

**RESOLUTION 2024-R-42**

**2025 FEE SCHEDULE**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF LOWER ALLEN TOWNSHIP, CUMBERLAND COUNTY, PENNSYLVANIA, ESTABLISHING FEES AND CHARGES AUTHORIZED BY VARIOUS ORDINANCES AND STATUTES FOR ADMINISTRATION OF TOWNSHIP BUSINESS IN ACCORDANCE WITH THESE ORDINANCES AND STATUE.**

**WHEREAS** the Board of Commissioners of Lower Allen Township, Cumberland County, Pennsylvania, has been authorized to establish fees and charges for reimbursement of services, rentals, processing of applications, and other necessary expenses incurred in administering Township business; and

**WHEREAS** the staff of Lower Allen Township has compiled the attached schedule of fees and charges in accordance with various sections of the Codified Ordinances of Lower Allen Township, 1997, or as authorized by various enabling statutes of the Commonwealth of Pennsylvania.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of Lower Allen Township, Cumberland County, Pennsylvania, as attached:

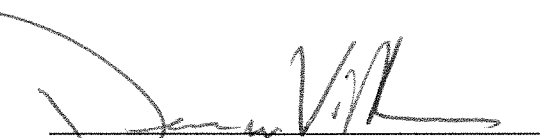
The attached fees and charges are hereby established and imposed. All resolutions or parts of resolutions expressly inconsistent are expressly repealed. This resolution shall be effective January 1, 2025.

**ADOPTED**, into a Resolution this 9<sup>th</sup> day of December 2024.

**ATTEST:**  
(Corporate Seal)

**LOWER ALLEN TOWNSHIP  
BOARD OF COMMISSIONERS**

  
(Assistant) Secretary

  
(Vice) President

**LOWER ALLEN TOWNSHIP  
2025 SCHEDULE OF FEES**

FEE CATEGORY		FEE	
COMMUNITY AND ECONOMIC DEVELOPMENT (CED)			
GENERAL PERMIT APPLICATION (GPA)			
Non-refundable processing fee is due when a GPA and associated documents are submitted. Only one GPA fee is necessary, even if the form is being used to apply for approval of multiple regulated activities.		\$50.00	
EXPEDITED GPA PROCESSING			
Approval of requests to expedite is subject to the availability of qualified staff.		\$100.00 per hour. \$160.00 per hour for commercial construction plan review.	
CODE COMPLIANCE STATEMENT		\$75.00	
PA UNIFORM CONSTRUCTION CODE (UCC)			
PERMIT FEES		RESIDENTIAL	COMMERCIAL
		<i>Residential fees apply to all construction activities regulated by the International Residential Code (IRC) including one-and-two family dwellings, townhomes, and their accessory structures.</i>	<i>Commercial fees apply to all other construction regulated by the International Building Code (IBC)</i>
Construct New Building		Gross floor area x sq. ft. construction cost from ICC Building Valuation Data Table (BVDT) published in August 2023 x 1%.	Same as residential
Enlarge, alter, repair, move, or change the occupancy of a building, structure, or facility, or install, enlarge, alter, repair, remove, convert, or replace any regulated building system. <u>Includes interior demolition for remodeling and alterations.</u>		1% x construction contract cost. \$50.00 minimum. <u>Exception for replacement roof covering \$50.</u> If construction by owner without contract, provide fair market value for all labor and materials.	1% x construction contract cost. \$50.00 minimum. Exception for replacement roof covering system when contract mandates qualified third party inspection to verify installation per manufacturer’s specifications: \$250.00
Demolition			
Remove accessory building or structure.		\$50.00 each	\$100.00 each
Remove primary building or structure.		\$100.00 each	\$250.00 per 50,000 sq. ft. or fraction thereof.
Industrialized And Manufactured Housing (applicant must provide copy of installer’s HUD license).		\$100.00	Not applicable
UCC permit surcharge		\$4.50 Per PA Construction Code Act	Same as residential

FEE CATEGORY	FEE	
Plan Review		
Initial Review	No additional charge, <u>cost included in permit fee.</u>	Same as residential
Review of design changes to an approved plan set.	\$65.00 per hour	\$85.00 per hour
Industrialized & Manufactured Housing: site construction not exempt from UCC regulations	\$100.00	Not applicable
Third-Party Plan Review	Consulting firm's fee schedule as indicated in Appendix A.	
Inspections ( <i>Fee for each inspection</i> )		
Third-Party Inspections	Consulting firm's fee schedule as indicated in Appendix A	
If permit fee is based upon BVDT for new buildings.	No additional charge	No additional charge
Structural/nonstructural items, including accessibility and energy conservation.	No additional charge, <u>cost included in permit fee.</u>	Same as residential
Mechanical and Fuel Gas Systems	\$65.00	\$85.00
Electrical Systems		
Rough or Final	\$65.00	\$85.00
Bonding, in-ground pool	\$150.00	Same as residential
Bonding, on-ground pool	\$100.00	Same as residential
Electrical service up to 200 Amps	\$100.00	Not applicable
Electrical service over 200 Amps	\$150.00	Not applicable
Electrical service up to 400 Amps	Not applicable	\$125.00
Electrical service up to 800 Amps	Not applicable	\$150.00
Electrical service up to 1200 Amps	Not applicable	\$200.00
Electrical service over 1200 Amps	Not applicable	\$400.00
Plumbing Systems	\$65.00 rough or final, including NFPA 13D and IRC P 2904 fire sprinkler systems.	\$85.00
Life Safety and Fire Protection Systems	Not applicable	\$150.00 automatic fire sprinkler hydrostatic pressure or flow test. \$85.00 per standpipe riser. \$85.00 each non-water-based fire suppression system. \$85.00 each private fire hydrant. \$85.00 per floor, fire alarm system. Double fee charged if floor area > 50,000 sq. ft.
Industrialized & Manufactured Housing: site construction not exempted from UCC regulations	Electrical service inspection fee plus \$100.00 if a relocated home. For a new home, in addition to electrical service inspection fee, applicant must also provide a HUD-390 inspection form completed	Not applicable

