

OFFICIAL

**BOROUGH OF FOREST HILLS  
RESOLUTION NO. 1247**

A RESOLUTION OF THE BOROUGH OF FOREST HILLS,  
ALLEGHENY COUNTY, PENNSYLVANIA, ESTABLISHING A  
GENERAL FEE SCHEDULE AND REPEALING ALL  
RESOLUTIONS INCONSISTENT THEREWITH.

WHEREAS, the Council of the Borough of Forest Hills, desires to establish a general fee schedule and to repeal all resolutions inconsistent herewith.

NOW, THEREFORE, the Council of the Borough of Forest Hills resolves as follows:

Section 1. Fees and Costs Paid by the Borough. In the conduct of Borough affairs, including processing of applications for permits and other relief granted through the Borough agencies, the Borough experiences costs, fees and expenses payable to the professional employees retained by the Borough and to experts and specialists whose review, examination and inspection is necessary to the accomplishment of the Borough ordinances and their purposes and the public welfare. There is hereby imposed as a requirement for payment by any applicant the costs of all legal fees, engineering fees, review and inspection costs by professional Borough employees, and all other experts, specialists or persons necessary to review applications for requested actions from the Borough, and the costs and expenses of all other Borough employees necessary to a review, inspection and determination in the process initiated by the applicant. These fees, costs and expenses are applicable to each and every application filed with the Borough. If there is a discrepancy between the charges set forth in this Resolution and in newsletters or fliers, the charges in this Resolution are controlling. The borough does not accept cash payments for any fees. The current applicable rates for the Borough Engineer and Borough Solicitor, which are subject to change and revision from time to time by approval of the Borough Council, are as follows:

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|----|-------------------|----------------|
| A. | Borough Engineer: |                |
|    | 1. Chief Engineer | \$100 per hour |
|    | 2. Staff          | \$90 per hour  |
|    | 3. Clerical       | \$70 per hour  |
|    | 4. Admin. Staff   | \$80 per hour  |
| B. | Borough Solicitor |                |
|    | 1. Attorney       | \$175 per hour |
|    | 2. Paralegal      | \$100 per hour |

Section 2. Impact of Issuance of License and Payment of Fee. By the mere granting of a license or the payment of a fee as required in this schedule, the applicant may not, in reliance thereon, commit any violation of any local, state or federal regulation and/or law. For example, and not by way of limitation, the licensing of a video poker machine does not grant local government permission to engage in illegal gambling.

Section 3. Building Construction, Renovation and Demolition. The following schedule of fees is adopted for issuance of permits and licenses relating to building construction, renovation and demolition:

- A. **Building and Demolition Permits:** For issuance of building permits, demolition permits and moving of structure permits, draft payable to Forest Hills Borough in accordance with the following schedule:
1. Residential Use Groups R-3 and R-4 (Single Family) as defined by Part 1, Chapter 5 of the Code of Ordinances of the Borough of Forest Hills, Building Code.
    - a. New Construction \$40.00 plus \$.17 per square foot of gross floor area
    - b. Additions \$40.00 plus \$.17 per square

- |    |   |  |
|----|---|--|
|    |   | foot of gross floor area                               |
| c. | Alterations and Repairs   | 1.25% of construction cost                             |
| 2. | Utility and Miscellaneous Use Groups as defined by Part 1, Chapter 5 of the Code of Ordinances of the Borough of Forest Hills, Building Code (sheds, decks, fences, pools, towers, concrete slabs, retaining walls, etc.)   |  |
| a. | Construction, Additions, Alterations and Repairs  | 1.50% of construction cost                             |
| 3. | All other Use Groups (excluding R-3, R-4, Utility and miscellaneous) as defined by Part 1, Chapter 5 of the Code of Ordinances of the Borough of Forest Hills, Building Code:   |  |
| a. | New Construction  | \$60.00 plus \$.25 per square foot of gross floor area |
| b. | Additions   | \$60.00 plus \$.25 per square feet of gross floor area |
| c. | Alterations and Repairs   | 2.5% of construction cost                              |
| 4. | Demolition  | \$50.00  |
| 5. | Signs   | \$25.00 plus \$2.00 per square foot of sign area       |
| 6. | Minimum Fee   | \$40.00  |
| 7. | Gross Floor Area: For the purposes of this Section, gross floor area shall be defined as the total square footage of all floors within the perimeter of the outside walls, including basements, cellars, garages, roofed patios, breezeways, covered walkways, and attics with floor to ceiling height of 6'6" or more. |  |

