

WINDSOR TOWNSHIP  
York County, Pennsylvania

RESOLUTION NO. 2026R-05-02

WHEREAS, Article IX, Section 901 of the Act of 1968, P.L. 805, No 247 and reenacted and amended December 21, 1988, Act No. 170, known as the Pennsylvania Municipalities Planning Code, as amended, permits the adoption of a zoning ordinance and subdivision ordinance by the Board of Supervisors, and

WHEREAS, the Second Class Township Code, Act 69 of May 1, 1933, reenacted and amended November 9, 1995 as amended, authorizes the adoption of Township ordinances in Section 160 to carry out the applicable duties, and

WHEREAS, these various ordinances require that fees be set by Resolution.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Windsor Township hereby adopts the attached fee schedule effective immediately.

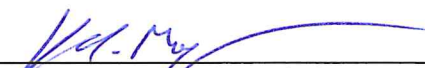
ADOPTED THIS 18<sup>th</sup> day of May, 2026.

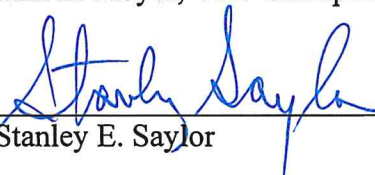
ATTEST:

  
\_\_\_\_\_  
Jennifer L. Gunnert, Secretary

WINDSOR TOWNSHIP  
BOARD OF SUPERVISORS

\_\_\_\_\_  
Katherine A. Kerchner, Chairperson

  
\_\_\_\_\_  
Kim E. Moyer, Vice-Chairperson

  
\_\_\_\_\_  
Stanley E. Saylor

**FEE SCHEDULE**  
**(Approved 05/18/2026)**

**PLANNING AND ZONING**

Rezoning Request	\$ 250.00
Zoning Hearing applications	500.00
Subdivision Plans:	
Plans with 4 or less lots – Township Base Fee	200.00
Plus per lot/unit	10.00
Plans with more than 4 lots – Township Base Fee	500.00
Plus per lot/unit	40.00
Land Development Plans:	
Township Base Fee	500.00
Plus per lot/unit	40.00
Sale of Zoning Ordinance - Paper copy	17.00
Sale of Zoning Ordinance - CD	5.00
Sale of Zoning Map	4.00
Sale of Subdivision Ordinance	6.00
Sale of Comprehensive Plan	18.00
Stormwater Management Ordinance	6.75
Construction & Material Specifications	10.00
Legal review/consultation fee	As charged by consultant
Engineering review/consultation fee	As charged by consultant

**PERMITS ASSOCIATED WITH THE ZONING ORDINANCE:**

Temporary Storage Units & Temporary Dumpster	\$15.00/60 days
Temporary Contractor's Office or Real Estate Office	100.00/year
Temporary Retail Sales	50.00/10 consecutive days
Special Event Sales	50.00/10 consecutive days
Timber Harvesting Operations	150.00/operation

**BUILDING PERMIT & UNIFORM CONSTRUCTION CODE**

Building Permit/Zoning Permit: Estimated cost up to \$4,999.99	\$ 25.00
\$5,000.00 and over (per \$1,000 cost of construction)	6.00
(NO REFUNDS)	
Building Permit Amendment	25.00
Certificate of Occupancy	30.00
Cancellation Fee	25.00
Additional Inspection Fee	30.00
Stormwater Control Inspection Fee (includes 2 inspections)	30.00
Administrative Fee – Appeal of the UCC	50.00
(when a written decision is required)	
Administrative Fee – Appeal of the UCC	150.00
(when a hearing is requested)	
Plan Review & Inspection Fees for Compliance with Act 45 (Uniform Construction Code)	See attached fee schedule
Act 46 Verification Letter – Residential Use	100.00
Act 46 Verification Letter – Commercial Use	500.00

Building Permit Extension Fee	25% of Total Fees paid on Building/Zoning Permit
Legal review/consultation fee	As charged by consultant
Engineer review/consultation fee	As charged by consultant