FEE CATEGORY	FEE	
	by an in-dependent, HUD-qualified inspector and pay inspection fee directly to HUD-qualified inspector.	
Reinspection of failed items	\$65.00	\$85.00
Inspections conducted outside of normal business hours when qualified staff is available	2 times regular rate; 3 times regular rate if weekend or holiday request.	Same as residential
APPEAL OF UCC ISSUES	\$250.00; Additional fees are charged by the Capital Region Council of Governments UCC Board of Appeals	
CERTIFICATE OF OCCUPANCY		
Single occupancy.	No additional fee	
Building containing multiple, separated occupancies.	One occupancy included at no additional fee. \$50 for each occupancy > one	
Replacement or to revise owner/tenant information, and no UCC permit required.	\$50.00	
WORKER’S COMPENSATION INSURANCE VERIFICATION (WCIV)	\$50.00 Annual registration fee for contractor is required by the PA Workers Compensation Insurance Act when permit applicant is the contractor. If WCIV occurs in last quarter of a calendar year, the registration is valid for the remainder of that year plus the following year at no extra charge.	
SEXUALLY ORIENTED BUSINESS		
Operational Permit, initial	\$500.00	
Operational Permit, renewal	\$200.00	
Operational permit, transfer	\$40.00	
Individual employee license, initial or renewal	\$50.00	
ZONING CODE		
Zoning Permit	RESIDENTIAL	COMMERCIAL
	Residential fees apply to all regulated activities pertaining to one-and-two family dwellings, townhomes, and their accessory structures.	Commercial fees apply to all regulated activities on nonresidential properties.
Install, relocate, or alter accessory structures, fences, sheds, driveways.	\$25.00	\$50.00
Signs	\$25.00 copy panel change only, each sign panel. \$50.00 new, relocated or altered sign, each sign.	Same as residential
Establish a new use in a vacant building or structure	N/A	\$50.00
New primary use building or addition thereto	\$100.00	\$200.00
Reconstruction or alteration of a primary use building or structure	\$50.00	\$100.00

FEE CATEGORY	FEE	
Change use of a building, structure, or land	\$200.00 Exception: \$50.00 for impact Home Occupations.	\$200.00
Extend, enlarge, or change nonconforming use or building	\$200.00	Same as residential
INSPECTION	\$25.00	\$50.00
CERTIFICATE OF NON-CONFORMANCE	\$75.00	
ZONING HEARING BOARD APPLICATION	\$600.00	
ZONING ORDINANCE AMENDMENT	\$250.00 per Hearing Date, <i>plus</i> publication reimbursement cost for each public hearing notice and notice of adopted ordinance.	
CONDITIONAL USE APPLICATION	\$250.00 per hearing date, plus publication cost reimbursement for each public hearing notice + reimbursement of cost of technical experts if required by Board of Commissioners to analyze technical data presented by applicant.	
PROPERTY MAINTENANCE CODE		
Property Maintenance Code Appeals	\$ 200.00	
Code Compliance Statement	\$ 50.00	
Repeat Code Contact Offender		
First Official Contact per year	No Cost	
2 <sup>nd</sup> Notice of Violation	\$100.00	
3 <sup>rd</sup> Notice of Violation	\$200.00	
4 <sup>th</sup> Notice of Violation	\$300.00	
5 <sup>th</sup> Notice of Violation	\$400.00	
6 <sup>th</sup> Notice of Violation	\$500.00	
FILLING & EXCAVATING CODE		
Excavation and Fill Permits	\$25.00: 11 to 100 cubic yards \$50.00: 101 to 1,000 cubic yards \$50.00: Over 1,000 cubic yards, <i>plus</i> \$30.00 per each additional unit of 1,000 cubic yards. If any additional increment of material is less than 1,000 cubic yards, prorate the additional \$30.00.	
Inspection Fee	\$55.00/per hour required inspection	
FIRE CODE		
Annual Operational Permits		
Aerosol Products in excess of 500 lbs.	\$55.00	
Amusement Buildings	\$55.00	
Aviation Facilities	\$55.00	
Carnivals and Fairs	\$00.0030 per sq. ft. of area excluding parking	
Cellulose Nitrate Film	\$55.00	
Combustible Dust Producing Operations	\$55.00	
Combustible Fibers	\$55.00	
Compressed Gases	\$55.00	
Covered Mall Building	\$250.00 plus \$20.00 per tenant space	
Cryogenic Fluids	\$55.00	
Cutting and Welding	\$30.00: Weekly; \$55.00: Monthly; \$110.00 Annual	
Dry Cleaning Plants	\$55.00	

FEE CATEGORY	FEE
Exhibits and Trade Shows	\$0.0030 per sq. ft. of area excluding parking
Explosives	\$150.00
Fire Hydrants and Valves	\$55.00 plus costs assessed by PAWC (private use of public hydrants for non-firefighting purposes)
Fire protection/life safety systems that are required (to be maintained per NFPA 25 or 72 standards).	\$55.00 per building/occupancy
Flammable and Combustible Liquids	\$ 55.00 up to 1,000 gallons \$110.00 more than 1,000 gallons
Floor Finishing (using flammable liquids)	\$55.00
Fruit and Crop Ripening	\$55.00
Fumigation and Insecticidal Fogging	\$55.00
Hazardous Materials	\$55.00 up to 55 gallons or up to 500 pounds \$110.00 over 55 gallons or over 500 pounds
HPM Facilities	\$55.00
High Piled Combustible Storage	\$55.00 up to 20,000 sq. ft. \$00.0030 per sq. ft. over 20,000 sq. ft.
Hot Work	\$55.00
Industrial Ovens	\$55.00
Kiosks in covered malls	\$55.00
Lumber Yards and Woodworking Plants	\$55.00 up to 20,000 sq. ft. \$00.0030 per sq. ft. over 20,000 sq. ft.
Liquid/Gas Fueled Vehicles in Assembly Occupancies. <i>LP Gas – Regulated by PA LP Gas Act</i>	\$55.00
Magnesium in excess of 10 lbs.	\$55.00
Miscellaneous Combustible Storage	\$55.00 up to 20,000 sq. ft. \$00.0030 per sq. ft. over 20,000 sq. ft.
Open Burning (includes bonfires)	\$55.00
Open Flames and Torches	\$55.00
Open Flames and Candles	\$55.00
Organic Coatings	\$55.00
Places of Assembly	\$55.00 up to 20,000 sq. ft. \$0.0030 per sq. ft. over 20,000 sq. ft.
Private Fire Hydrants	\$55.00
Pyrotechnics, Special Effects, Sale of Fireworks	\$260.00
Pyroxylin Plastics	\$55.00
Refrigeration using toxic/flammable refrigerants	\$110.00
Repair Garages and Fuel Dispensing Facilities	\$55.00 up to 10,000 sq. ft. \$00.008 per sq. ft. over 10,000 sq. ft. \$55.00 Fuel Dispensing \$100.00 Both Fuel and Repair at same property
Rooftop Heliports	\$55.00
Spraying or Dipping using Flammable or Combustible Liquids	\$55.00 up to 10,000 sq. ft. \$00.008 per sq. ft. over 10,000 sq. ft.
Storage of Scrap Tires and Tire By-Products	\$55.00

