

**FILE OF THE CITY CLERK**  
**ADMINISTRATION RESOLUTION NO. 18 - 2023**  
**INTRODUCED – MARCH 14, 2023**  
**ADOPTED BY COUNCIL – MARCH 14, 2023**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF LANCASTER AMENDING THE SCHEDULE OF FEES FOR THE REVIEW OF SUBDIVISION AND LAND DEVELOPMENT PLANS AND FOR THE INSPECTION OF IMPROVEMENTS INSTALLED IN ACCORDANCE WITH APPROVED PLANS, AS PROVIDED FOR IN THE PENNSYLVANIA MUNICIPALITIES PLANNING CODE AND THE CITY OF LANCASTER SUBDIVISION AND LAND DEVELOPMENT ORDINANCE.**

**WHEREAS**, the Pennsylvania Municipalities Planning Code (MPC) Act 247, as amended, is the state enabling legislation providing for the development, administration and enforcement of subdivision and land development ordinances; and

**WHEREAS**, on November 24, 2015, the Council of the City of Lancaster adopted the City of Lancaster Subdivision and Land Development Ordinance; and

**WHEREAS**, MPC Section 503(1) permits subdivision and land development ordinances to include provisions for the charging of review fees, which may include reasonable and necessary charges by the municipality's professional reviewers, provided such review fees are based on a schedule established by ordinance or resolution of the governing body; and

**WHEREAS**, MPC Section 510(g) permits a municipality to prescribe the reimbursement to the municipality of reasonable and necessary expenses incurred for the inspection of improvements, provided that such fees shall be based on a schedule established by ordinance or resolution of the governing body; and

**WHEREAS**, Section 265-5 of the City of Lancaster Subdivision and Land Development Ordinance provides for the charging of application filing fees and billable professional and inspection fees by Resolution of City Council; and

**WHEREAS**, the actual costs incurred by City staff in reviewing applications, performing inspections and taking the actions required by the MPC and for which reimbursements are authorized under Section 510(g) exceed the fees currently assessed by the City; and

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Lancaster that the following fees for the administration of the City of Lancaster Subdivision and Land Development Ordinance be established:

**SUBDIVISION & LAND DEVELOPMENT ORDINANCE**  
**APPLICATION FEES, FILING FEES, AND ENGINEER REVIEW AND INSPECTION FEES**

**I. APPLICATION FILING FEES**

**A. Subdivision Plan Only**

1. Preliminary plan filing fee:
  - a. Application fee: \$525
  - b. Escrow for Billable fees: \$1,000
  - c. Engineer Review fees: Amount billed to City
2. Final plan Application fees for subdivision plans shall be computed at one-half the preliminary plan Application fee if a preliminary plan has been approved. Where only

a final plan is being submitted, the Application fee shall be computed as per the preliminary plan fee schedule. Escrow fees remain shall remain at \$1,000 for all plan submissions.

B. Land Development or Subdivision/Land Development Plan

1. Preliminary plan filing fee:
  - a. Application fee: \$1,000
  - b. Escrow for Billable fees: \$2,000
  - c. Engineering Review fees: Amount billed to City
2. Final plan Application fees for land development or subdivision/land development plans shall be computed at one-half the preliminary plan Application fee if a preliminary plan has been approved. Where only a final plan is being submitted, the Application fee shall be computed as per the preliminary plan fee schedule. Escrow fees shall remain at \$1,000 for all plan submission.

C. Minor Land Development or Subdivision Plan

1. Basic review fee: \$475 (includes two plan sheets)
2. Additional sheet fee: \$125 for each additional plan sheet
3. Supplemental Report fees: \$100 per report

II. OTHER RELATED LAND DEVELOPMENT FEES

(these fees apply regardless of the type of plan filed in section I. above)

A. Fees for waivers or modifications:

1. Planning Commission waiver of formal process: \$150
2. Administrative waiver of preliminary plan application: \$175
3. Planning Commission waiver of preliminary plan application: \$225
4. Modifications of Ordinance provisions (per section/subsection): \$300

B. Fees for processing planning (sewer) modules:

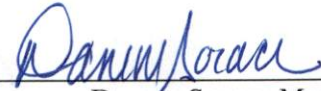
1. Full module submission: \$200
2. Module waivers: \$100

III. THIRD PARTY REVIEW FEES

(Fees are billed based on charges to the City from third-party consultants and include engineering fees mentioned above. Any unused escrow funds will be returned to the applicant upon plan recording, and any deficiency will be billed to the applicant and paid prior to plan recording.)

- A. Application Review Fees for Third-Party Engineer: Amount billed to City
- B. Application Review fees for Third-Party Attorney: Amount billed to City
- C. Application Review fees for Third-Party Inspectors  
During Construction and Prior to Financial  
Guarantee or Improvement Dedication: Amount billed to City

**BE IT FURTHER RESOLVED**, that the Council authorizes and empowers proper officials of the City to take such action as they deem necessary or appropriate, within the limits of the Pennsylvania Municipalities Planning Code, Optional Third Class City Charter Law, or other applicable law, to obtain the payment of fees as prescribed herein.



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Danene Sorace, Mayor

ATTEST:

  
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Bernard W. Harris Jr., City Clerk