

**This replaces all of section 3 in the West Lakeland Township Ordinances.
Approved 11/13/2018**

3 Permit Fees

3.1 Permit Fees

- 3.1.1** All persons, firms, or corporations performing work which by this ordinance requires the issuance of a permit shall pay a fee for such permit to the Township treasurer to help defray the cost of administration, investigation, advertising, and processing of permits and variances. The permits, for which a fee is required, are available from the Township Clerk. A fee shall also be required for a zoning text or map amendment, and a zoning appeal or variance.
- 3.1.2** Any action requiring a public hearing shall require a fee to cover the cost of the public hearing and attendant publication costs. Fees can be found in the Township fee table.
- 3.1.3** A double fee shall be charged if work is started before a permit is applied for and issued. Such double fee shall not release the applicant from full compliance with this ordinance nor from prosecution for violation of this ordinance.

3.2 Establishment of Fees

Any owner that causes the Township of West Lakeland to expend monies for consultant fees on behalf of or on account of that owner, or is associated with a development or proposed development, shall reimburse the Township of West Lakeland for the actual consultant fees and any other expenses incurred by the Township on behalf or on account of said owner. If the base fee is less than the cost incurred by the Township to repair or restore the Township property or infrastructure, costs above the escrow will be the responsibility of the owner. This explicitly includes but is not limited to damage to signs, road surfaces, curb, road edges, spillways and the right-of-way.

3.3 Escrow Fund

- 3.3.1 Purpose.** The owner shall deposit with the Township of West Lakeland an amount, as determined by the Township Board, necessary to cover the total consultant services associated with the development or proposed development prior to the performance of any such services by West Lakeland's employed consultants. The Township shall be entitled to reimburse itself out of said deposit for any cost and expense incurred as a result of the project including but not limited to damage to signs, road surfaces, curb and road edges, spillways and right of way.
- 3.3.2 Fund Balance.** If a consultant review is anticipated to span a period of time in excess of ninety (90) days, the owner will only be expected to deposit a sum, as determined by the Township Board, necessary for the Township to pay consultant fees for ninety (90) days. Upon notification by the Township, the owner is required to restore the escrow fund balance to at least one-third (1/3) of the original amount deposited. With this notice, the Township of West Lakeland will provide an itemized statement to the owner showing the Township expenditures for consultant services and other expenses associated with his project together with the current balance in the fund. The owner shall reimburse the escrow fund for any deficits caused if the amount actually expended or billed to the Township exceeds the escrow balance.

- 3.3.3 Refund.** The Township of West Lakeland shall refund any monies deposited in the escrow fund not expended for consultant fees or repair of Township property within ninety (90) days after completion of the project. The Township of West Lakeland shall not pay interest on the monies deposited in the escrow fund.
- 3.3.4 Appeals to Fees & Escrow.** If the applicant disagrees with the fees charged by the Township he may appeal the decision to the Board of Appeals. The procedures to be followed in this case shall be the same as those followed for an appeal of any administrative decision made by the Zoning Administrator.