<b>FEE CATEGORY</b>	<b>FEE</b>
Temporary Membrane Structures, tents, and canopies	\$55.00
Tire Rebuilding Plants	\$55.00
Waste Handling	\$55.00
Wood Products	\$55.00
Fire Code Appeals (Fire Code appeals not under jurisdiction of UCC Board of Appeals.)	\$250.00
Fire Code Inspections	\$45.00
Code Compliance Statements	\$100.00
Fire Safety Training	\$100.00 per hour
Fire Report or other Official Correspondence	\$100.00 per hour
<b>ITEMS FOR SALE</b>	
Zoning Ordinance	\$30.00 <i>plus</i> tax
Zoning Map	\$10.00 <i>plus</i> tax
SLD Ordinance	\$30.00 <i>plus</i> tax
Stormwater Management Ordinance	\$10.00 <i>plus</i> tax
Plots	\$10.00 per sheet <i>plus</i> tax for black and white plans. \$15.00 per sheet <i>plus</i> tax for aerial photos and color plans.
<b>SUBDIVISION AND LAND DEVELOPMENT (SLD)</b>	
All Subdivision and Land Development Plans	\$2,000.00 Engineer's fee escrow \$575.00 Review and processing fee, <i>plus</i> \$10.00/lot Subdivision or PRD Plan \$10.00/acre Land Development Plan \$100.00 Recording service fee, <i>plus</i> Recorder of Deeds fee, <i>plus</i> per parcel – county parcel verification fee.
Overall Master Plan	\$575.00 Review and processing fee
<b>REVIEW FEE BASIS</b>	
Senior Planning Staff	\$65.00 per hour
Public Works Inspector	\$55.00 per hour
Township Planning Staff	\$40.00 per hour
Consulting Engineer/Traffic Engineer	Consulting firm's fee schedule as indicated in Appendix B
Fee In-Lieu of Recreation Dedication	\$1500.00 per residential unit
<b>STORMWATER</b>	
Drainage and Stormwater BMP plan	\$100.00 Review and Processing fee\$50.00 Recording service fee, plus Recorder of Deeds fee for O&M Agreement, plus per parcel county parcel verification fee.
Engineering Fee Basis (same as SLD fees)	\$1,500.00 Engineer's fee escrow. Note: If drainage plan is associated with a SLD Plan and the Engineer's fee escrow is provided with the SLD plan; additional escrow is not required with the drainage plan.
Best Management Practice (BMP) Inspection	\$50 per hour
<b>ON-LOT SEWAGE DISPOSAL SYSTEMS (OLDS)</b>	
Sewage Enforcement Officer (SEO)	Consulting firm's fee schedule as indicated in Appendix C.
<b>RIGHT OF WAY (ROW)</b>	
ROW Occupancy and Excavation Permit	<b>Excavation:</b> \$50.00 Base permit fee, plus \$4.00/square foot of excavated pavement. <b>Occupancy:</b> \$50.00 first 50 ft. <i>plus</i> \$30.00 each additional 100 ft. connected

<b>FEE CATEGORY</b>	<b>FEE</b>
	underground facilities. \$25.00 up to 10 ft. <i>plus</i> \$2.00 each additional facility above ground connected facilities. \$50.00 first mile, plus \$5.00 each additional mile-seismograph
** Utilities and contractors may elect to post security on an annual basis in the minimum amount of \$15,000. Any permit with an estimated pavement restoration cost exceeding the posted annual security amount must be secured separately for the estimated amount.	Security Required for Restoration** \$250.00 <i>plus</i> \$40.00 per sq. yd., <i>plus</i> \$100.00 if Oct. 15 to April 1, <i>plus</i> \$35.00 per sq. yd. for temporary paving \$20.00 per sq. yd. for excavation in unpaved ROW
Inspection Fee	\$55.00
<b>WIRELESS COMMUNICATION FACILITIES (WCF)</b>	
<b>Applications</b>	
Non-Tower WCF	\$500.00 for up to five (5) Non-Tower WCF. \$100.00 for each Non-Tower WCF thereafter.
Tower-Based WCF (Outside ROW)	\$2,500
Small WCF (Inside ROW)	\$1,000 (If requiring new or replacement pole) \$500 for up to five (5) co-located WCF \$100 for each small WCF thereafter
<b>Annual ROW Fees</b>	
Small WCF	\$270 each
<b>STORMWATER BILLING FEE</b>	
Beginning April 1, 2019, the stormwater fee for Lower Allen Township shall be as follows:	\$19.00 Per Equivalent Residential Unit (ERU) to be quarterly.
<b>INSUFFICIENT FUNDS CHARGE</b>	\$30.00 Per Returned Payment
<b>WATER SHUT-OFF AND TURN ON</b>	\$60.00 Per shut-off and turn on event
<b>LEGAL SERVICE</b>	
Review delinquent account, preparation of correspondence to property owner regarding delinquent account and notice regarding additional collection activities.	\$117.50 (0.5 hour)
Review Authority's record as to appropriate statutory notice compliance; preparation and filing of Magisterial District Justice Complaint.	\$411.25 (1.75 hours)
Magisterial District Justice hearing appearance if necessary.	\$411.25 (1.75 hours)
Preparation of and filing of Municipal Lien	\$182.78 (0.78 hour)
Prepare and service of Writ of Scire Facias	\$940.00 (4.0 hours)
Prepare and file Praecipe for Entry of Judgement	\$313.33 (1.33 hours)
Satisfaction of Municipal Lien	\$117.50 (0.5 hour)
Satisfaction of Judgement with Court of Common Pleas	\$117.50 (0.5 hour)
Review of Bankruptcy filing	\$235.00 (1.0 hour)



<b>FEE CATEGORY</b>	<b>FEE</b>
Preparation and filing of Bankruptcy Proof of Claim	\$352.50 (1.5 hours)
Motion for Relief from the Automatic Stay	\$940.00 (4.0 hours)
Motion for Special Service	\$705.00 (3.0 hours)
Petition to Reassess Damages	\$313.33 (1.33 hours)
All other Legal Services	\$235.00 per hour
Services and Costs Not Covered Above	All costs and expenses will be billed based on postage fees, filing fees or costs established by the Sheriff, Constable, Prothonotary, or other Federal, State, and County Agency.

