TOWNSHIP OF WEST VINCENT
CHESTER COUNTY, PENNSYLVANIA

RESOLUTION 14-2026

A RESOLUTION TO SET VARIOUS FEES, ESCROWS AND OTHER PAYMENTS CHARGED FOR CERTAIN TOWNSHIP SERVICES

WHEREAS, various Township Ordinances and State Law provides for the establishment of fees for certain permits, reviews, inspections and/or other services; and,

WHEREAS, having said fees listed in a single document is of significant assistance and convenience to the general public;

NOW, THEREFORE, the fees and charges attached hereto as Exhibit A, is hereby adopted; and shall be assessed by West Vincent Township effective this date, and until such time as so amended by the Board of Supervisors by resolution.

RESOLVED THIS 26th DAY OF OCTOBER, 2026.

FOR WEST VINCENT TOWNSHIP

BY: _____
Dana Alan, Chair
Board of Supervisors

ATTEST: _____
Tommy Ryan
Township Manager

2026 FEE SCHEDULE

effective October 27, 2026

RESIDENTIAL PERMITS

NEW SFD & SFD ADDITIONS

• Review Fee	$ 500.00
• PA Act 157 of 2006	$ 4.50
• Permit Issuance	$ 300.00 plus 1.20% COC
• Failed Inspections Escrow for 20+ home developments	$ 5,000.00
• Zoning Permit required	
• Stormwater Permit may be required	

NEW ACCESSORY STRUCTURES & AGRICULTURAL BUILDINGS

• Review Fee	$ 300.00
• PA Act 157 of 2006	$ 4.50
• Permit Issuance	1.20% COC
• Agricultural Buildings defined under UCC Act 45	
• Zoning Permit required	
• Stormwater Permit may be required	

ALTERATIONS

• Review Fee	$ 300.00
• PA Act 157 of 2006	$ 4.50
• Permit Issuance	1.20% COC
• Zoning Permit may be required	
• Stormwater Permit may be required	

DECKS, PATIOS, PORCHES, PERGOLAS

• Review Fee	$ 300.00
• PA Act 157 of 2006	$ 4.50
• Permit Issuance	1.20% COC
• Zoning Permit required	
• Stormwater Permit may be required	

SOLAR, WIND, & EMERGENCY GENERATOR

• Review Fee	$ 300.00
• PA Act 157 of 2006	$ 4.50
• Permit Issuance	1.20% COC

ALARM SYSTEMS

• Review Fee	$ 200.00
• PA Act 157 of 2006	$ 4.50
• Permit Issuance	1.20% COC

RESIDENTIAL PERMITS *(continued)*

ELECTRICAL

• Review Fee	$ 200.00
• PA Act 157 of 2006	$ 4.50
• Permit Issuance for:	
❖ New Service	$ 600.00
❖ Heater or Water Heater Replacement	$ 250.00
❖ Other Electrical	1.20% COC

PLUMBING, HVAC & MECHANICAL

• Review Fee	$ 200.00
• PA Act 157 of 2006	$ 4.50
• Permit Issuance	
❖ Sewer Lateral Replacement	$ 150.00
❖ Other	1.20% COC

SWIMMING POOLS & ACCESSORY RECREATIONAL USES

• Review Fee	
❖ In-ground pools	$ 325.00
❖ Above-ground pools	$ 135.00
• PA Act 157 of 2006	$ 4.50
• Permit Issuance	1.20% COC
• Zoning Permit required	
• Stormwater Permit may be required	

ACCESSORY USES

• Review Fee	$ 125.00
• PA Act 157 of 2006	$ 4.50
• Permit Issuance	1.20% COC
• Zoning Permit may be required	
• Stormwater Permit may be required	

ZONING PERMIT $ 310.00

DRIVEWAY $ 310.00

RE-INSPECTION FEE $ 100.00

- per inspection fee
- required after any failed inspection
- fee must be paid before re-inspection is scheduled

CERTIFICATE OF OCCUPANCY $ 150.00

- permanent or temporary certificate
- temporary certificate valid up to 180 days
- required for all new residential and non-residential construction
- required for non-residential owner change and/or non-residential building use

NON-RESIDENTIAL PERMITS

NEW CONSTRUCTION & ADDITIONS

• Review Fee	$1,250.00
• PA Act 157 of 2006	$ 4.50
• Permit Issuance	1.35% COC
• Zoning Permit required	
• Stormwater Permit may be required	