**B. Inspection Fees:** The following fees shall apply to inspections related to building permits and demolition permits:

1. **Electrical Inspections:**

- |    |  |                     |
|----|--|---------------------|
| a. | Rough Wire Inspection  |                     |
|    | (1) 1 to 25 outlets  | \$30.00             |
|    | (2) each additional 25 outlets or fraction thereof                     | \$20.00             |
| b. | Finish Wire Inspection   |                     |
|    | (1) 1 to 25 outlets  | \$30.00             |
|    | (2) each additional 25 outlets or fraction thereof                     | \$20.00             |
| c. | Service Meter Equipment  |                     |
|    | (1) up to 200 AMP  | \$55.00             |
|    | (2) 201 to 600 AMP   | \$80.00             |
|    | (3) over 600 AMP   | \$15.00 per 100 AMP |
|    | (4) each additional meter  | \$10.00             |
| d. | Single Family Dwelling<br>200 AMP or less with<br>(maximum of 2 trips) | \$125.00            |
| e. | Single Family Dwelling   |                     |

	Alterations and Additions (maximum of 2 trips)	\$95.00
f.	Single Family Dwelling Occupancy Safety and Repairs (maximum of 1 trip)	\$65.00
	(1) range/dryer	\$10.00
	(2) electric heater/electric hot water	\$10.00
	(3) garbage disposal/dishwasher	\$10.00
	(4) residential air-conditioning	\$10.00
g.	Swimming Pools/Hot Tubs	
	(1) above-ground pools/hot tubs (maximum of 1 trip)	\$50.00
	(2) in-ground pools/hot tubs (maximum of 2 trips)	\$125.00
h.	Temporary Installations	\$55.00
i.	Heating-Cooling-Transformers- Generators-Capacitors, Electric Furnaces, Welders, Motors, or similar equipment	
	(1) 1 kw, hp, kva	\$10.00
	(2) 1.1 to 20 kW, hp, kva	\$20.00
	(3) 20.1 to 40 kW, hp, kva	\$40.00
	(4) 40.1 to 75 kW, hp, kva	\$60.00
	(5) 75.1 to 100 kW, hp, kva	\$75.00
	(6) over 100 kW, hp, kva	\$1.00 per kW, hp, kva
j.	Electric Signs	\$35.00
k.	Violation Inspection Fee	\$20.00
l.	Signaling Communications and Alarm Systems	
	(1) 1 to 10 Devices	\$45.00
	(2) each additional device	\$1.00
2.	<b>Plumbing Inspections:</b>	
a.	Residential	
	(1) First 5 fixtures	\$40.00
	(2) Each additional fixture	\$ 5.00
	(3) Sewer (new or replacement)	\$25.00
	(4) Water Service (new or replacement)	\$25.00
	(5) Water Heater (new or replacement)	\$10.00
	(6) Appliances (washer, dishwasher, disposal, etc.)	\$ 7.00
b.	Commercial	
	(1) First 5 fixtures	\$60.00
	(2) Each additional fixture	\$ 7.00
	(3) Sewer (new or replacement)	\$35.00
	(4) Water service (new or replacement)	\$35.00

- (5) Water heater  
(new or replacement) \$10.00
- (6) Appliances \$10.00
- c. Minimum Fee \$40.00

3. **Mechanical Inspections:**

- a. First \$1,000.00, or fraction thereof, of installation cost \$40.00
- b. Each additional \$1,000.00, or fraction thereof, of installation cost \$10.00
- c. Minimum fee \$40.00

C. **Construction Plan Review:** The following fees shall apply to construction plan reviews:

1. **Building Plan Review:**

- a. All Use Groups: Fee based on square footage of construction:
  - (1) Up to and including 10,000 square feet \$.05 per square foot
  - (2) Greater than 10,000 square feet \$.03 per square foot
- b. Utility Use Group:
  - (1) \$1.25 per thousand dollars of estimated cost of construction to be provided by a registered design professional, firm or contractor.
- c. One and Two Family Dwelling:
  - (1) \$150.00 per dwelling unit (includes building, plumbing, electric, mechanical and fire protection).
- d. Minimum Fee: \$75.00
- e. When combined with building plan review, the fire, plumbing, mechanical or electrical plan reviews will be performed for 20% of the building plan review fee.

