

**UNION TOWNSHIP MASTER FEE SCHEDULE**  
**(Adopted January 5, 2026 Resolution 2026-07 )**

Holding Tank Assessment (Ordinance 1993-03) \$500/1000 gallon tank capacity (deposit)

**LICENSES**

Junkyard/Salvage Yard	(Chapter 119)	\$500.00 application fee (New/Expand) \$200 per year
Plumbing (Master only)		\$50.00
Liquor License		\$1,500.00

**Open Records Document Request** Fees shall be as applied per RKL Fee Schedule ([www.openrecords.pa.gov](http://www.openrecords.pa.gov))

Tax Duplicate/Certifications \$25.00

**Zoning Application**

Special exception	\$1,000.00
Variance	\$1,000.00
Conditional use	\$1,000.00
Petition for amendments to land use or ordinances	\$1,000.00
Substantive or procedural challenges to land use ordinance	\$2,000.00
Curative amendment to a zoning ordinance	\$2,000.00
All other zoning related proceedings	\$1,000.00
Zoning Hearing Board Members	\$50.00 per hearing day
Annual Inspection	\$500.00

Administrative Fees involving Plan Submissions – See Resolution 2023-28

**Subdivision and Land Development Plan Reviews\***

**Sketch Plans**

Residential	
5 units/lots or less	\$1,000
6 or more units/lots	\$1,000 + \$50.00 for each unit/lot
Non-residential	\$1,000 + \$50.00 for each acre

**Preliminary and Final Plans**

Residential (Preliminary Stage and Final Stage)	
less than 3 units/lots	\$2,000 for each plan stage
3 to 5 units/lots	\$3,000 for each plan stage
6 or more units/lots	\$3,000 + \$100.00 for each unit/lot for each plan stage
Non-residential (Preliminary Stage and Final Stage)	\$3,000 + \$100.00 for each unit/lot

**EXHIBIT "A"**

for each plan stage

**Planned Residential Development**

Sketch Plan	\$2,000 + \$100 per unit/lot
Tentative Plan	\$4,000.00 + \$100.00 per lot/unit
Final Plan	\$2,000.00 + \$100.00 per lot/unit

**Park and Recreation Fee in Lieu of Payment**

\$2,900.00 per dwelling unit/lot
\$336.00 per 1,000 sf of building in case of Non-residential development

Rental of Facilities less than 50 People:

A. Day use Union Meadows East parking and bathrooms, together with associated access to trail system	\$60.00 per day
B. Day use Boat Ramp Pavilion and Boat Ramp Parking area, together with access to trail system	\$60.00 per day
C. Security Deposit	\$200.00 per day/facility area

Rental of Facilities 51 People and over:

A. Events with estimated costs of less than \$2,500.00	25%
B. Events with estimated cost between \$2,501.00 to \$7500.00	50%
C. Events with estimated cost over \$7,500.00	100%

**Subdivision Plan Filing and Recording**

Manager administrative fee for recording	\$250.00 + County Recording Fees
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\* Amounts listed are initial escrow fund amounts.

Applicant is responsible to pay all Township costs for plan reviews.

Applicant may be required to reestablish escrow fund.

UNION TOWNSHIP, BERKS COUNTY, PENNSYLVANIA

RESOLUTION NO. 2023-28

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF UNION, BERKS COUNTY, PENNSYLVANIA, AMENDING THE SUBDIVISION AND LAND DEVELOPMENT FEE SCHEDULE TO ADD FEES FOR ADMINISTRATIVE CHARGES AND TO REMOVE FEES FOR AN ESCROW SECURITY DEPOSIT**

**WHEREAS**, Section 503 of the Pennsylvania Municipalities Planning Code, 53 P.S. §10503, authorizes a governing body to prescribe reasonable fees with respect to the review of any subdivision and land development plan (“Plan”) filed with the Township; and

**WHEREAS**, the Union Township Subdivision and Land Development Ordinance, as codified in Section 172-16 of the Code of Union Township, likewise provides that a schedule of fees and collection procedure for the payment of review fees for all applications shall be established by resolution; and

**WHEREAS**, by Resolution 2016-23 adopted on April 18, 2016, the Board of Supervisors of Union Township established a Fee Schedule for the payment of review fees arising out of the review of Subdivision and Land Development Plans; and

**WHEREAS**, the Board of Supervisors of Union Township desires to amend Resolution 2016-23 to add an administrative fee to cover the cost of administrative overhead connected with any Plan filed with the Township, and to remove fees for an escrow security deposit.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Supervisors by Union Township pursuant to the authority granted to it by the Pennsylvania Municipalities Planning Code that Resolution 2016-23 is amended as follows as follows:

**SECTION 1.** Resolution 2016-23, Number 1. entitled “Review Fees” letter “b.” entitled “Escrow Security Money” is amended to read in its entirety as follows:

b. Replenishment of Application Fees. The Application Fee balance shall at all times during the review process be replenished to retain an Application Fee balance equal to the amount of the initial Application Fee, to be applied to the monthly review fee invoices.