NEW ACCESSORY STRUCTURES OR AGRICULTURAL BUILDINGS

• Review Fee	$ 350.00
• PA Act 157 of 2006	$ 4.50
• Permit Issuance	1.35% COC
• Agricultural Buildings defined under UCC Act 45	
• Zoning Permit required	
• Stormwater Permit may be required	

ALTERATIONS

• Review Fee	$ 550.00
• PA Act 157 of 2006	$ 4.50
• Permit Issuance	1.35% COC
• Zoning Permit may be required	
• Stormwater Permit may be required	

SOLAR, WIND, & EMERGENCY GENERATOR

• Review Fee	$ 550.00
• PA Act 157 of 2006	$ 4.50
• Permit Issuance	1.35% COC

ALARM SYSTEMS

• Review Fee	$ 450.00
• PA Act 157 of 2006	$ 4.50
• Permit Issuance	1.35% COC

ELECTRICAL

• Review Fee	$ 350.00
• PA Act 157 of 2006	$ 4.50
• Permit Issuance for:	
❖ New Service	$ 600.00
❖ Heater or Water Heater Replacement	$ 250.00
❖ Other Electrical	1.35% COC

PLUMBING, HVAC & MECHANICAL

• Review Fee	$ 350.00
• PA Act 157 of 2006	$ 4.50
• Permit Issuance	1.35% COC

NON-RESIDENTIAL PERMITS *(continued)*

SWIMMING POOLS & ACCESSORY RECREATIONAL USES

- Review Fee — $ 550.00
- PA Act 157 of 2006 — $ 4.50
- Permit Issuance — 1.35% COC
- Zoning Permit required
- Stormwater Permit may be required

TELEVISION, MOBILE, WIND TURBINE AND OTHER TOWERS

- Review Fee & Permit Issuance — $ 750.00
- PA Act 157 of 2006 — $ 4.50
- Zoning Permit required
- Stormwater Permit may be required
- $2,500 escrow required for professional services reimbursement

SIGNS (per sign)

- Review Fee & Permit Issuance — $ 300.00
- PA Act 157 of 2006 — $ 4.50
- engineered drawings required
- Zoning Permit required
- Stormwater Permit may be required

COMMERCIAL COOKING SYSTEM

- Review Fee, Permit Issuance, & Final Inspection — $ 600.00
- PA Act 157 of 2006 — $ 4.50

ZONING PERMIT — $ 310.00

DRIVEWAY — $ 310.00

- $2,500 escrow required for professional services reimbursement

RE-INSPECTION FEE — $ 100.00

- per inspection fee
- required after any failed inspection
- fee must be paid before re-inspection is scheduled

CERTIFICATE OF OCCUPANCY — $ 200.00

- permanent or temporary certificate
- temporary certificate valid up to 180 days
- required for all new residential and non-residential construction
- required for non-residential owner change and/or non-residential building use

OTHER PERMITS

BRIDGE WEIGHT LIMIT $ 300.00
- $2,500 escrow required for professional services reimbursement

RETAINING WALL OVER FOUR FEET IN HEIGHT
- Review Fee $ 600.00
- PA Act 157 of 2006 $ 4.50

DEMOLITION
- residential or non-residential $ 300.00
- proof of utility disconnect, and lead & asbestos testing required
- $2,500 escrow required for professional services reimbursement

SOLICITATION
- Business Application (valid for 6 months) $ 1,200.00
- employee/solicitor (valid for duration of Business Application) $ 50.00/pp

TEMPORARY SIGNS & BANNERS $ 100.00

MOVING A BUILDING OR STRUCTURE $ 300.00 plus 1.35% COC

ROAD OCCUPANCY $ 200.00

ABOVE-GROUND STORAGE TANK (per tank)
- installation, replacement, or removal $ 350.00

BELOW-GROUND STORAGE TANK (per tank)
- installation, replacement, or removal $ 500.00

HAM RADIO $ 350.00

PERMIT RENEWAL FEE $ 200.00

BED & BREAKFAST ANNUAL REGISTRATION FEE $ 75.00

FIREWORKS $ 300.00
- permit required for display-class fireworks only

SPECIAL EVENT
- Temporary, up to 7 days $ 100.00
- Seasonal, 8 to 180 days per year $ 150.00