#### SEPTIC SYSTEMS

See attached fee schedule from Site Design Concepts

#### PUBLIC SEWER

Sewer Ordinance	\$ 2.25
Connection Fee, Including 2 Inspections (if installed by Windsor Twp.)	3,000.00
Additional Inspections (each)	40.00
Tapping Fee (per unit) (Reserve Capacity)	2,515.00
Special Purpose Part - Panorama Hills Pump Station	1,830.00
Permit for Alterations, Repairs, Additions	40.00
Inspection Fee	40.00
Annual Treatment & Transportation: Annually per EDU	520.00
Reduced Rate (per quarter)	25.00
Late Fee	25.00
Administrative Fee	50.00
Mobile Home Park (each unit):	
Connection Charge	40.00
Disconnection Charge	40.00
Administrative Processing Fees for Water Termination:	
Mail ten (10) day written notice of intent to shut off water supply	15.00
Post ten (10) day written notice of intent to shut off water supply	15.00
Post three (3) day written notice of intent to shut off water supply	15.00
Post forty-eight (48) hours written notice of intent to shut off water supply	15.00
York Water Company shut off of water supply	20.00
York Water Company restoration of water supply	20.00
Red Lion Municipal Authority shut off/restore water supply	150.00
	Plus any incurred costs

JUNK YARD LICENSES \$ 150.00

HIGHWAY OCCUPANCY PERMIT Attached Schedule

RECREATION FEE \$ 1,500.00  
(Per housing unit and collected at issuance of Building Permit)

ALARM/AUTOMATIC DIALING DEVICES \$ 10.00  
(To be collected by Windsor Township)

FALSE ALARMS FOR ALARM/AUTOMATIC DIALING DEVICES  
Fourth thru Ninth occurrence (To be collected by public safety agency) \$ 10.00  
Tenth and Subsequent occurrence (To be collected by public safety agency) 50.00

COPIES:

In house copy (per page)	\$ .25
Third party copy	Amount charged to Windsor Township
Mailed (per page)	Copy charge + postage
Disk (per disk)	1.00
Fax (per page)	.50
True & Correct Certification	Copy charge + \$2.00

RETURN TO OWNER FEE \$ 50.00

SOLICITING/PEDDLER LICENSE \$150.00/month (includes registration for five solicitors/peddlers)  
Registration for additional solicitors/peddlers - per person \$30.00/month

ACT 114 OF 2012

(Restitution for vehicles going around barricades that require an emergency response)

Police Department - \$71.15/hour with a minimum of 2 hrs.

Fire Company - \$500/00/hour

Ambulance - \$60.00/hour

INTERMUNICIPAL TRANSFER OF LIQUOR LICENSE \$ 500.00

RETURNED CHECK FEE \$ 20.00

TAX COLLECTOR (Collected by Tax Collector)

Returned Check fee	\$ 20.00
Tax Certification fee	\$ 25.00
Research fee	\$ 25.00
Tax Duplicate fee	\$ 5.00

# Commonwealth Code Inspection Service, Inc.

40 W. 11<sup>th</sup> Ave., Suite F  
York, Pa. 17404

717-846-2004 Phone  
717-846-2294 Fax

January 1, 2023

## Residential Inspection Prices

Residential inspection prices are for dwellings 0 to 2500 square feet. Dwellings over 2500 square feet will be charged an additional ten dollars per 100 square feet, which will be added to the total basic inspection fee. Fees are for a maximum of one inspection per category; additional inspections shall be billed at the minimum rate.