2. **Fire Protection Plan Review:** All use groups except One and Two Family Dwellings.

- a. Sprinklers \$40.00 plus \$.25 per sprinkler head
- b. Standpipe \$80.00 each
- c. Wet, Dry, Carbon Dioxide \$100.00 plus \$.75 for each pound over 100 pounds
- d. Commercial Cooking System \$300.00 per system (Hood, Duct, Suppression)
- e. Fire Alarm System \$40.00 plus \$.25 per device
- f. Fire Detection System \$40.00 plus \$.25 per device
- g. Minimum Fee \$75.00

3. **Plumbing Plan Review:** All use groups except One and Two Family Dwellings.
  - a. Each fixture, device or stack (except special devices) \$1.25 per device
  - b. Special Devices (includes Grease traps, oil separators water and sewer service connections, backflow preventers, steam boilers, sewer pumps, interceptors, etc.) \$6.50 per device
  - c. Minimum fee \$50.00
  
4. **Mechanical Plan Review:** All use groups except One and Two Family Dwellings.
  - a. Mechanical Equipment \$12.00 per device
  - b. Air Distribution System \$.05 per linear foot
  - c. Hydronic Piping System \$.05 per linear foot
  - d. Gas and Oil Piping System \$.05 per linear foot
  - e. Flammable & Combustible Piping System \$.10 per linear foot
  - f. Minimum fee \$50.00
  - g. When combined with building plan review, the fire, plumbing, mechanical or electrical plan reviews will be performed for 20% of the building plan review fee.
  
5. **Electrical Plan Review:** All use groups except One and Two Family Dwellings.
  - a. Up to 50 devices\* (Switches, Receptacles, Lighting Fixtures) \$6.00
  - b. Each 25 addition devices\* \$2.00  
\* Each motor or device less than 1 kilowatt or 1 horsepower shall be included.
  - c. Each motor or electrical device 1 to 10 kilowatts or horsepower \$2.00
  - d. Each motor or electrical device greater than 10 kilowatts or horsepower to 45 horsepower or kilowatts \$4.00
  - e. Each service panel, subpanel or disconnect switch 200 amps or less \$4.00
  - f. Each service panel, subpanel or disconnect greater than 200 amps to 1,000 amps \$10.00

g.	Each panel or disconnect greater than 1,000 amps	\$15.00
h.	Each motor or electrical device greater than 45 horsepower or kilowatt to 100 horsepower or kilowatts	\$10.00
i.	Each motor or electrical device greater than 100 horsepower or kilowatts	\$15.00
j.	Minimum fee	\$50.00

D. **Other Consultant or Review Fees:** The Borough, at its discretion, may require the application materials or subsequent construction to be reviewed by the Borough Engineer, Building Officials and Code Administrators International, Inc. (BOCA), or other consultants, with the applicant being responsible for all costs of said review as billed to the Borough. Where the applicant has retained an architect or professional engineer, upon good cause shown, the Borough Code Enforcement Officer may direct said architect or professional engineer to deal directly with Borough consultants upon the condition that the applicant shall furnish copies of all correspondence, reviews and related materials to the Borough.

E. **Deposit:** The applicant shall be responsible for the costs of all necessary reviews, examinations, inspections and tests by the Borough Code Enforcement Officer, Borough Engineer and other Borough consultants as determined necessary by the Borough Manager, or his designee, and as required to satisfy the Borough Code and other Borough, County, State and Federal laws and regulations, and any other costs incurred by the Borough in relation to the application. If the Borough anticipates or later discovers that consultant review fees and other costs will be required as part of the administration of the application, the Borough may require that the application include, or be supplemented by submittal of, a deposit fee in the amount of \$600.00. Borough costs and fees related to the application will then be deducted from this deposit. If it is determined by the Borough that the deposit balance is insufficient at any time, then the applicant shall deposit an additional \$600.00. Any remaining funds will be returned to the applicant upon written request.