**SECTION 2.** Resolution 2016-23, Number 1. entitled “Review Fees” letter c. entitled “Additional Review Fees” is amended to read in its entirety as follows:

c. Additional Review Fees. To the extent the Application Fee balance is insufficient to cover the review fees that are incurred with respect to the review of the Plan, Additional Review Fees shall be paid by each Applicant to the Township upon receipt of a monthly review fee invoice from the Township.

**SECTION 3.** Resolution 2016-23, Number 2. entitled “Incurring of fees” is amended to read in its entirety as follows:

2. Incurring of Fees. Township shall receive reimbursement for all fees associated with the review process. Attorney fees, Engineer fees, and other consultant fees shall be assessed at the hourly rate that is being charged to the Township by the Attorney, Engineer, or consultant. Such rates may change from time to time, and it shall be the responsibility of every Applicant to determine current rates with the Township Secretary. The review process is not limited to confirming conformity with the Code of the Township, but shall also include reimbursement of all costs and fees incurred by the Township as a result of its consultants, engineers and attorneys, participating in the review of a Plan by any other Municipal, County, State or Federal Agency. Applicant shall also reimburse to the Township an administrative fee to cover the cost of Township’s administrative overhead connected with the review of a Plan. The administrative fee shall be included in the monthly invoice and shall equal ten percent (10%) of the total amount of the monthly review fee invoice.

**SECTION 4.** Resolution 2016-23, Number 3. entitled “Billing of Additional Review Fees and Recharge of Escrow Security Money” is amended to read in its entirety as follows:

3. Billing of Additional Review Fees and Recharge of Application Fees. Application Fees are due concurrently with the submission of each Plan, at each Plan stage. Additional Review Fees shall be paid by every Applicant upon receipt of an invoice from the Township. The Township shall issue invoices on a monthly basis, showing the work performed in connection with the Plan review and the administrative fee. The invoice shall also show the drawdown of the Application Fees on deposit by the Township, and the amount of money due to the Township to be remitted by the Applicant to pay the Additional Review Fees and replenish the Application Fees.

**SECTION 5.** Resolution 2016-23, Number 5. entitled “Reimbursement and Dispute Procedures”, letter “a” entitled “Reimbursement of Application Fee or Escrow Security Money” is amended to read in its entirety as follows:

a. Reimbursement of Application Fee. The unused portion of the Application Fee will be reimbursed to any Applicant at the Applicant’s request, after the completion or termination of the review of the Plan for which such fees were submitted.

**FURTHER RESOLVED**, that this Resolution shall take effect immediately, or as soon as legally permissible thereafter.

**FURTHER RESOLVED**, that if any provision, sentence, clause, section, or part of this Resolution shall for any reason be found to be unconstitutional, illegal or invalid, such determination shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts of this Resolution, and it is hereby declared to be the intent of the Board of Supervisors of the Township of Union that this Resolution would have been adopted had such unconstitutional, illegal or invalid provision, sentence, clause, section, or part not been included herein.

**FURTHER RESOLVED**, that all resolutions or parts of resolutions inconsistent with this Resolution are hereby superseded.

IN WITNESS WHEREOF, the Board of Supervisors of the Township of Union has adopted this Resolution in lawful session this 21 day of November, 2023.

BOARD OF SUPERVISORS OF  
UNION TOWNSHIP,  
BERKS COUNTY, PENNSYLVANIA

By:

Mark Feltz  
Chairman

Eric J. Feltz  
Vice Chairman

Andrew Saini  
Member

Attest: D. K. Blum  
Secretary

CERTIFICATE

I hereby certify that the foregoing is a true and accurate copy of a Resolution of the Board of Supervisors of the Township of Union, Berks County, Pennsylvania, which was fully adopted at a public meeting held pursuant to notice as required by law on the 15th day of November, 2023.

  
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Secretary of Union Township

Dated: November 16, 2023