00
1-50 Outlets low voltage, fire alarm, data, security, etc. (rough and final).....	\$150.00
Each low voltage device over 50 .....	\$0.50

Illuminated Signs (each)..... \$75.00

FOURTEENTH: Occupancy Permit Fee Schedule:

When an Occupancy Permit is issued upon final inspection as required when a building permit has been issued--

No Fee

When an Occupancy Permit is issued as required with a change of owner, use or occupant for property when no building permit was required--

\$50.00

Rental Occupancy Inspection Fee:

\$20.00 per unit

\$50.00 3-6 units on same inspection

Annual Rental Inspection (10+ units/site)

\$25.00

FIFTEENTH: Miscellaneous Fees

Re-inspection Fee Residential ..... \$40.00

Re-inspection Fee Commercial ..... \$40.00

Stormwater Compliance Inspection Fee..... \$250.00

Municipal Lien Letters ..... \$15.00

Use of Township equipment will be charged at the standard FEMA / PEMA rate.

Ordinances:

Zoning, Subdivision/Land Development \$10.00 each

Stormwater Management, Building Code \$10.00 each

All other Ordinances \$ 5.00

Zoning Maps (38" x 60") \$10.00

Zoning Maps (small) \$ 2.00

Development Standard Details \$ 5.00

Xerox Copies per copy \$ .10

Plotter Copies Black & White (24" wide) \$ 5.00 each

Plotter Copies Black & White (36" wide) \$ 7.00 each

Codification:

Residents \$150.00

Non-residents \$200.00

Non-sufficient Funds - Checks or other financial instruments shall be assessed a \$25.00 service fee for returned checks.

SIXTEENTH: Consultant and Review Fees

A. Township Engineer:.....\$65.00 per hour

B. Township Consulting Engineer:



(1) Client Services Representative .....	\$102.00 per hour
(2) Engineering Manager.....	\$130.00 per hour
(3) Planning Manager.....	\$130.00 per hour
(4) Engineering Professional .....	\$102.00 per hour
(5) Senior Planner .....	\$102.00 per hour
(6) Senior Associate.....	\$ 92.00 per hour
(7) Associate .....	\$ 76.50 per hour
(8) Administrative Assistant.....	\$ 66.50 per hour

Board meeting attendance (if required) one hour per meeting

\* Classifications identified are for general civil engineering and surveying personnel (architectural, electrical, mechanical, plumbing, structural, environmental, etc.) that often work on municipal engineering projects. Other discipline personnel classifications/rates will be provided as requested to accommodate particular project assignments.

Overtime rates for non-exempt classifications as defined in the Federal Wage Hour Law of the Fair Labor Standards Act will be at the above rate x 1.3. Rates are effective through December 31, 2015.

Project-related direct costs (i.e., transportation, reproduction, postage, etc.) will be invoiced at cost with no additional mark-up. Subcontracted direct costs (i.e., subsurface drilling services, laboratory services, etc.) will be invoiced at cost with a 10% mark-up.

B. Township Solicitor:

(1) General Matters

<input type="checkbox"/> Shareholder .....	\$145 per hour
<input type="checkbox"/> Senior Associate (over 3 years' experience) .....	\$125 per hour
<input type="checkbox"/> Junior Associate (3 years or less experience) .....	\$115 per hour
<input type="checkbox"/> Government Relations Specialist (GRS) .....	\$100 per hour
<input type="checkbox"/> Paralegal/Law Clerk .....	\$ 90 per hour

(2) Specialty Matters \* :

<input type="checkbox"/> Shareholder .....	\$165 per hour
<input type="checkbox"/> Senior Associate (over 3 years' experience) .....	\$145 per hour
<input type="checkbox"/> Junior Associate (3 years or less experience) .....	\$125 per hour
<input type="checkbox"/> Government Relations Specialist (GRS) .....	\$110 per hour
<input type="checkbox"/> Paralegal/Law Clerk .....	\$ 90 per hour

\* **Note:** "Specialty Matters" would include land use (zoning, subdivision and land development matters), litigation (matters before a court, arbitrator, administrative agency and/or adjudicatory body), and municipal finance (such as tax increment financing, bond issues and solicitor opinion letters).