F. **Performance Security:** The Borough may require the applicant to provide financial security, in a form acceptable to the Borough Solicitor, or a certified check payable to the Borough, in a sufficient amount established by the Borough Engineer to guarantee performance and completion of the construction, renovation, demolition or movement of the structure in accordance with the application and all applicable regulations.

Section 4. Fire Prevention and Protection. The following schedule of fees is adopted for inspections and the issuance of permits relating to fire prevention and protection:

A. **Fire Safety Inspection Annual Permits:** For issuance of fire safety permits, draft payable to Forest Hills Borough in accordance with the following schedule:

1. Assembly, Business, Institutional, Mercantile, Utility and Storage Uses:

a.	From 1 to 1,000 square feet	\$60.00
b.	From 1,000 to 3,500 square feet	\$75.00
c.	From 3,501 to 12,000 square feet	\$95.00
d.	From 12,001 to 50,000 square feet	\$125.00
e.	From 50,001 to 100,000 square feet	\$150.00
f.	100,001 square feet or more	\$250.00

2. Factory and Industry Uses:

a.	From 1 to 1,000 square feet	\$75.00
b.	From 1,000 to 3,500 square feet	\$95.00

- c. From 3,501 to 12,000 square feet \$120.00
  - d. From 12,001 to 50,000 square feet \$250.00
  - e. From 50,001 to 100,000 square feet \$350.00
  - f. 100,001 square feet or more \$450.00
- 3. All High Hazard Use Groups \$450.00
  - 4. R-1, R-2 Use Groups \$20.00 per unit
  - 5. Reinspections \$35.00

**B. Fire Safety Inspection Fees:** the following fees shall apply to inspections related to fire protection, prevention and life safety:

- 1. Hazardous Materials Storage \$125.00
- 2. Fire Sprinkler & Stand Pipes (Inspection & Test) \$75.00
- 3. Fire Suppression Systems (Inspection & Test) \$75.00
- 4. Fire Alarm Detection Systems (Inspection & Test) \$75.00
- 5. Fire Pumps (Inspection & Test) \$75.00
- 6. Bowling Establishments \$75.00
- 7. Dry Cleaning Plants \$75.00
- 8. Lumber Yards \$100.00
- 9. Automotive Service Stations \$75.00
- 10. Tents and Air-Supported Structures and Other Temporary Structures \$35.00

**C. Other Consultant or Review Fees.** The Borough, at its discretion, may require the application materials or subsequent construction to be reviewed by the Borough Engineer, Building Officials and Code Administrators International, Inc. (BOCA), or other consultants, with the applicant being responsible for all costs of said review as billed to the Borough. Where the applicant has retained an architect or professional engineer, upon good cause shown, the Borough Code Enforcement Officer may direct said architect or professional engineer to deal directly with Borough consultants upon the condition that the applicant shall furnish copies of all correspondence, reviews and related materials to the Borough.

**D. Deposit.** The applicant shall be responsible for the costs of all necessary reviews, examinations, inspections and tests by the Borough Code Enforcement Officer, Borough Engineer and other Borough consultants as determined necessary by the Borough Manager, or his designee, and as required to satisfy the Borough Code and other Borough, County, State and Federal laws and regulations, and any other costs incurred by the Borough in relation to the application. If the Borough anticipates or later discovers that consultant review fees and other costs will be required as part of the administration of the application, the Borough may require that the application include, or be supplemented by submittal of, a deposit fee in the amount of \$600.00. Borough costs and fees related to the application will then be deducted from this deposit. If it is determined by the Borough that the deposit balance is insufficient at any time, then the applicant shall deposit an additional \$600.00. Any remaining funds will be returned to the applicant upon written request.