TEMPORARY TENT
- for tent-coverage over 400 ft^2; calculation does not include tent ropes and stakes
- Review Fees
  - up to 4 tents $ 200.00
  - 5 to 10 tents $ 400.00
  - over 10 tents $ 45.00 per tent
- fee per inspection $ 200.00

STORMWATER MANAGEMENT

STORMWATER MANAGEMENT APPLICATION, SIMPLIFIED PLAN

- projects that propose 1,000 to 2,000 ft² of net new impervious surface, cumulative of improvements from 2014 and onward, and/or projects that propose 5,000 to 10,000 ft² of earth disturbance.
- Review Fee $ 450.00
- Stormwater Operation and Maintenance ("O&M") Fund Fee $ 250.00
- Professional Services Escrow $ 4,000.00

STORMWATER MANAGEMENT APPLICATION, NON-SIMPLIFIED PLAN

- projects that propose over 2,000 ft² of net new impervious surface, cumulative of improvements from 2014 and onward, and/or projects that propose over 10,000 ft² of earth disturbance.
- Review Fee $ 750.00
- Stormwater Operation and Maintenance ("O&M") Fund Fee $ 250.00
- Professional Services Escrow $ 10,000.00

SUBDIVISION & LAND DEVELOPMENT

LOT LINE CHANGE & LOT CONSOLIDATION

- Application Fee $ 1,000.00
- Professional Services Escrow $ 5,000.00

SUBDIVISION, UP TO THREE LOTS

- Application Fee $ 1,500.00
- Professional Services Escrow $ 7,500.00

SUBDIVISION, FOUR TO TEN LOTS

- Application Fee $ 3,500.00
- Professional Services Escrow $ 10,000.00

SUBDIVISION, ELEVEN TO TWENTY LOTS

- Application Fee $ 5,500.00
- Professional Services Escrow $ 12,500.00

SUBDIVISION, MORE THAN TWENTY LOTS

- Application Fee $ 7,000.00
- Professional Services Escrow $ 20,000.00

LAND DEVELOPMENT, UP TO 20,000 SF NEW BUILDING

- Application Fee $ 3,750.00
- Professional Services Escrow $ 10,000.00

LAND DEVELOPMENT, 20,001 TO 50,000 SF NEW BUILDING

- Application Fee $ 5,500.00
- Professional Services Escrow $ 15,000.00

SUBDIVISION & LAND DEVELOPMENT *(continued)*

LAND DEVELOPMENT, OVER 50,000 SF NEW BUILDING	
• Application Fee	$ 7,000.00
• Professional Services Escrow	$ 20,000.00
SKETCH / CONCEPT PLAN	
• Application Fee	$ 750.00
• Professional Services Escrow	$ 1,500.00
WAIVER OF LAND DEVELOPMENT REQUEST	
• payable if request is granted or not granted	$ 750.00
• Professional Services Escrow, if required	$ 2,000.00

ZONING HEARING BOARD & OTHER APPEALS

ZHB & UCC BOARD OF APPEALS	
• first hearing	$ 1,600.00
• second & subsequent hearings, public notice not required	$ 600.00
• second & subsequent hearings, public notice required	$ 900.00
ZHB & UCC BOARD OF APPEALS, 501(c) EXEMPT APPLICANTS	
• first hearing	$ 1,000.00
• second & subsequent hearings, public notice not required	$ 400.00
• second & subsequent hearings, public notice required	$ 600.00
CONDITIONAL USE	
• first hearing	$ 1,500.00
• second & subsequent hearings, public notice not required	$ 500.00
• second & subsequent hearings, public notice required	$ 800.00
VALIDITY OR CURATIVE AMENDMENT CHALLENGE	
• first hearing	$ 2,750.00
• second & subsequent hearings, public notice not required	$ 500.00
• second & subsequent hearings, public notice required	$ 800.00
APPLICATION TO AMEND THE ZONING ORDINANCE OR ZONING MAP	
• Application Fee	$ 1,250.00
• Professional Services Escrow	$ 20,000.00
ZONING OFFICER DETERMINATION LETTER	$ 130.00

DEPARTMENT, RENTAL, AND OTHER FEES & CHARGES

ADMINISTRATION DEPARTMENT

• Right-to-Know fees	as permitted by the OOR
• copy, 8.5" x 11"	$ 0.25/page
• copy, 11" x 17"	$ 0.50/page
• copy, larger than 11"x17"	$ 6.00/page
• copy, plans & maps	$ 10.00/page
• Comprehensive Plan	$ 50.00
• Greenway Lands Stewardship Guide	$ 55.00
• Ludwig's Corner Master Plan	$ 50.00
• Open Space and Recreation Plan	$ 50.00
• Stormwater Management Ordinance	$ 45.00
• Subdivision/Land Development Ordinance	$ 40.00
• Zoning Ordinance	$ 45.00

