

WEST MANCHESTER TOWNSHIP  
York County, Pennsylvania

**RESOLUTION 26-02**

SETTING FEES, RATES, AND COSTS FOR  
WEST MANCHESTER TOWNSHIP FOR 2026

WHEREAS, the Board of Supervisors of West Manchester Township desires to set rates for permits, fees, applications, and miscellaneous services of the Township; and

WHEREAS, it is the opinion of the Board of Supervisors of West Manchester Township that fees need to be catalogues;

NOW, THEREFORE, BE IT RESOLVED that the following fees, rates, and costs are set:

**ADMINISTRATIVE**

|                            | <b><u>AMOUNT</u></b> |
|----------------------------|----------------------|
| Administrative Posting Fee | \$25.00/posting      |
| Garbage Stickers           | \$3.00/sticker       |
| Biodegradeable Bag         | \$0.75/bag           |
| Photo Copies               | \$0.35/copy          |

**ZONING**

|  | <b><u>AMOUNT</u></b> |
|--|----------------------|
| Zoning Administration Technology Fee                                   | \$25.00              |
| Variance Fee   | \$550.00             |
| Special Exception  | \$550.00             |
| Appeal to Zoning Officer's Decision                                    | \$550.00             |
| Interpretation Appeal:<br>(Plus any reimbursable costs above \$275.00) | \$550.00             |
| Deposit for Public Hearing Signs (Refundable)                          | \$275.00             |
| Zoning Verification Letter   | \$40.00              |
| Any Public Hearing before the<br>Board of Supervisors                  | \$1000.00            |
| Zoning Ordinance and Map   | \$18.00              |
| Zoning Map   | \$5.00               |
| Large Street Map   | \$6.00               |
| Subdivision/Land Development Ordinance                                 | \$8.00               |
| Construction Specifications  | \$7.00               |

**ZONING CONTINUED**

**AMOUNT**

|   |   |
|---|---|
| Comprehensive Plan and Technical Study          | \$65.00   |
| Single Family Residential Subdivision           | \$350.00 + \$10.00 per lot  |
| All Other Subdivisions                          | \$350.00 + \$10.00/acre<br>or portion thereof   |
| Recreation Fee in Lieu of Land Dedication       | \$1500.00 per lot/dwelling unit   |
| Residential Land Development Plan               | \$350.00 + \$10.00/dwelling unit  |
| Non-Residential Land Development Plan           | \$350.00 + \$10.00/ 1,000 sq. feet<br>of floor area on the ground floor or<br>fraction thereof up to 50,000 sq ft;<br>plus \$5.00/ 1,000 sq. ft. or fraction<br>thereof from 51,000 sq. ft. to<br>100,000 sq. ft.; plus \$1.00/ 1,000<br>sq. ft. over 101,000 sq. ft. |
| Public Improvement Inspections by Township      | \$35.00/Hour  |
| Sewer Connection Permit                         | \$1050.00   |
| Building Permit/Review Fee                      | \$6.00 per every \$1000.00 worth<br>of construction or fraction thereof<br>if a building permit is required<br>PLUS administrative fee of \$25.00<br>PLUS technology fee of \$25.00, if<br>applicable.  |
| Extension of Building Permit Fee                | \$25.00   |
| Zoning Permit/Review Fee                        | \$6.00 per every \$1000.00 worth<br>of construction or fraction thereof<br>if a zoning permit is required<br>PLUS administrative fee of \$25.00<br>PLUS technology fee of \$25.00, if<br>applicable.  |
| Extension of Zoning Permit Fee                  | \$25.00   |
| Work Without First Obtaining Permit Penalty Fee | 25% increase of the Building or<br>Permit/Review Fee  |
| PA UCC Fee/Municipal Code Official Training Fee | \$4.50/Permit   |
| Driveway/Sidewalk/Curb Permit                   | Minimum of \$25.00; plus any<br>add'l expenses incurred, PLUS<br>\$25.00 administrative fee   |
| Access Drive Permit                             | \$75.00 + \$25.00 administrative fee  |
| Master Plumbing License Registration Fee        | \$50.00   |
| Journeyman Plumbing License Registration Fee    | \$25.00   |