In addition to the above hourly rates, out-of-pocket expenses and other disbursements that are incurred on the Township's behalf, including, without limitation, filing fees, express mailings and postage, transportation

expenses, photocopying charges, expert witness fees and transcript charges, will be invoiced.

C. Township Geotechnical Engineer:

<input type="checkbox"/> Principal Engineer (PE).....	\$122 per hour
<input type="checkbox"/> Project Manager.....	\$ 99 per hour
<input type="checkbox"/> Project Engineering Associate.....	\$ 75 per hour
<input type="checkbox"/> Geologist or Field Engineering Associate.....	\$ 72 per hour
<input type="checkbox"/> Designer.....	\$ 66 per hour
<input type="checkbox"/> Field/Lab Technician.....	\$ 51 per hour
<input type="checkbox"/> CADD Technician.....	\$ 48 per hour
<input type="checkbox"/> Secretary.....	\$ 35 per hour

(1) Classifications identified are for engineering personnel that may work on the project. Other discipline personnel classifications/rates will be provided, as requested, to accommodate particular project assignments.

(2) Overtime rates for non-exempt classifications as defined in the Federal Wage Hour Law of the Fair Labor Standards Act will be at the above rate x 1.5. Rates are effective through December 31, 2015.

(3) Mileage will be charged at \$0.70 per mile. All other project-related direct costs (i.e., long-distance communications, reproductions, postage, etc.) will be invoiced at cost with no additional markup. Subcontracted direct costs will be invoiced at cost with an 10% markup.

D. Township Traffic Engineer:

Production Staff .....	<u>Hourly Rate</u>
Professional Engineer (Traffic) .....	\$90 per hour
Civil Associate (Traffic) .....	\$80 per hour
Technician (Traffic) .....	\$70 per hour
Secretary .....	\$40 per hour
Administrative/Management Staff .....	<u>Hourly Rate</u>
Principal .....	No Charge
Client Services Representatives .....	\$120 per hour
(Steven J. Stuart, P.E., PTOE)	
Technical Service Manager - Traffic .....	\$170 per hour
Monthly or Annual Retainer.....	No Charge
Board Meeting Attendance.....	1 hr./meeting

\* Overtime rates for non-exempt classifications as defined in the Federal Wage Hour Law of the Fair Labor Standards Act will be at the above rate x 1.5. Rates are effective through December 31, 2015.

Project-related direct costs (i.e., transportation, reproduction, postage, etc.) will be invoiced at cost with no additional mark-up.

In the event that it is determined by the Township that engineering services, legal services, planning consultant services or other professional services are required in processing any application of any type or nature whatsoever, the cost and expense of the engineering services, legal services, planning consultant services or other professional services shall be borne by the Applicant.

**SEVENTEENTH: Adult Commercial and/or Individual Business Licenses**

Adult Commercial Business License Fee (initial).....	\$500.00 per business
Adult Commercial Business License Fee (reissuance).....	\$250.00 per business
Adult Individual Business License Fee (initial).....	\$ 25.00 per person
Adult Individual Business License Fee (reissuance).....	\$ 15.00 per person

**EIGHTEENTH: Mechanical Devices (Ordinance No. 225)**

Juke Box.....	\$200 per year or portion thereof	
Pinball .....	\$200	"
Pool/billiard .....	\$200	"
Bowling .....	\$200	"
Hockey.....	\$200	"
Video poker machines.....	\$500	"
Video roulette machines.....	\$500	"
Video machines which mimic any casino gaming.....	\$500	"

**Mechanical Devices in Family Entertainment Centers**

Family Entertainment Centers (FEC) will operate as their primary business for the benefit of the family, will chiefly center operations on the age group ten years of age and under, and meet all of the below conditions for the entire year that the license requested is issued.

**FAMILY ENTERTAINMENT CENTER CRITERIA**

1. Shall be operated solely for the benefit of children eighteen (18) years of age and younger.
2. No alcohol shall be served in the facility or be permitted to be brought in or consumed on the premises.
3. Shall possess a current valid permit of operation from the Pennsylvania Department of Agriculture.
4. Shall be certified as having successfully passed all Pennsylvania Department of Agriculture inspections of their facilities.
5. The type of machine must be listed in writing and signed by the license holder stating the nature and the targeted age group of the machine. The listing may be inventoried on one master sheet.