Footings.....	\$60.00	
Foundations.....	\$60.00	
Framing rough.....	\$60.00	
Plumbing rough.....	\$60.00	
Mechanical rough.....	\$60.00	
Electrical rough/service.....	\$60.00	
Energy rough .....	\$60.00	
Sprinkler rough.....	\$60.00	
Drywall.....	\$60.00	
Final.....	\$60.00	Including sprinkler if applicable
	\$600.00	Inspection Fees with Sprinkler
	\$540.00	Inspection Fees without Sprinkler
Application/Processing Fee:	\$15	

Additional inspection fees may be assessed at not less than \$60.00 per visit as required due to the complexity, the number of visits, or the execution of the work being done. Additional required inspections will be charged at the per-inspection category rate. Small-scale projects will be priced depending on the complexity of the project, the length of the project, and the number of inspections required. Some examples are:

Mobile homes (or \$50 per trip).....	\$300.	Not Over 200 Amp .....	\$65
HUD Foundations.....	\$100	Over 200 Amp - 400 Amp .....	\$75
Decks (2 trips; over 30").....	\$120.	Over 400 Amp Commercial Fee Applies	
Sheds (Over 1000 Sq. Ft. (1 trip only).....	\$60.	Investigations/On-site consultations.....	\$60
Fences (over 6').....	\$60.	Return Trips .....	\$60
Daycares (up to six kids).....	\$75	Initial Certificate.....	\$0
Daycares (over six kids up to 12).....	\$100	Duplicate Certificates.....	\$25
Foster Homes .....	\$65	Sewer Laterals..... (per inspection).....	\$60
Swimming Pools		Sewage Pits.....	\$60
Above Ground .....	\$120	Grease Traps.....	\$60
In Ground .....	\$240		
Electrical Service			

## Residential Plan reviews

Residential R-3 & R-4 plan review fees are calculated as follows:

General residential (R-3 & R-4) housing and additions -	\$60.
Small alterations (residential decks, fences over 6', porches, sheds, small additions, etc.)	\$30.
Sprinkler - NFPA 13D	\$30
Sprinkler - IRC	\$30

\*Telephone/email consultations \$0 - On-site consultations charged as an inspection

\*\*BCO services/support \$0

\*\*\*Field Enforcement Services charged as inspection

\*\*\*\*Court Enforcement Services \$75 per hour with 2-hour minimum (Added as Court Costs)

# Commonwealth Code Inspection Service, Inc.

40 West Eleventh Avenue, Suite F  
York, Pa. 17404

717-846-2004 Phone  
717-846-2294 Fax

January 1, 2023

## CONSOLIDATED COMMERCIAL FEE SCHEDULE

### Commercial Inspection Fees

The fee schedule for inspections is based upon the latest building valuation data report of square foot construction costs published by the ICC valuation service, with a regional modifier applied. Actual cost submitted to and accepted by the Municipality may also be used. A \$50 Application/Processing charge is applied to all projects submitted on this fee schedule.

Large projects that require long-term multiple inspections (progressive inspections) are calculated as follows:

Projects with a total construction cost of \$0.00 to \$499,999.99\*

$$\begin{aligned} & \text{Total construction cost X .002 = insurance cost} \\ + & \text{Estimated length of the project in weeks X \$50. = labor \& \ travel cost} \\ = & \text{Total} \\ \text{or} & \text{ no less than \$50. Per trip based on the scope and complexity of the project.} \end{aligned}$$

Projects with a total construction cost of \$500,000.00 to \$2,000,000.00\*

$$\begin{aligned} & \text{Total construction cost X .002 = insurance cost} \\ + & \text{Estimated length of the project in weeks X \$50. = labor \& \ travel cost} \\ = & \text{Total} \\ \text{or} & \text{ no less than \$50. Per trip based on the scope and complexity of the project.} \end{aligned}$$

Projects with a total construction cost of > \$2,000,000.00 to \$6,000,000.00\*

$$\begin{aligned} & \$4000.00 + [(Total construction cost - \$2,000,000) X .0009] = \text{insurance cost} \\ + & \text{Estimated length of the project in weeks X \$45. = labor \& \ travel cost} \\ = & \text{Total} \end{aligned}$$

Projects with a total construction cost of > \$6,000,000.00 to \$10,000,000.00\*

$$\begin{aligned} & \$7600.00 + [(Total construction cost - \$6,000,000) X .0008] = \text{insurance cost} \\ + & \text{Estimated length of the project in weeks X \$40. = labor \& \ travel cost} \\ = & \text{Total} \end{aligned}$$