<b>REFUSE FEES</b>	
<b>LEGAL SERVICE</b>	
Preparation of and filing of Municipal Lien	\$182.78 (0.78 hour)
Satisfaction of Municipal Lien	\$117.50 (0.5 hour)
Review of Bankruptcy filing	\$235.00 (1.0 hour)
Preparation and filing of Bankruptcy Proof of Claim	\$352.50 (1.5 hours)
Motion for Relief from Automatic Stay	\$940.00 (4.0 hours)
All other Legal Services	\$235.00 per hour

**LOWER ALLEN TOWNSHIP  
2025 SCHEDULE OF FEES**

**RECREATION and PARKS**

<b>BARN RENTALS: Between Hours of 8:00 am – 10:00 pm</b>							
<b>WEEKEND RATES:</b> Friday 8:00 am – Sunday 10:00 pm							
<b><u>LEVEL</u></b>	<b><u>Half-day</u> (5 hours or less) Non-Residential /Non-Business</b>	<b><u>Half-day</u> (5 hours or less) LA Resident/ LA Business</b>	<b><u>Full Day</u> (5 hours+) Non-Resident/ Non-Business</b>	<b><u>Full Day</u> (5 Hours+) LA Resident/ LA Business</b>	<b><u>Security</u> Deposit</b>	<b><u>Alcohol</u> Deposit*</b>	<b><u>Optional</u> <u>Cleaning</u> <u>Fee</u></b>
Upper	\$250.00	\$125.00	\$500.00	\$250.00	\$250.00	\$140.00	\$150.00
Lower	\$200.00	\$100.00	\$400.00	\$200.00	\$100.00	\$140.00	\$100.00
Both	\$450.00	\$225.00	\$650.00	\$325.00	\$300.00	\$140.00	\$250.00
Barn Gazebo	\$50.00	\$25.00	\$50.00	\$25.00	\$50.00	N/A	N/A
Pond Gazebo	\$50.00	\$25.00	\$50.00	\$25.00	\$50.00	N/A	N/A
Security Guard (Required if alcohol present)	\$19.25/hour	\$19.25/hour	\$19.25/hour	\$19.25/hour	N/A	N/A	N/A
<b>WEEKDAY RATES:</b> Monday 8:00 am – Thursday 10:00 pm							
<b><u>LEVEL</u></b>	<b><u>Half-day</u> (5 hours or less) Non-Residential /Non-Business</b>	<b><u>Half-day</u> (5 hours or less) LA Resident/ LA Business</b>	<b><u>Full Day</u> (5 hours+) Non-Resident/ Non-Business</b>	<b><u>Full Day</u> (5 Hours+) LA Resident/ LA Business</b>	<b><u>Security</u> Deposit</b>	<b><u>Alcohol</u> Deposit*</b>	<b><u>Optional</u> <u>Cleaning</u> <u>Fee</u></b>
Upper	\$120.00	\$60.00	\$200.00	\$100.00	\$250.00	\$140.00	\$150.00
Lower	\$80.00	\$40.00	\$140.00	\$70.00	\$100.00	\$140.00	\$100.00
Both	\$150.00	\$75.00	\$300.00	\$150.00	\$300.00	\$140.00	\$250.00
Barn Gazebo	\$50.00	\$25.00	\$50.00	\$25.00	\$50.00	N/A	N/A
Pond Gazebo	\$50.00	\$25.00	\$50.00	\$25.00	\$50.00	N/A	N/A
Security Guard (Required if alcohol present)	\$19.25/hour	\$19.25/hour	\$19.25/hour	\$19.25/hour	N/A	N/A	N/A

**PAVILION RENTALS AT LACP**

<b><u>Location</u></b>	<b><u>Non-Resident /Corporate</u></b>	<b><u>Resident/LA Business/ Non-Profit/Tournament</u></b>	<b><u>Alcohol Deposit**</u></b>	<b><u>Security Deposit</u></b>
Upper	\$ 85.00	\$60.00	\$140.00	\$75.00
Lower	\$100.00	\$75.00	\$140.00	\$75.00
Tot Lot	\$ 65.00	\$50.00	\$140.00	\$50.00
Fernlawn	\$ 65.00	\$50.00	\$140.00	\$50.00
Keystone	\$ 85.00	\$60.00	\$140.00	\$50.00

\*\*Alcohol Deposit used toward Security Guard payment

<b><u>CANCELLATION POLICY</u></b>	
3 weeks	100% refund
2 weeks	50% refund
1 week or less	NO REFUND

## **SOFTBALL/SOCCER RESERVATIONS:**

*(Waivers for tournaments not permitted.)*

## **FIELD LINE/GROOMING/EVENT MAINTENANCE**

Cost of materials **plus** Township staff salary/benefits at \$33.00 an hour (with a 2-hour minimum charge).

## **NON-TOURNAMENT**

\$30.00/5 hours or less per field

\$60.00/5 hours or more per field

## **BASEBALL AND SOFTBALL TOURNAMENTS**

Field: \$100.00 per day per field

Pavilion: see Pavilion Rental Fees

Security Deposit: \$100.00 (non-refundable if tournament is canceled.)

## **SOCCER AND LACROSSE TOURNAMENTS**

Field: \$175.00/day per field

Pavilion: see Pavilion Rental Fees

Security Deposit: \$100.00 **non**-refundable if tournament is canceled.

***NOTE:*** *If more than three (3) fields are needed, Lower Allen Township needs to be notified to accommodate this request. No additional fields may be created without prior permission.*

## **VENDOR FEES**

Private business/merchandise vendors: \$50.00/vendor per day

Public/Fundraising event vendors: \$50.00/vendor per day

***Note:*** *A letter must be submitted to the Board of Commissioners for permission to waive the vendor fee for fund raising events only.*

## **CAMPING FEES:**

**TIMES:** Check in: 2:00 pm; Check Out: 1:00 pm

***NOTE:*** *After 1:00 pm, campers will be charged for a second night rental.*

### **Single Campsites:**

Resident: \$10.00

Non-Resident: \$20.00

### **Double (extra-large) Campsite:**

Resident: \$15.00

Non-Resident: \$25.00

## **RETURNED PAYMENTS (CHECK/ACH) AND CREDIT CARD PROCESSING FEES:**

Check/ACH returns: \$30.00 per item

Credit Card Payments: 3% of total credit card payment (assessed by Township's third-party credit card processor), with a minimum of \$3.00.

