

**MANCHESTER BOROUGH  
YORK COUNTY, PENNSYLVANIA**

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**RESOLUTION NO. 2025-12**

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**A RESOLUTION OF MANCHESTER BOROUGH, AMENDING AND SETTING FEES FOR  
SERVICES FOR 2025 AND BEYOND**

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**WHEREAS** the Council of the Borough of Manchester has determined that charges for certain services no longer cover the cost to provide the service, and

**WHEREAS** the Council intends that all fees be fair and equitable and cover the expenses incurred for the services provided.

**NOW THEREFORE** the Council of the Borough of Manchester directs that the following fees shall be adopted beginning August 11, 2025 and for the remainder of the year 2025 and beyond:

**I. MANCHESTER BOROUGH FEE SCHEDULE**

| <b>MANCHESTER BOROUGH PERMIT FEE SCHEDULE</b>  | <b>RATE</b> |
|--|-------------|
| A. New construction and Improvements \$25.00/\$1,000 of construction/improvement value | \$25.00     |

| <b>MANCHESTER BOROUGH FEE SCHEDULE</b>   | <b>RATE</b>                |
|--|----------------------------|
| A. Demolition Permit   | \$25.00                    |
| B. Erection of Approved Sign   | \$25.00                    |
| C. Occupancy Permit  | \$25.00                    |
| D. Driveway Permit   | \$25.00                    |
| E. Street Excavation/Opening Permit – Fees as identified per Ordinance 2000-24 | Refer to Ordinance 2000-24 |
| F. Zoning Hearing – Special Exception, Variances, and Interpretation           | \$725.00                   |

|   |          |
|---|----------|
| G. Rezoning Request                                 | \$300.00 |
| H. Subdivision and Land Development Plan Processing |          |
| 1. Preliminary plan plus \$10.00 per unit/lot       | \$250.00 |
| 2. Final Plan plus \$10.00 per unit/lot             | \$200.00 |
| I. Site Development Plan                            | \$200.00 |
| J. Recreation Fee per dwelling unit/lot             | \$500.00 |
| K. Impervious construction fee per square foot      | \$0.05   |

**II. COMMONWEALTH CODE INSPECTION SERVICES INC. FEE SCHEDULE**

| <b>COMMONWEALTH CODE RESIDENTAL ZONING<br/>FEE SCHEDULE</b>            | <b>RATE</b> |
|--|-------------|
| A. Plan Review   | \$60.00     |
| B. Stake Out   | \$60.00     |
| C. Stormwater Management   | \$60.00     |
| D. Stormwater Management Plan  | \$60.00     |
| E. Final Zoning (Use and Occupancy)                                    | \$60.00     |
| F. Other Inspections – Enforcement of work commenced<br>without permit | \$60.00     |

| <b>COMMONWEALTH CODE COMMERCIAL ZONING<br/>FEE SCHEDULE</b>            | <b>RATE</b> |
|--|-------------|
| A. Plan Review   | \$100.00    |
| B. Stake Out   | \$100.00    |
| C. Stormwater Management   | \$100.00    |
| D. Stormwater Management Plan  | \$100.00    |
| E. Final Zoning (Use and Occupancy)                                    | \$100.00    |
| F. Other Inspections – Enforcement of work commenced<br>without permit | \$100.00    |

**III. MANCHESTER BOROUGH RENTAL PROPERTY FEE SCHEDULE**

| <b>RENTAL PROPERTY FEE SCHEDULE</b>   | <b>RATE</b> |
|---|-------------|
| <b>A.</b> Annual License Fee per Unit   | \$50.00     |
| <b>B.</b> Annual Inspection Fee per Unit  | \$75.00*    |
| *The Annual Inspection Fee per Unit is payable to Commonwealth Code Inspection Svcs.      |             |
| <b>C.</b> Additional Inspection Fee per Unit  | \$75.00*    |
| * Any Additional Inspection Fee per Unit is payable to Commonwealth Code Inspection Svcs. |             |

**IV. PROCESSING FEES FOR PROFESSIONAL SERVICES**

Fees for engineering and professional/legal services performed during the review process for Sub-division and Land Development Plans, as well as inspections for related improvements, shall be reimbursed to the Borough by the applicant as billed to the municipality. The applicant shall pay the Borough the invoiced amount, as billed, either upon the Borough's receipt of that bill, or at the end of the review process and inspection. The Borough engineer and professionals will submit their most recent fee schedule to the Borough and applicant upon their request. Additional inspections by Commonwealth Code Inspection Services Inc. may be required after the issuance of the zoning permits as determined by the Zoning Officer. These inspections may be assessed at not less than \$60 per visit as required due to the complexity, number of visits, or execution of work being done.

**V.** This Resolution shall be effective immediately.

**RESOLVED**, this 11<sup>th</sup> day of August 2025.

**ATTEST:**

By: Tiffany Mays  
Tiffany Mays, Secretary

**MANCHESTER BOROUGH COUNCIL**

By: Ronald Gembic  
Ronald Gembic, Council President