Projects with a total construction cost of > \$10,000,000.00 to \$30,000,000.00\*

$$\begin{aligned} & \$10800.00 + [(Total construction cost - \$10,000,000) X .00075] = \text{insurance cost} \\ + & \text{Estimated length of the project in weeks X \$40. = labor \& \ travel cost} \\ = & \text{Total} \end{aligned}$$

Projects with a total construction cost of > \$30,000,000.00 to \$50,000,000.00\*

$$\begin{aligned} & \$25800.00 + [(Total construction cost - \$30,000,000) X .0007] = \text{insurance cost} \\ + & \text{Estimated length of the project in weeks X \$40. = labor \& \ travel cost} \\ = & \text{Total} \end{aligned}$$

Projects with a total construction cost of >\$50,000,000.00 to \$100,000,000.00\*

$$\begin{aligned} & \$39800.00 + [(Total\ construction\ cost - \$50,000,000) \times .00065] = \text{insurance cost} \\ + & \text{Estimated length of the project in weeks} \times \$40. = \text{labor \& travel cost} \\ = & \text{Total} \end{aligned}$$

Projects with a total construction cost of >\$100,000,000.00 to \$200,000,000.00\*

$$\begin{aligned} & \$72300.00 + [(Total\ construction\ cost - \$100,000,000) \times .0006] = \text{insurance cost} \\ + & \text{Estimated length of the project in weeks} \times \$40. = \text{labor \& travel cost} \\ = & \text{Total} \end{aligned}$$

Projects with a total construction cost of >\$200,000,000.00 to \$350,000,000.00\*

$$\begin{aligned} & \$132000.00 + [(Total\ construction\ cost - \$200,000,000) \times .00055] = \text{insurance cost} \\ + & \text{Estimated length of the project in weeks} \times \$40. = \text{labor \& travel cost} \\ = & \text{Total} \end{aligned}$$

Projects with a total construction cost of >\$350,000,000.00 to \$500,000,000.00\*

$$\begin{aligned} & \$214500.00 + [(Total\ construction\ cost - \$350,000,000) \times .0005] = \text{insurance cost} \\ + & \text{Estimated length of the project in weeks} \times \$40. = \text{labor \& travel cost} \\ = & \text{Total} \end{aligned}$$

The inspection fees for Mechanical, Plumbing, Electrical, Energy, Accessibility, and Fire Protection are computed at 25 percent of the building inspection fee for each discipline. Multiple prime contracts will be computed the same as a building inspection fee and combined prime contract fees shall be no less than a single contract fee, distributed on a percentage of the total basis.

**Inspection Fee Example:**

Type of Construction: 2C  
Use Group: B

Height: 1 story, 12 feet  
Area/Floor: 10,000 sq. ft.

Solution		
1	Gross square footage: 1 story X 10,000 square feet	10,000 sq. ft.
2	Compute estimated construction value	
	Type of construction factor	1.02
	Gross area modifier	67
	Estimated construction value (30000 X 1.02 X 67)	\$683,400.00
3	Compute plan review fee	
	Building: \$683,400. X .002	\$1,366.80
	Mechanical, Plumbing, Electrical: (.25 X \$1366.80) X 3	\$1,025.10
4	Total inspection fees	\$2,391.90
5	Commonwealth Discount fee: X .80 (if applicable)**	\$1,914

\*Pricing schedules assume that the project will not cause an increase in our insurance costs.

\*\*Smaller projects may be calculated at \$100 per inspection category, but no less than \$50 per category.

\*\*\*Discounts may be given for warehouses, building shells, or repetitive work at the discretion of the plan review and inspection departments

## Commercial Plan Reviews

We will perform commercial plan reviews. Our Commercial Plan review fees (\$150 minimum) are calculated according to the ICC Valuation Service or actual cost of construction as follows:

Estimated Construction Value \$ 0. to \$ 1,250,000. = Construction value X .0015  
(\$150 Minimum)

Estimated Construction Value \$ 1,250,000. to \$ 5,000,000. = \$1,875. + (.0005 X construction value over \$1,250,000.)