FINANCE DEPARTMENT

• Escrow Release Fee	$ 67.50
• returned check fee	$ 30.00+ applicable bank fee
• 30-day past due interest charge	1.5% per month

PARKS DEPARTMENT

• Evans Park, athletic field rental, individual use	$ 30.00/hour
• Evans Park, athletic field rental, seasonal use	
▪ up to 10 weeks, up to 10 hours per week	$ 8.00/hour
▪ up to 10 weeks, up to 15 hours per week	$ 9.00/hour
▪ up to 10 weeks, up to 20 hours per week	$ 10.00/hour
• Evans Park, gazebo rental	no fee
• Evans Park, gazebo with electric	$ 25.00
• Community Garden, West Vincent Township Residents	
▪ 20' x 10' plot	$ 75.00/year
▪ 20' x 20' plot	$ 85.00/year
• Community Garden, Non-Residents	
▪ 20' x 10' plot	$ 115.00/year
▪ 20' x 20' plot	$ 125.00/year

PERMIT DEPARTMENT

- penalty for starting construction without a permit fee is calculated at twice the permit fee amount; in addition to the penalty fee, the full permit fee must be paid

POLICE DEPARTMENT

• Act 22 of 2017 Fees	
o any recording one hour or less	$ 200.00
o any recording over one hour; hours are rounded up	$ 200.00/hour
• Accident Reports	$ 15.00
• reports other than Accident Reports	$ 0.25/page
• Traffic Control	
o number of officers and vehicles determined by Chief of Police	
o $ 100.00/hour/officer	
o $ 75.00/hour/vehicle	

FEE SCHEDULE NOTES:

1. Cost of Construction. Cost of Construction includes all construction portions of a project, and is generally based upon the sum of the construction contract(s), and other direct construction costs; this cost does not include compensation paid to the project engineer, architect and consultants or the cost of the land. The Township has the final determination in accepting the submitted Cost of Construction as provided on the permit application, and the Township may, at its sole discretion, to require evidence to support said proposed Cost of Construction.
2. Omissions and Errors. The failure to list, in this Resolution, a fee that is properly listed elsewhere shall not obviate the responsibility to pay that fee.
3. Permit Duration. Building, zoning and other permits are valid for 180 days. After this time the Township may, in its sole discretion, extend the period for which the permit is valid. If a permit expires, and new application must be submitted, with all fees, escrows, and other charges.
4. Review Fee. A Review Fee is non-refundable.
5. Permit Issuance Fee. In the event a permit application is withdrawn by the Permittee, or the application is otherwise terminated, a portion of the Permit Issuance Fee paid may be refunded, upon written request of the Permittee, and the amount to be refunded will be the Permit Issuance Fee paid less all costs incurred by the Township up to the date of the Township's receipt of the written request for a refund.
6. Escrow Replenishment. Unless otherwise noted on this Fee Schedule, an escrow must be replenished to its original amount posted after the balance falls below 50% of the original amount posted, and not later than ten days after the date of the Township's written notice to the permit holder requesting this replenishment. The Township reserves the right, in its sole discretion, to discontinue any review and other services provided until such time as the escrow is properly replenished.
7. Escrow Charges. For services provided by Township consultants, and paid through an escrow account, that charged against the escrow account will be the actual rate and fee the Township consultant charges to the Township. Township consultant hourly rates and fees are on file at the Township Building.
8. Evans Park Gazebo. Gazebo rentals are available to West Vincent Township residents only. Gazebo rental may not be used for any commercial use.
9. Permit Ownership. Each permit application has an owner field, an applicant field, and a contractor field. The person who is listed in the applicant field is the owner of the permit. Should a property owner and a contractor decide to void their working relationship on a project, the permit will be voided if the property owner is not the applicant, and the property owner, or his or her new consultant, if any, must submit a new permit application, and must pay all applicable costs.
10. Right-to-Know fees and Act 22 of 2017 fees are payable at time of disclosure.
11. Act 22 of 2017 fees are payable by check or money order, payable to West Vincent Township. All other fees are payable by cash, or by check or money order, payable to West Vincent Township.