6. All machines shall utilize tokens. No coin or currency of the United States shall be permitted to be utilized.
7. No cash or financially valuable awards shall be permitted to be offered or exchanged for successful play of a machine. Financially valuable shall limit prizes not to exceed \$25.00.
8. The family entertainment center may have adult machines, but they must be segregated from the children's machines and may not total more than 20 percent of all machines in the family entertainment center. (NOTE: if 21 percent or more adult machines are in the center, it shall lose its designation immediately.)
9. Any adult machines not meeting the criteria in this Resolution shall pay the regularly established fee set by the Moon Township Board of Supervisors for such machine or electronic device.

Mechanical/Electronic machines – ages 10 & under (includes bowling, hockey and related machines)	\$25.00 per machine per year or portion thereof, or \$500.00 for each group of 25 machines in a family entertainment center
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**NOTE:** The owner/operator may pay a fee of five (\$500.00) hundred dollars for each group of twenty-five children's mechanical or electronic machines in a family entertainment center. Example: If an operator of a family entertainment center has forty-six machines, the owner could choose to pay for each machine individually at \$25.00 per machine for that year (or portion thereof) or \$500.00 for the first 25 machines and \$500.00 for the next 21 machines for a total of \$1,000.00.

Licenses are available at the Township Administrative Office.

**NINETEENTH:**        Application or Petition for Soil Erosion and Sedimentation Control/Grading

- A. Filing Fee - \$500.00.
- B. Performance bond amount shall be \$500.00 per acre of actual disturbed area as delineated in the Township approved grading plan.
- C. In addition to the above, applicants shall be required to provide review and escrow deposits in accordance with the following schedule:

1 to 5 acres .....	\$ 1,000.00
For each additional acre.....	\$ 500.00 per acre

The applicant shall also be responsible for reimbursements for such costs billed to the Township by its Solicitor and Planning Consultant or any such costs incurred by the Township for engineering which exceeds the amount held in escrow. In the event that the Township's costs for review are less than the required escrowed amount, any remaining funds will be returned to the applicant at the completion of all Township review activities. The Township reserves the right to adjust these fees or

deposits consistent with the Township's best interest and/or the amount of property under review.

TWENTYTH: Logging/Tree Harvesting Permit Fees - Ordinance No. 448:

- A. Filing Fee - \$500.00.
- B. Performance bond amount shall be \$500.00 per acre of actual disturbed area as delineated in the Township approved logging plan.
- C. In addition to the above, applicants shall be required to provide a Forester/Engineering review deposit in the amount of \$3,000.00.

The applicant shall also be responsible for reimbursements for such costs billed to the Township by its Solicitor and Township Forester or any such costs incurred by the Township for Engineering which exceeds the amount held in escrow. In the event that the Township's costs for review are less than the required escrowed amount, any remaining funds will be returned to the applicant at the completion of all Township review activities.

TWENTY-FIRST: Billboard Building Permit Fees (Ordinance No. 237)

- A. Conditional Use Hearing Fee for Billboard Application before the Board of Supervisors ..... \$500.00
- B. Permit to erect any billboard in Moon Township..... \$1,500.00
- C. Annual Maintenance Inspection Fee, payable on or before September 1st of each year ..... \$100.00 Decade

(10 Year) Inspection Fee - If owners fail to provide written Certification from a Pennsylvania Registered Architect or Engineer that the Billboard Structure is structurally sound and in compliance with the Township Building Regulation, the Township shall cause its Engineer or other qualified party to make such an inspection and back charge the owner as referred to in Ordinance #237 and Section 19 of this Resolution.

TWENTY-SECOND: Vending and Peddling

Door to Door Peddling (all persons):

- \$ 5.00/Day/person
- \$ 10.00/Week/person
- \$ 25.00/Month/person
- \$ 75.00/Year/person

Licenses are obtained at the Moon Township Police Station. See forms and ordinances for exceptions.

TWENTY-THIRD: Police Services

Police Reports .....\$15.00 per report