**LOWER ALLEN TOWNSHIP  
2025 SCHEDULE OF FEES**

**LEAF COMPOST and WOOD CHIPS  
YARD WASTE, REFUSE, and RECYCLING  
BULK ITEM and DUMPING FEES**

**LEAF COMPOST and WOOD CHIPS**

**Delivered Leaf Compost: Delivered**

Small Load (3 cubic yards): \$45.00

Large Load (8 cubic yards): \$65.00

**Wood Chips:**

Small Load (3 cubic yards): \$25.00

Large Load (8 cubic yards): \$50.00

**Self-Loaded:** no fee

**YARD WASTE**

**TOWNSHIP COMMERCIAL DUMPING FEE**

For commercial and multi-family properties within recycling facility: \$500.00 Annual Registration Fee

**TOWNSHIP RESIDENT DUMPING FEE**

No Charge for the first four (4) loads brought by any resident in one calendar year; \$25.00 per load after the first four (4) loads.

**TOWNSHIP MAINTENANCE PERSONNEL**

\$33.00/hour unless stated otherwise in contract.

**REFUSE & RECYCLING/BULK DROP**

**Refuse and Recycling Charge Per Household:** \$37.61 per month (\$112.83 per quarter)

Low Flow Option: \$35.94 per month (\$107.82 per quarter)

Replacement Yard Waste Bins: \$13.00 each

**TOWNSHIP RESIDENT BULK ITEM DUMPING FEE:**

No Charge for the first four (4) loads brought by any resident; \$25.00 per load after the first four (4) in one calendar year.

**CLEANUP RESPONSE TO AN UNAUTHORIZED WASTE DEPOSIT (ILLEGAL DUMPING)**

\$50.00-\$75.00/per hour per response crew and vehicle *plus* costs for expendable supplies and billable services.

**POLICE RECORDS, MEDICAL RECORDS, COPIES, POSTAGE AND RECORD-RELATED FEES,  
RIGHT TO KNOW LAW (RTKL) REQUESTS, TOWNSHIP NEWSLETTER,  
and AMUSEMENT DEVICE LICENSE**

**POLICE DEPARTMENT RECORD REQUESTS AND OTHER DISSEMINATIONS**

Police Department Accident Report \$15.00 (redacted as appropriate) plus administrative costs as appropriate.

Police Department Incident Report \$10.00 (redacted as appropriate) plus administrative cost as appropriate.

Police Department Crime/Accident Scene Photographs/Video cost (redacted as appropriate) \$50.00 *plus* processing costs.

Police Department/Fire Department Digital Photographs: Actual cost (redacted as appropriate); \$25.00 for the first CD, plus administrative costs, as appropriate.

Police Department Statistical Compilation outside of RTK or existing reports: \$50 per subject/topic/location for up to 1 hour of research, compilation, and redaction, plus \$50/hr. for any portion of an hour beyond the initial hour for each subject/topic/location.

Act 22 of 2017 authorized Audio or video recordings: \$100.00 per recording from each device.

Fire Department Incident Reports: \$25.00.

**MEDICAL RECORDS**

Amount to be charged* for:	Not to Exceed
Pages 1-20	\$1.83
Pages 21-60	\$1.36
Pages 61-end	\$0.47
Microfilm copies	\$2.70
Search and retrieval of records*	\$27.14
Production of records to support any claim under Social Security or any Federal or State financial needs-based program.	\$34.40
Supplying records requested by a District Attorney	\$27.14

\* Not to be charged if requestor is requesting their own personal health records.

**COPIES (SEE ALSO APPENDIX D: RTKL FEE SCHEDULE)**

Township Resident or Township Property Owner: first 10 pages free; 25 cents per page thereafter.

Non-Resident and others: first 5 pages free; 25 cents per page thereafter.

Oversized copies: actual cost of outsourced service.

Plots: Outsourced service: actual cost

Plots: In-House service: \$10.00 per sheet *plus* tax for black and white plans.

\$15.00 per sheet *plus* tax for aerial photos and color plans.

*All copy fees may be in addition to per-incident fees mentioned elsewhere in this schedule.*

**POSTAGE (INCLUDING CERTIFIED MAIL/RETURN RECEIPT REQUESTED):**

Actual cost to transmit record (See also Appendix D: RTKL Fee Schedule).

**CERTIFICATION BY TOWNSHIP SECRETARY/ASSISTANT SECRETARY:**

\$5.00 per record (See also Appendix D: RTKL Fee Schedule).

**RECORD-RELATED FEES FOR NON-EXEMPT RECORDS REQUESTED THROUGH THE FREEDOM OF INFORMATION ACT (FOIA) / PENNSYLVANIA OFFICE OF OPEN RECORDS (OOR) / RIGHT TO KNOW LAW (RTKL), ETC.:** See Appendix D: RTKL Fee Schedule.

**OTHER RECORD-RELATED FEES NOT LISTED ABOVE INCLUDING:** Color Copies, Specialized Documents, CD/DVDs, Flash Drives, Facsimile, Other Media, and Conversion to Paper: See Appendix D.

**TOWNSHIP NEWSLETTER:**

Quarterly Issue of the *Township News*: \$5.00 per year.

**AMUSEMENT DEVICE LICENSE:**

Annual license fee for coin-operated amusement devices: \$75.00

## PUBLIC SAFETY DEPARTMENT

*(Includes Police, Emergency Medical Services, Public Safety Officers)*

### **PEDDLER'S LICENSE:** (includes Notary Fee and cost of ID Cards)

\$100.00 is established for a 30-day permit; \$50.00 is established for one 30-day extension of the permit.

### **ALARM PERMITS:**

Suppliers/Monitor License: \$50.00/year

Alarm User Permit (non-transferable): \$25.00 one-time fee

\$100.00 penalty for activating alarm before obtaining permit

False Alarm Fees (per calendar year): First three of year: no charge

Fourth of year: \$25.00

Subsequent false alarms: \$100.00/alarm

### **POLICE SERVICES - Security/Special Events:**

Police Officer: \$145.00 per hour\*.