**ZONING CONTINUED**

**AMOUNT**

|  |  |
|--|--|
| Structure in Easement Agreement Application Fee  | \$500.00   |
| Stormwater Management Ordinance  | \$5.00   |
| Stormwater Site Plan   | \$25.00 + any add'l expenses incurred  |
| Flood Plain Ordinance  | \$5.00   |
| Stormwater Management Fees   | \$1.00 per sq. ft. or fraction thereof up to 10,000 sq. ft.; plus \$0.50 per sq. ft. or fraction thereof from 10,001 sq. ft. to 20,000 sq. ft; plus \$0.10 per sq. ft. or fraction thereof over 20,000 sq. ft. |
| Operation & Maintenance Agreement Recording  | \$45.00  |
| Highway Occupany Permit  | *See PennDot "Schedule of Fees for Highway Occupancy Permits"*   |
| Burning Permit<br>(Covers anything that does not involve further services from the Fire Dept. or the Township other than inspecting the site and processing the Permit)      | \$50.00  |
| Burn Permit w/ Extinguisher Training (1-15 Employees)<br>(Covers the cost to have the extinguishers re-charged, the time to teach the class, plus the processing of permit)  | \$150.00   |
| Burn Permit w/ Extinguisher Training (16-50 Employees)<br>(Covers the cost to have the extinguishers re-charged, the time to teach the class, plus the processing of permit) | \$200.00   |
| Extinguisher Training (each add'l employee over 50)  | \$10.00  |

**ON-LOT SEWAGE ENFORCEMENT**

**AMOUNT**

**Sewage Permit Applications:**

|   |   |
|---|---|
| A. New on-lot system, repair, modification<br>-Repair in this category shall be limited to septic tank replacement or absorption area replacement. Modification in this category shall be limited to expansion or enlargement of an existing absorption area. | \$300.00 (stated fee includes one (1) inspection. Add'l inspections may be required.) |
| B. Repair, Modification, or Temporary Holding Tank<br>-Repair in this category includes replacing broken pipes, pumps, float controls, sealing watertight joints, replacing cracked lids, gas deflectors, and solids retainers.                               | \$200.00 (stated fee includes one(1) inspection. Add'l inspections may be required.)  |

**ON-LOT SEWAGE ENFORCEMENT CONTINUED****AMOUNT**

-Modifications in this category include installation of grease trap, adding a manhole extension to an existing septic tank, adding effluent filters, or adding hardware that changes the treatment process from anaerobic to aerobic.

|                                     |              |
|-------------------------------------|--------------|
| Soil Profile Description (Probe)    | \$150.00     |
| Percolation Test                    | \$350.00     |
| A. Holes dug by Sewage Officer      | add \$250.00 |
| B. Water provided by Sewage Officer | add \$250.00 |

\*\* Planning Activities and related work, not covered by the above schedule of fees, will be billed at the rate of \$90.00 per hour. These fees will first be collected from the applicant and reported on the monthly report, labeled planning. \*\*

|  |                  |
|--|------------------|
| Field Work, Inspections, Plot Plans, Letter for Real Estate Transactions | \$90.00 per hour |
|--|------------------|

|   |                  |
|---|------------------|
| Well Isolation Waiver Agreements – Admin Work | \$90.00 per hour |
|---|------------------|

|  |          |
|--|----------|
| Request for Septic Tank Pumping Interval Extension | \$100.00 |
|--|----------|

|   |          |
|---|----------|
| Holding Tank – One (1) Annual Inspection, Report & Tracking | \$130.00 |
|---|----------|

\*\* Inspections of construction of on-lot septic systems, investigation of malfunctions, enforcement activities and related work not covered by the above schedule of fees will be billed to municipality at the rate of \$90.00 per hour. \*\*

|  |          |
|--|----------|
| OLM Inspections per Ordinance requirements<br>One (1) inspection and Two (2) hours of admin included | \$200.00 |
|--|----------|

\*\* Two (2) hard copies of septic designs must be provided to the SEO with the application for new systems. For the SEO to print design copies, cost is \$0.25 per single-sided page x 2 copies. \*\*

**TOWNSHIP ENGINEER (HRG)****RATE PER HOUR**

|                            |               |
|----------------------------|---------------|
| Administration I           | \$70 - \$90   |
| Administration II          | \$85 - \$105  |
| Environmental Scientist I  | \$95 - \$125  |
| Environmental Scientist II | \$125- \$155  |
| Planner I                  | \$100 - \$130 |
| Planner II                 | \$130 - \$150 |
| Senior Planner             | \$150 - \$185 |