Estimated Construction Value over \$5,000,000. = \$3,750. + (.0004 X construction value over \$5,000,000.)

Plan reviews for mechanical, plumbing, electrical, energy, accessibility, and fire protection are computed at 25% of the building plan review fee for each discipline.

Special pricing may be given to buildings such as warehouses due to their relative simplicity or structures with repetitive features such as high-rise buildings

**Plan Review Fee Example:**

Type of Construction: 2C

Use Group: B

Height: 3 stories, 35 feet

Area/Floor: 10,000 sq. ft.

Solution		
1	Gross square footage: 3 stories X 10,000 square feet	30,000 sq. ft.
2	Compute estimated construction value	
	Regional Modifier	1.02
	Square foot cost of construction	67
	Estimated construction value (30000 X 1.02 X 67)	\$2,050,200.00
3	Compute plan review fee	
	Building: \$1,875 + (2,050,200 - \$1,250,000) X (.0005)	\$2,275.00
	Mechanical, Plumbing, Electrical: (.25 X \$2,275) X 3	\$1,706.25
4	Total ICC Based plan review fee	\$3,981.25

<sup>a</sup> (Gross area modifier of 67 as an example, actually based on the average building cost per square foot in the geographic area.) This formula does not reflect changes that ICC may have made to its fee schedule. We will use other plan review services that meet our criteria for consistent quality and charge the same or less than ICC reviews.

Plan reviews covering the requirements of mechanical and plumbing codes are available, each for a fee of 25% of the applicable building code review fee. Plan reviews for the electrical code requirements shall be provided at a fee of 35% of the applicable building code review fee, excluding reviews for any use included in the "I" (Institutional) use group classification. Reviews done for the excluded use classification shall be based on the degree of complexity.

A preliminary plan review is available for 50% of the full plan review fee. Preliminary plan review addresses such code requirements as use and occupancy classification, type of construction, height and area calculations, means of egress, and fire restrictive construction requirements.

The preliminary plan review fee shall be credited towards the cost of a complete building code plan review conducted by Commonwealth Code Inspection Service, Inc.

Expedited or "fast track" plan reviews may be available as time and workload allow. Expedited plan reviews shall be charged at 150% of the regular rate.

**CHECKS FOR PLAN REVIEW FEES SHALL BE MADE PAYABLE TO:  
Commonwealth Code Inspection Service, Inc. (CCIS).**



**WINDSOR TOWNSHIP 2026 SEWAGE ENFORCEMENT FEES**

<u>Activity</u>	<u>SEO Fee</u>
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1. Sewage Permit Applications:
  - a. *New on-lot system, Major Repair, or Modification to existing On-lot System tank(s) or absorption area:* ..... \$360.00  
 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.  
 Fee includes Design Review and up to two (2) inspections.
  - b. *Miscellaneous On-lot System Repair(s), Modification(s), Temporary Holding Tank, or Grease Trap:* ..... \$200.00  
 Repair in the category includes replacing broken pipes, pumps, float controls, sealing watertight joints, replacing cracked lids, gas deflectors, solids retainers, and baffle repair.  
 Modification in this category includes installation of a 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 conditions. Fee includes one (1) inspection.

**Soils Testing Fees:**

2. Soil profile description (Probe):  
 (Excavation by Applicant to OSHA standards)
  - a. First Probe ..... \$175.00
  - b. Each Additional Probe ..... \$140.00  
 (Completed at time of visit of first Probe)
3. Percolation test: ..... \$460.00  
 (All holes to be prepared by Applicant in advance of testing)

**Sewage Enforcement Officer fees for Other Tasks:**

4. Inspections, Plot Plans, Letters for Real Estate Transactions: ..... \$115.00 / hour
5. Holding Tank / Cesspool - Annual Inspection, Report, & Tracking: ..... \$105.00