Community Service Officer: \$18.75 per hour per CSO\* (may be at overtime rate)

*\* Unless otherwise specified in contracts or grant submissions*

**FINGER PRINTING:** \$10.00 Resident; \$20.00 Non-Resident

**KENNEL FEE:** \$30.00/day per animal.

## **EMERGENCY MEDICAL SERVICES**

Basic Life Support Emergency Services:	\$950.00 <i>plus mileage &amp; supplies</i>
Basic Life Support Non-Emergency:	\$950.00 <i>plus mileage &amp; supplies</i>
Advanced Life Support Services (ALS1):	\$1,450.00 <i>plus mileage &amp; supplies</i>
Advanced Life Support Emergency Services (ALS2):	\$1,750.00 <i>plus mileage &amp; supplies</i>
Advance Life Support Non-Emergency:	\$1,450.00 <i>plus mileage &amp; supplies</i>
Paramedic Intercept to BLS Company Services:	\$900.00 & <i>supplies</i>
Mileage (Loaded):	\$16.00 per mile

Charges to patients not transported based upon PA Act 103 enacted in 2018:

Basic Life Support Emergency – Response, Vitals, Assessment – No Transport: \$125.00

Basic Life Support Emergency – Response, Vitals, Assessment, and any BLS treatment – No Transport \$250.00

Advanced Life Support Emergency – Response, Assessment, ALS-1 Treatments (EKG, Medications <2) No transport: \$375.00

Advanced Life Support Emergency – Response, Assessment, ALS-2 treatments (>2 medications, Advanced Airway, Lucas, Defibrillation, etc.) No Transport: \$500.00

Annual EMS Subscription: Individual: \$80.00; Household: \$100.00

CPR Training: \$50.00 per person *plus* cost of books and supplies depending on course. Minimum five (5) people. Corporate pricing is available for groups greater than 25 (Arranged through EMS Captain).

West Shore Rec \$40/person *plus* cost of books and supplies depending on course.

Ambulance Stand-by Services: \$35.00 per hour per unit *plus* full-time employee salary *plus* benefits (may be at overtime rate) and/or part-time employee salary *plus* benefits (may be at overtime rate); *unless otherwise*



*specified in contracts or grant submissions.*

#### **PUBLIC SAFETY OFFICERS**

Public Safety Officers: employee(s) salary plus benefits; *unless otherwise specified in contracts or grant submissions.*

**LOWER ALLEN TOWNSHIP  
AND LISBURN FIRE DEPARTMENT  
2025 SCHEDULE OF FEES**

**ACCIDENT CLEAN UP**

\$250.00 per vehicle involved requiring cleanup services *plus* expendable supplies and billable services.

**HAZ-MAT CLEAN UP**

\$250.00 per hour per piece of apparatus *plus*, expendable supplies and billable services.

**BILLABLE SERVICES\***

**For Accident and Hazardous Materials Clean-up:**

Amkus Rescue System	\$350.00
Rescue Winch	\$200.00
Saws	\$150.00 per saw
Flood lighting	\$100.00 per hour (first hour included in first \$250.00 fee)
Oil dry	\$25.00 per bag (first 2 bags in \$250.00 fee)
Rescue Air Bags	\$200.00
Slice Pack (Arc/Air Cutting Torch)	\$200.00
Air tools	\$100.00
Foam concentrates	\$150.00 per 5-gallon container (\$30/gal)
Rescue Struts	\$100.00 per use

*Other expendable items will be billed at market price for replacement. (Hazardous materials, pads, and booms).*

*\*Services to be billed to insurance carrier. Township residents shall not be billed directly.*

**Emergency Stand-by Services:** (To include responses to controlled burns\*)

<u>VEHICLE</u>	<u>FIRST HOUR</u>	<u>EACH ADDITIONAL HOUR</u>
Engine	\$400.00	\$200.00
Squad	\$500.00	\$250.00
Rescue	\$500.00	\$250.00
Truck	\$700.00	\$350.00
Tanker	\$500.00	\$250.00
Mini-Pumper	\$250.00	\$125.00
Utility	\$150.00	\$ 75.00
Portable Pump	\$50.00	\$ 25.00

\*Controlled burn responses; other expendable materials used shall be billed at above rates or current market prices.

***NOTE:*** *Unless otherwise specified by contract or agreement for stand-by situations. Other responding apparatus will be billed at the rates recommended by Cumberland County.*

## **APPENDICES**

- A. Third-Party Inspection or Plan Review – Approved Code Services Fee Schedule
- B. Engineering Services – Rettew Fee Schedule
- C. Sewage Enforcement Officer Services – Hoover Engineering Fee Schedule
- D. Right to Know Law (RTKL) Fees – Office of Open Records Official Fee Schedule



## APPENDIX A

Third-Party Inspection or Plan Review:

Approved Code Services Fee Schedule





# 2025 | SERVICE FEES

## LOWER ALLEN TOWNSHIP FEE SCHEDULE

### RESIDENTIAL

Residential Plan Review	\$85.00/hr
Residential Inspection	\$85.00/hr
Residential Electrical Inspection	\$85.00/hr
Residential Inspection Electrical Service Cut-in up to 200 Amps	\$105.00/hr
Hearings, Appeals and Township Mtgs, Prep & Appearance	\$105.00/hr
Zoning Investigation	\$95.00/hr
Certified Building Code Official ( <i>Administrative &amp;/or Enforcement Actions</i> )	\$105.00/hr
Clerical Services	\$50.00/hr
Mileage ( <i>N/C for work in the township</i> )	IRS Rate

New Single-Family Dwelling - Plan Review	
up to 3,000 s.f.	\$315.00/ea
over 3,000 s.f.	\$470.00/ea
over 6,000 s.f. ( <i>Same as Commercial</i> )	\$525.00/ea

*Note: 10 required inspections at \$85/each and one Elec. Service Insp. at \$105 each for new single-family*

Multiple Duplexes & Townhouses Plan Review of Similar Design	\$190.00/unit
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### COMMERCIAL

Commercial Plan Review	\$105.00/hr
Commercial Inspection	\$105.00/hr
Commercial Electrical Inspection	\$105.00/hr
Commercial Electrical Service Cut-in Inspection	
up to 400 Amps	\$120.00/hr
up to 800 Amps	\$155.00/hr
up to 1200 Amps	\$250.00/hr
over 1200 Amps	\$350.00/hr

\* Expedited Plan Review available upon request. RFQ

*Approved Code Services offers guaranteed expedited Plan Reviews.  
Call our office for a quote on your specific expedited review needs.*

*\*All Inspections are allotted up to 1-hour. Inspections taking longer than 1 hour will be charged additional hours for any part thereof.*