**TOWNSHIP ENGINEER (HRG)****RATE PER HOUR**

|  |               |
|--|---------------|
| Landscape Architect I                      | \$95 - \$125  |
| Landscape Architect II                     | \$125 - \$155 |
| Senior Landscape Architect                 | \$155 - \$170 |
| Surveyor I                                 | \$85 - \$120  |
| Surveyor II                                | \$120 - \$145 |
| Senior Surveyor                            | \$145 - \$170 |
| GIS Professional I                         | \$95 - \$130  |
| GIS Professional II                        | \$130 - \$145 |
| Senior GIS Professional                    | \$145 - \$170 |
| Resident Project Representative I          | \$85 - \$125  |
| Resident Project Representative II         | \$125 - \$150 |
| Senior Resident Project Representative     | \$150 - \$170 |
| Junior Technician                          | \$80 - \$100  |
| Technician I                               | \$105 - \$135 |
| Technician II                              | \$135 - \$160 |
| Senior Technician                          | \$160 - \$185 |
| Financial Specialist                       | \$120 - \$150 |
| Engineering Professional I                 | \$135 - \$170 |
| Engineering Professional II                | \$170 - \$180 |
| Project Engineer                           | \$180 - \$205 |
| Senior Project Engineer                    | \$205 - \$215 |
| Assistant Project Manager                  | \$150 - \$180 |
| Project Manager                            | \$180 - \$200 |
| Senior Project Manager                     | \$200 - \$215 |
| Operations Manager/Senior Technical Leader | \$180 - \$230 |

**TOWNSHIP ENGINEER (HRG)****RATE PER HOUR**

|                                      |                |
|--------------------------------------|----------------|
| Concrete Monuments                   | \$30.00/Each   |
| Lodging                              | At Cost        |
| Maps, Permits, Licenses              | At Cost        |
| Meals                                | At Cost        |
| Mileage                              | IRS Allowable  |
| Miscellaneous Charges                | At Cost        |
| Postage                              | As Weighed     |
| Stormwater Infiltration Testing Ring | \$25.00/Each   |
| Technology Equipment Charge          | \$150.00/Day   |
| Wide Format Printing/Copying         | \$.50/Sq. Foot |

\*All expenses are subject to a 10% markup, including, but not limited to travel, printing, postage, survey supplies, etc.

\*\*All non-exempt employees have overtime rates of 1.5 times their normal billing rate.

**PUBLIC WORKS****RATE PER HOUR**

|  |          |
|--|----------|
| Roller                                     | \$39.01  |
| Dump Truck (single axle)                   | \$74.83  |
| Dump Truck (tandem axle)                   | \$117.13 |
| Skid Loader                                | \$78.88  |
| Wheel Loader                               | \$116.74 |
| Leaf Vacuum + cost of 1-ton or 5-ton truck | \$53.67  |
| 1-ton Truck                                | \$48.00  |
| 5-ton Dump Truck                           | \$60.67  |
| Backhoe                                    | \$110.03 |
| Street Sweeper                             | \$184.20 |
| Generator/Pump/Power Saw/Compressor        | \$45.00  |
| Paver with Truck                           | \$262.71 |

**PUBLIC WORKS**

|                                     | <b><u>RATE PER HOUR</u></b>   |
|-------------------------------------|-------------------------------|
| Sewer TV Unit                       | \$98.03                       |
| Mini Camera                         | \$60.00                       |
| Jet Vac Flush Truck                 | \$169.41                      |
| Tractor with Mower                  | \$70.76                       |
| Electric Sewer Rodder               | \$30.00                       |
| Snowplow for on Truck               | \$23.80                       |
| Spreader, Salt, Sand for on Truck   | \$11.05                       |
| Emergency Portable Lighting         | \$75.00 (Min. of 2 hours)     |
| Labor per Man Hour – Regular        | \$60.70                       |
| Labor per Man Hour – Overtime       | \$91.50                       |
| Asphalt, Stone, Dirt, Salt and Sand | Actual Cost per ton + \$50    |
| Fuel                                | Actual Cost per gallon + \$50 |

**FIRE**

|                                      | <b><u>AMOUNT</u></b>   |
|--------------------------------------|------------------------|
| Copy of Fire/Incident Report:        |                        |
| Reports less than 5 pages            | \$15.00                |
| Pages 5-6                            | \$5.00/page            |
| Pages 6-20                           | \$2.00/page            |
| Administrative Fee                   | \$25.00                |
| Labor per Man Hour for Cleanup       | \$57.12                |
| Fire Police/Traffic Control Services | \$200.00 per hour      |
| Debris Removal/Cleanup               | \$350.00               |
| Medical Extraction (w/ Hydraulics)   | \$1,500.00 per patient |
| EMS Service Fee                      | Up to \$375.00         |

**FIRE APPARATUS FEES (BILLED ONE-HOUR MIN)**

|                    | <b><u>RATE PER HOUR</u></b> |
|--------------------|-----------------------------|
| Engine             | \$450.00 per hour           |
| Aerial/Ladder      | \$500.00 per hour           |
| Rescue             | \$475.00 per hour           |
| Utility/Service    | \$200.00 per hour           |
| Chief/Duty Officer | \$200.00 per hour           |