6. Planning Activities and related work, not covered by the above schedule of fees, will be billed at the hourly rates noted below. These fees will first be collected from the Applicant by Sewage Enforcement Officer (SEO) and reported on SEO's monthly report, labeled "Planning".
- a. Municipal Sewage Enforcement Officer.....\$115.00/ hour
  - b. SEO Administration.....\$75.00/ hour
7. Investigation of malfunctions, management activities, enforcement activities, and related work not covered by the above schedule of fees will be billed to Windsor Township at the hourly rates noted below. These charges may be eligible for reimbursement from the PA DEP as part of the Sewage Facilities Program (Act 537).
- a. Municipal Sewage Enforcement Officer.....\$115.00/ hour
  - b. SEO Administration.....\$75.00/ hour

NOTE:

- Applicant shall be responsible for notification to the PA One Call System (1-800-242-1776) to request marking of underground utilities. Proof of PA One Call notification shall be provided to Township prior to SEO inspection and/or conducting soils testing.
- Applicant shall notify the SEO a minimum of 24 hours prior to all required and/or requested inspections.
- Soil Probe Excavation – Applicant is responsible for providing a commercial grade backhoe/ excavator and a responsible operator. All excavation shall be completed in accordance with current OSHA standards. It is the responsibility of the excavator to provide Probe excavation in compliance with all applicable OSHA regulations. The Probes shall be closed within 24 hours by the Applicant's excavator. If the excavation is not performed in accordance with OSHA and other applicable regulations, the SEO will not perform the testing and the Applicant will be invoiced for time expended by the SEO.

Adam W. Anderson, P.E., SEO #03798

Phone: (717) 828-2999

Email: [seo@jrholley.com](mailto:seo@jrholley.com)

**HIGHWAY OCCUPANCY PERMIT OPERATIONS MANUAL**  
**Chapter 2 - Application Submission**

A summary of fees is below:

**HIGHWAY OCCUPANCY PERMITS FEES**

**GENERAL ISSUANCE FEES**

459.4(a)(1) Utilities .....	\$50
441.4(a)(1) Driveways .....	
(i) Minimum Use .....	\$15
(ii) Low Volume .....	\$30
(iii) Medium Volume .....	\$40
(iv) High Volume .....	\$50
Other (Curb, Bank Removal, Sidewalk & Curb, etc.) .....	\$20
441.4(a)(2) & 459.4(a)(2) Supplement Fee (each 6-month time extension or HOP revision) .....	\$10
459.4(a)(3) Emergency Permit Card (each card) .....	\$5

**GENERAL INSPECTION FEES**

441.4(b) Driveways .....	
(1) Each Minimum Use .....	\$10
(2) Each Low Volume .....	\$20
(3) Each Medium Volume .....	\$35
(4) Each High Volume .....	\$50
459.4(b)(1) Underground Facilities (Total each 100 linear feet increment or fraction thereof) .....	
(i)(A) Opening in Pavement .....	\$40
(i)(B) Opening in Shoulder .....	\$20
(i)(C) Opening outside of Pavement & Shoulder .....	\$10
(ii) If Longitudinal Opening Simultaneously Occupies Two or More Areas Only Higher Fee Charged .....	
459.4(b)(2) Surface Openings (Less than 36 square feet) .....	
(i) Opening in Pavement .....	\$30
(ii) Opening in Shoulder .....	\$15
(iii) Opening outside Pavement & Shoulder .....	\$10
(iv) If Opening Occupies Two or More Areas Simultaneously Charge Only Higher Fee .....	
459.4(b)(3) Aboveground Facilities .....	
(a) Poles, Guys or Anchors Installed Independently .....	\$20
Up To 10 Physically Connected Facilities .....	
(b) Additional Connected Facilities (each) .....	\$2
459.4(b)(4) Crossings (tipples, conveyors, walkways, etc.) .....	\$80
459.4(b)(5) Seismograph - Vibroseis method .....	
(i) First Mile .....	\$50
(ii) Each Additional Mile or Fraction Thereof .....	\$5
459.4(b)(6) Non-Emergency Test Holes in Pavement or Shoulder (each hole) .....	\$5
441.4(b) Other .....	\$20

**ADDITIONAL FEES (varies)**

- 459.4(d)(1) Additional application fees.
- 441.4(d) & 459.4(d)(2) Additional inspection fees.