## APPENDIX B

Engineering Services

Rettew Fee Schedule



# 2025 RATE SCHEDULE

POSITION			HOURLY RATE
Archaeological Field Technician Assistant CAD Operator	Assistant Site Designer Marketing Assistant	Survey Technician 1	\$83.00
Administrative Assistant Archaeologist 1 Archaeological Crew Chief Assistant Engineer Assistant Community Development Specialist Assistant Geologist Assistant Geophysicist	Assistant Geotechnical Engineer Assistant Landscape Architect Assistant Scientist CAD Operator Field Technician 1 Front Desk AA GIS Technician 1	Health & Safety Technician 1 Jr. Planner Survey Technician 2	\$99.00
Biologist 1 Community Development Specialist 1 Designer 1 Electrical Control Engineer Environmental Scientist 1 Field Engineer Field Technician 2	Geologist 1 Geoscientist 1 GIS Analyst 1 GIS Technician 2 Health & Safety Technician 2 Marketing Coordinator Party Chief 1	Project Technician 1 Resident Project Representative 1 Soil Scientist 1 Sr. Administrative Assistant Utility Locator 1	\$116.00
Archaeologist 2 Biologist 2 CAD Manager Designer 2 Engineer 1 Environmental Scientist 2 Field Supervisor 1 Geologist 2 Geophysicist 1	Geoscientist 2 GIS Analyst 2 Health & Safety Technician 3 Land Planner 1 Landscape Architect/Designer 1 Party Chief 2 Project Surveyor 1 Resident Project Representative 2	Site Designer 1 Site Manager 1 Soil Scientist 2 Sr. Project Technician Utility Locator 2	\$132.00
Archaeologist 3 Community Development Specialist 2 Engineer 2 Field Supervisor 2 Geophysicist 2 Geoscientist 3 GIS Analyst 3	Health & Safety Consultant 1 Land Planner 2 Landscape Architect/Designer 2 Program Analyst 1 Project Surveyor 2 Resident Project Representative 3 Site Designer 2	Soil Scientist 3 Sr. Designer 1 Sr. Party Chief Utility Locator 3	\$149.00
Biologist 3 Communications Manager Community Development Specialist 3 Construction Manager 1 Design Manager 1 Engineer 3 Environmental Scientist 3 Geologist 3 Geophysicist 3	Health & Safety Consultant 2 Historic Resource Specialist Land Planner 3 Landscape Architect/Designer 3 Program Analyst 2 Project Manager 1 Project Surveyor 3 Site Designer 3 Site Manager 2	Sr. Archaeologist 1 Sr. Utility Locator Sr. Designer 2 Sr. GIS Analyst 1 Sr. Resident Project Representative Sr. Soil Scientist 1 Technology Manager 1	\$165.00
Construction Manager 2 Constr. Project Manager/Estimator Design Manager 2 Procurement Manager Project Manager 2 Sr. Archaeologist 2 Sr. Biologist 1	Sr. Community Development Specialist Sr. Engineer 1 Sr. Environmental Chemist Sr. Environmental Scientist 1 Sr. Geologist 1 Sr. Geophysicist 1 Sr. GIS Analyst 2	Sr. Health & Safety Consultant 1 Sr. Land Planner 1 Sr. Landscape Architect/Designer 1 Sr. Soil Scientist 2 Sr. Surveyor 1 Technology Manager 2 Watershed Specialist	\$182.00
Sr. Biologist 2 Sr. Construction Manager	Sr. Environmental Scientist 2 Sr. Geologist 2	Sr. Surveyor 2 Technology Manager 3	\$198.00
Chief Engineer Market Lead Market Manager Practice Team Lead Project Manager 3	Sr. Engineer 2 Sr. Geophysicist 2 Sr. Geotechnical Engineer Sr. Health & Safety Consultant 2 Sr. Land Planner 2	Sr. Landscape Architect/Designer 2 Sr. Project Manager Sr. Surveyor 3	\$215.00

Effective 1/25

**RETTEW**

# 2025 RATE SCHEDULE

KEY PERSONNEL	HOURLY RATE
Mike Knouse	\$195.00
Brian Engle	\$195.00

## Notes

- Overtime may be charged at a rate of 1% times the above rates for specific employees, as required by federal law.
- Invoices will be rendered monthly and are payable upon receipt.
- Charges are subject to revision.

EXPENSE	RATE
AN	\$75.00/day
Data Collection Tablet	\$40.00/d ay
Drone (additional fees may apply based on the requested deliverables)	\$300.00/day
Geophysical Equipment—Single Method Geophysical Equipment—Multi Method \$250.00/day	\$350.00/day
Geophysical Equipment Suite (Borehole)	\$350.00/day
Mapping-Grade GPS	\$90.00/day
Metrotech Line Locator	\$55.00/d ay
Mileage	Current federally allowable rate
Nuclear Density Gauge	\$95.00/day
Overnight stays (including lodging and per diem)	\$200.00/day
Overnight mail (FedEx, etc.), miscellaneous travel expenses (parking, tolls, etc.), field supplies, title searches, subconsultants/subcontractors, testing, filing/application fees, GIS data, equipment rental fees	Cost + 15%
Photocopies	\$.37/each
Postage and Certified Mail	Cost
Prints	\$.70/SF
Robotic Total Station	\$155.00/day
Survey-Grade GPS	\$115.00/day
UN/Ranger	\$100.00/day
Video Pipe Inspection Equipment (CCTV Robotic Crawler)	\$300.00/half day
Video Pipe Inspection Equipment (CCTV Robotic Crawler)	\$500.00/day

## APPENDIX C

Sewage Enforcement Officer Services

Hoover Engineering Fee Schedule







On-lot Sewage Disposal System Fees for  
Lower Allen Township, Cumberland Co.  
2025

Please note the testing fees per lot are as follows:

Sewage Permit Application Fee	\$200.00
(Includes permit review and issuance)	
Sewage System Inspections	
Conventional (in-ground, sandmound)	\$300.00
Alternate at-grade bed	\$300.00
Alternate at-grade bed with pre-treatment	\$300.00
Alternate Drip irrigation or micromound	\$300.00
Holding Tank	\$250.00
Tank Replacement/system modification	\$200.00
Minor Repair (sewer line, baffle, etc)	\$150.00
Reconnection - new house to replace existing house - if applicable	\$150.00
Additional inspection(s) due to improper installation or special request	\$ 95.00
Soil Test	
Primary site (2 soil test)	\$200.00
Secondary site (2 soil test)	\$150.00
Additional soil test/pit	\$ 75.00
Soil test with soil scientist	\$ 95.00/hr
Percolation test (includes 6 holes)	\$500.00
Additional perc test/lot/test	\$300.00
(Additional holes/test)/6 holes	\$300.00
(Includes existing vacant lots of record as of May 15, 1972)	
On-lot sewage management inspection	\$ 75.00
Complaint Inspection/hr	\$ 75.00
Site verification of prior testing	\$ 75.00
Annual holding tank inspection	\$ 75.00
Planning Module review (per review)	\$150.00
Township Meeting attendance	\$150.00/hr
Copy of existing permits	\$ 95.00
Administrative Fee (Letter Prep, individual client invoice prep)	\$ 65.00/hr
Copying charges	\$ .10/copy





## APPENDIX D

Right to Know Law (RTKL)

Office of Open Records Official Fee Schedule



# **Office of Open Records – Official RTKL Fee Schedule**

*Updated December 30, 2022*

<b>Record Type / Delivery Method</b>	<b>Fee</b>
Black & White Copies (first 1,000)	Up to \$0.25 per copy.
Black & White Copies (beyond 1,000)	Up to \$0.20 per copy. <sup>1</sup>
Color Copies	Up to \$0.50 per copy. <sup>2</sup>
Specialized Documents <sup>3</sup>	Up to actual cost.
Records Delivered via Email	No additional fee may be imposed. <sup>4</sup>
CD / DVD	Up to actual cost, not to exceed \$1.00 per disc.
Flash Drive	Up to actual cost.
Facsimile	Up to actual cost. <sup>5</sup>
Other Media	Up to actual cost.
Redaction	No additional fee may be imposed. <sup>6</sup>
Conversion to Paper	Up to \$0.25 per page. <sup>7</sup>
Photographing a Record	No additional fee may be imposed. <sup>8</sup>
Postage	Up to actual cost of USPS first-class postage.
Certification of a Record	Up to \$5.00 per record. <sup>9</sup>

<sup>1</sup> A “copy” is either a single-sided copy, or one side of a double-sided copy, on 8.5”x11” or 8.5”x14” paper.

<sup>2</sup> A “copy” is either a single-sided copy, or one side of a double-sided copy, on 8.5”x11” or 8.5”x14” paper. Note that a requester may ask for black and white copies even if the original is in color and color copies are available.

<sup>3</sup> Including, but not necessarily limited to, non-standard sized documents and blueprints.

<sup>4</sup> If a requester asks to receive records which require redactions in electronic format and the agency is unable to securely redact the records by electronic means, an agency may print the records to provide for secure redaction, then scan them in for delivery by email. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

<sup>5</sup> If an agency must print records to send them by facsimile, the agency may charge the fees noted above for B&W copies.

<sup>6</sup> If a requester seeks records requiring redaction and the agency is unable to securely redact the records by electronic means, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

<sup>7</sup> If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media, unless the requester specifically requests for the record to be duplicated in the more expensive medium. *See § 1307(d)*.

<sup>8</sup> This assumes the requester is using his or her own camera, such as a cellphone camera, to photograph the records. *See Muenz v. Township of Reserve, OOR Dkt. AP 2015-1021, 2015 PA O.O.R.D. LEXIS 1176*. If redaction is required prior to the requester being granted access to photograph records and the agency is unable to securely redact the records by electronic means, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

<sup>9</sup> Under the RTKL, an agency may impose “reasonable fees for official certification of copies if the certification is at the behest of the requester and for the purpose of legally verifying the public record.” The OOR recommends no more than \$5 per record to certify a public record. Certification fees do not include notarization fees.

## **Additional Notes**

**Fees May Be Waived:** All fees established herein may be waived at the discretion of the agency.

**Medium Requested:** A record being provided to a requester shall be provided in the medium requested if it exists in that medium; otherwise, it shall be provided in the medium in which it exists. *See § 701.*

**Other Statutory Fees:** If a statute other than the RTKL governs the amount an agency may charge for a certain type of record, the other statute controls. For example, a Recorder of Deeds may charge a copy fee of 50 cents per uncertified page and \$1.50 per certified page (42 P.S. § 21051). Police departments may charge up to \$15 for a copy of a vehicle accident report (75 Pa.C.S. §3751 (b)(2)); the Philadelphia Police Department may charge up to \$25 per copy (Id. at (b)(3)). State police are authorized to charge “\$5 for each copy of the Pennsylvania State Police full report of investigation.” (75 Pa.C.S. §1956(b)). Other examples include the History Code, the Municipalities Planning Code, and the Criminal History Record Information Act.

**Inspection of Redacted Records:** If a requester wishes to inspect, rather than receive copies of, records which contain both public and non-public information, the agency may redact the non-public information. An agency may not charge the requester for the redaction itself. However, an agency may charge (in accordance with the OOR’s Official Fee Schedule) for any copies it must make in order to securely redact the material before allowing the requester to view the records. If, after inspecting the records, the requester chooses to obtain the copies, no additional fee may be charged.

**Enhanced Electronic Access:** If an agency offers enhanced electronic access to records in addition to making the records accessible for inspection and duplication by a requester, the agency may establish user fees specifically for the provision of the enhanced electronic access. The user fees for enhanced electronic access may be a flat rate, a subscription fee for a period of time, a per-transaction fee, a fee based on the cumulative time of system access, or any other reasonable method and any combination thereof. Such fees shall not be established with the intent or effect of excluding persons from access to records or duplicates thereof or of creating profit for the agency. **NOTE: Fees for enhanced electronic access must be reasonable and must be pre-approved by the OOR. Please [submit enhanced electronic access fee requests to the OOR](#).**

**Fee Limitations:** Except as otherwise provided by statute, the RTKL states that no other fees may be imposed unless the agency necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee may be imposed for an agency’s review of a record to determine whether the record is a public record subject to access under the RTKL. No fee may be charged for searching for or retrieval of documents. An agency may not charge staff time or salary for complying with a RTK request. No fee may be charged for an agency’s response letter.

**Prepayment:** Prior to granting a request for access in accordance with the RTKL, an agency may require a requester to prepay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100. Once a request is fulfilled and prepared for release, the OOR recommends that an agency obtain payment prior to releasing the records.

**Questions:** If you have any questions regarding the OOR’s Official Fee Schedule, please [contact the OOR](#) (email: [openrecords@pa.gov](mailto:openrecords@pa.gov), telephone: 717-346-9903).