

WEST SADBURY TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA

RESOLUTION No. 1 OF 2026

A RESOLUTION PROVIDING FOR AN UPDATE TO THE FEES
REQUIRED BY WEST SADBURY TOWNSHIP FOR THE CONDUCT
OF BUSINESS INCLUDING SUBDIVISION/LAND DEVELOPMENT FEES
AND REVIEW ESCROWS AND RELATED PROCEEDINGS; BUILDING
PERMITS; ZONING FEES AND REVIEWS; PARKS AND PAVILION
RENTALS AND MISCELLANEOUS OTHER ADMINISTRATIVE FEES
FOR SERVICES

WHEREAS, from time to time it is necessary for West Sadsbury Township (the "Township") to review and revise its fee schedule to reflect the true cost of providing services in the Township; and

WHEREAS, the Second Class Township Code, P.L. 350, No. 60, as amended, pursuant to General Powers, Section 1506, provides for the adoption of regulations for the proper management of Township finances; and

WHEREAS, the Pennsylvania Municipalities Planning Code, Act of 1968, P.L. 805, No. 247, as reenacted and amended (the "MPC"), pursuant to Article V Subdivision and Land Development, Section 503, provides for the charge of review fees including the necessary and reasonable charges by the Township's professional consultants for review or report; and

WHEREAS, the MPC, pursuant to Article VI Zoning, Section 617.3(e) provides for the governing body to prescribe reasonable fees with respect to the administration of a zoning ordinance; and

WHEREAS, the MPC, pursuant to Article IX Zoning Hearing Board and Other Administrative Proceedings, Section 908, provides for the governing body to prescribe reasonable fees with respect to hearings before the zoning hearing board and also for conditional uses before the governing body (Section 913.2); and

WHEREAS, the Township's professional consultants have advised the Township of their fees to be charged to the Township for the rendering of services; and

WHEREAS, the Board of Supervisors has deemed those fees to be reasonable and commensurate with similar services provided in the community; and

WHEREAS, West Sadsbury Township has provided within its ordinances and other regulations for certain fees to be charged for construction, registration, permit and development activities with West Sadsbury Township; and

WHEREAS, West Sadsbury Township has provided within its ordinances and other regulations for the procedures for building plan review and inspections, including reasonable permit fees

deemed necessary by the Township's Building Code Official and for reviews or reports for attendant inspections; and

WHEREAS, West Sadsbury Township has provided within its ordinances and other regulations and hereby provides for a fee to be charged for copies of public records in the Township or held or stored on behalf of the Township; and

WHEREAS, West Sadsbury Township has provided within its ordinances and other regulations and hereby provides for park and pavilion rental permits to be administered by staff and fees to be charged for such permits; and

AND NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of West Sadsbury Township, Chester County, Pennsylvania that the fee schedule and procedures shall be as follows:

Section 1. Subdivision and Land Development Procedures

- A. Application Fee – Every applicant, at the time of filing a request for review or an application for approval of any subdivision or land development plan, shall pay to the Township a non-refundable filing fee in accordance with the attached schedule.
- B. Plan Review Escrow Deposit – Every applicant shall pay to the Township an escrow deposit in accordance with the attached schedule for reasonable and necessary charges for plan review by the Township's professional consultants, including but not limited to the Township engineering consultant and Township solicitor. The escrow deposit shall be used to pay for engineering reviews, special administrative costs attendant to the subdivision/land development, consultant reviews, including but not limited to legal review of subdivision plans, legal documents, agreements and performance guarantees, and other miscellaneous costs of application review and approval, but does not include a deposit for site inspections and other monitoring during development. The amounts for such review will in no event exceed the rate or cost charged by the consultants to the Township. When the amount of any escrow deposit falls below 50% of the original deposit, the Township shall notify the applicant to deposit sufficient additional monies to bring the balance of the escrow account up to the amount initially deposited or to an amount deemed reasonable at the discretion of the Township and authorized staff, as may be required for the Township to carry on its services with the applicant. In the event any escrow deposit is diminished to the point that it is insufficient to cover the review cost incurred, the applicant shall pay the balance due within ten (10) days of notification of the balance due. Upon completion of the subdivision/land development plan review activity and notification of the balance due, the applicant shall pay all outstanding engineering, inspection and other professional fees required by this Section. Any unused funds remaining in the escrow account shall be returned to the applicant upon request.
- C. Resubmission Fee – A Resubmission Fee shall be assessed to an applicant at the time of a plan resubmission when resubmission is necessary to address written Township review comments pertaining to Township regulations and/or generally accepted engineering, design and survey professional standards.

- D. Land Development Escrow Deposit – Every applicant, after receiving final approval of a land development plan, but before any building permits may be reviewed or issued or any development activity or construction commenced, shall pay to the Township an escrow deposit in accordance with the attached schedule. The land development escrow deposit shall be used to pay for site inspections and other monitoring during development and whatever other administrative and consultant fees are incurred by the Township during development and construction. When the amount of any land development escrow deposit falls below 50% of the original deposit, the Township or other authorized representative shall notify the applicant to deposit sufficient additional monies to bring the balance of the escrow account up to the amount initially deposited or to an amount deemed reasonable at the discretion of the Township or authorized representative, as may be required for the Township to carry on its services with the applicant. When all construction is complete and the Township has accepted all public improvements for dedication, as may be applicable, and there are no outstanding charges to be placed against the escrow account, any remaining balance shall be returned to the applicant upon request.

Section 2. Engineering Review Procedures

- A. This Section shall apply to all plans and permits required by the Township ordinances and regulations.
- B. Application Fee – Every applicant, at the time of filing an application for approval of any plan described in the ordinance and regulations of the Township shall pay to the Township a non-refundable filing fee in accordance with the attached Schedule. It is incumbent upon the applicant to ensure each plan submission is complete and conforms to Township ordinances and regulations. Additional fees may be assessed and/or escrow deposits may be required for disturbances greater than one acre or if special circumstances exist.
- C. Resubmission Fee – a Resubmission Fee shall be assessed to an applicant at the time of a plan resubmission when resubmission is necessary to address written Township review comments pertaining to Township ordinance or regulations requirements and/or generally accepted engineering, design and survey professional standards. Additional administrative fees may be assessed if multiple plan reviews are required to address deficient submissions.
- D. Recording – the applicant shall be responsible for recording any/all plans, agreements or other documents with the Chester County Recorder of Deeds Office as may be required by Township ordinances or regulations, and providing time-stamped originals or copies as the Township may require to the Township in sufficient number for distribution prior to permit issuance.

Section 3. Consultant Fees (See Exhibit A)

Section 4. Fee Schedule (See Exhibit B)

Section 5. This Resolution shall be effective for all applications and requests received on or after the date of adoption.

DULY ADOPTED, this 5th day of January, 2026, by the Board of Supervisors of West Sadsbury Township, Chester County, Pennsylvania, in lawful session duly assembled.

BOARD OF SUPERVISORS
WEST SADBURY TOWNSHIP



Herbert Myers, Chairman

Mervin Engel, Vice Chairman



John Keeseey, Member

ATTEST:



Township Secretary