**FIRE EQUIPMENT FEES****RATE PER HOUR/USE**

|   |                    |
|---|--------------------|
| Self Contained Breathing Apparatus (SCBA) | \$75.00 each       |
| Hose (per 50 feet)                        | \$35.00            |
| Gas/CO Detector/Heat Gun                  | \$50.00 per use    |
| Deodorizer                                | \$25.00 per use    |
| Extinguisher                              | \$65.00 per use    |
| Hand Tools                                | \$15.00 each       |
| Hydraulic Rescue Tools                    | \$250.00 each      |
| Air Bags                                  | \$250.00 per Bag   |
| Scene Lighting                            | \$75.00 per hour   |
| Oil Booms                                 | \$50.00 each       |
| Oil Absorbent Sheets                      | \$3.50 each        |
| Absorbent Pillows                         | \$15.00 each       |
| Oil Dry                                   | \$35.00 per bucket |
| Power Tools                               | \$50.00 each       |
| Road Closing/Traffic Control              | \$125.00 per hour  |
| Salvage Covers                            | \$50.00 each       |
| Flares                                    | \$8.00 each        |
| Ventilation Fans                          | \$100.00 each      |
| Thermal Imaging Camera (TIC)              | \$200.00 each      |
| Foam                                      | \$75.00 per gallon |
| Cribbing:                                 |                    |
| - Passenger                               | \$100.00 each      |
| -Class B                                  | \$200.00 each      |
| -Trucks – Class A                         | \$500.00 each      |
| Stabilization Struts                      | \$75.00 per use    |
| Medical Gloves                            | \$2.00 per pair    |
| Ladders                                   | \$50.00 per use    |
| Generator                                 | \$75.00 per hour   |
| Hand Lights                               | \$5.00 per use     |
| Portable Pond                             | \$250.00 per use   |
| Fire Line Tape                            | \$0.50 per foot    |
| Trash Bags                                | \$2.00 per bag     |

**FIRE EQUIPMENT FEES CONTINUED**

|                                    |              |
|------------------------------------|--------------|
| Tyvek Suits (Nonhazardous Liquids) | \$35.00 each |
| Tyvek Suits (Hazardous Liquids)    | \$80.00 each |

**RATE PER HOUR/USE****POLICE**

|   | <b><u>AMOUNT</u></b> |
|---|----------------------|
| Parking Tickets                               | \$15.00              |
| Criminal History Record Information           | \$15.00              |
| Fire Reports                                  | \$15.00              |
| Incident Reports                              | \$15.00              |
| Reports less than 5 pages                     | \$15.00              |
| Pages 5-6                                     | \$5.00/page          |
| Pages 6-50                                    | \$2.00/page          |
| Pages 51 and up                               | \$1.00/page          |
| Photographs                                   | \$1.00/photo         |
| Video   | \$15.00/video        |
| Labor Per Hour for Police Services (Overtime) | \$100.00 per hour    |

**PARKS & RECREATION****RATE PER HOUR/USE**

|                                 |                         |                             |
|---------------------------------|-------------------------|-----------------------------|
| Basketball & Volleyball Courts  | Resident = \$15.00/hour | Non-Resident = \$25.00/hour |
| Softball/Baseball/Soccer Fields | Resident = \$15.00/hour | Non-Resident = \$25.00/hour |
| Green Space                     | Resident = \$15.00/hour | Non-Resident = \$25.00/hour |

**Small Pavilion Rentals: Broad Street, Derry, Loman, Shetter, Bennett Williams Parks**

Resident = \$40.00/day    Non-Resident = \$50.00/day  
 + a \$25.00 refundable trash bag/restroom key deposit

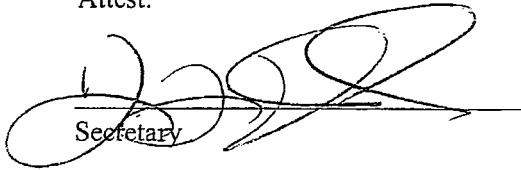
**Large Pavilion Rentals: Sunset Lane and Dunedin Parks**

Resident = \$50.00/day    Non-Resident = \$60.00/day  
 + a \$25.00 refundable trash bag/restroom key deposit

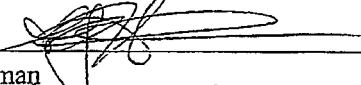

BE IT FURTHER RESOLVED that this Resolution will be effective on January 5<sup>th</sup>, 2026.

RESOLVED by the Board of Supervisors of West Manchester Township this 5<sup>th</sup> day of January 2026.

Attest:

  
Secretary

WEST MANCHESTER TOWNSHIP  
Board of Supervisors

  
Chairman  
  
Vice Chairman

\_\_\_\_\_  
Supervisor