Section 5. Emergency Alarms. The following schedule of fees for false alarms is hereby

adopted:

- |    |                                      |           |
|----|--------------------------------------|-----------|
| A. | First three false alarms per quarter | No Charge |
| B. | Fourth false alarm per quarter       | \$25      |
| C. | Fifth false alarm per quarter        | \$50      |
| D. | Additional false alarms per quarter  | \$100     |

Section 6. Grading and Filling. The following schedule of fees for issuance of permits and licenses relating to grading and filling is hereby adopted:

- A. **Permit Fee:** Check made payable to the Borough in accordance with the following schedule:
1. A volume of materials of less than 250 cubic yards \$50.00
  2. A volume of materials greater than 249 cubic yards but less than 500 cubic yards \$100.00
  3. A volume of materials greater than 499 cubic yards and less than 1,000 cubic yards \$200.00
  4. A volume of materials greater than 999 cubic yards \$200.00 plus \$10.00 for each additional 1,000 cubic yards or portion thereof.
- B. **Other Consultant or Review Fees:** The Borough, at its discretion, may require the application materials or subsequent construction to be reviewed by the Borough Engineer, or other consultants, with the applicant being responsible for all costs of said review as billed to the Borough. Where the applicant has retained a professional engineer, upon good cause shown, the Borough Code Enforcement Officer may direct said professional engineer to deal directly with Borough consultants upon the condition that the applicant shall furnish copies of all correspondence, reviews and related materials to the Borough.
- C. **Deposit:** The applicant shall be responsible for the costs of all necessary reviews, examinations, inspections and tests by the Borough Code Enforcement Officer, Borough Engineer and other Borough consultants as determined necessary by the Borough Manager, or his designee, and as required to satisfy the Borough Code and other Borough, County, State and Federal laws and regulations, and any other costs incurred by the Borough in relation to the application. If the Borough anticipates or later discovers that consultant review fees and other costs will be required as part of the administration of the application, the Borough may require that the application include, or be supplemented by submittal of, a deposit fee in the amount of \$600.00. Borough costs and fees related to the application will then be deducted from this deposit. If it is determined by the Borough that the deposit balance is insufficient at any time, then the applicant shall deposit an additional \$600.00. Any remaining funds will be returned to the applicant upon written request.

Section 7. Street Openings. The following schedule of fees for issuance of permits and licenses relating to street openings is hereby adopted:

- A. **Permit Fee:** Check made payable to the Borough in accordance with the following schedule:
1. For the opening of the subsurface below a street or streets, which opening aggregates less than 20 square feet of



subsurface, \$100.00

2. For the opening of the subsurface below a street or streets, which opening aggregates 20 or more square feet of subsurface. \$100.00 plus \$10.00 for each additional 10 sq. ft. or portion thereof in excess of 20 sq. ft.

B. **Deposit:** See Part 2 of Chapter 21 of the Forest Hills Borough Code of Ordinances, as amended.

C. **Performance Security:** See Part 2 of Chapter 21 of the Forest Hills Borough Code of Ordinances, as amended.

D. **Other Consultant or Review Fees:** The Borough, at its discretion, may require the application materials or subsequent construction to be reviewed by the Borough Engineer, or other consultants, with the applicant being responsible for all costs of said review as billed to the Borough. Where the applicant has retained a professional engineer, upon good cause shown, the Borough Manager, or his designee, may direct said professional engineer to deal directly with Borough consultants upon the condition that the applicant shall furnish copies of all correspondence, reviews and related materials to the Borough.

Section 8. Tap-In to Sanitary Sewer System. The following schedule of fees for issuance of permits and licenses relating to entry and connection into the Borough sanitary sewer system is hereby adopted:

A. **Permit Fee:** Draft payable to the Borough in an amount in accordance with the following schedule:

1. Connection of a structure or part of a structure designed or built for the accommodation as dwelling quarters for one (1) family, i.e., dwelling unit \$1,000.00

2. Connection of any other structure or part of structure, or any other facility, shall be determined by the total number of water traps, toilets, water closets, sinks, wash basins, bathtubs, laundry trays, laundry tubs and other trapped fixtures multiplied at the rate of \$40.00 per fixture

B. **Large Development Fees:** Where the area to be served by a proposed addition to the sanitary sewer system shall include areas which when constructed with single-family or multi-family housing would comprise twenty-five (25) or more dwelling units, the fee may be determined with due consideration of the value of the tap-in to the proposed development and the normal responsibility for the proration of the costs or extraordinary repairs in the sanitary sewer system of the Borough, and the cost of construction of the proposed structure or structures to be served by the sanitary sewer system.

C. **Other Consultant or Review Fees:** The Borough, at its discretion, may require the application materials or subsequent construction to be reviewed by the Borough Engineer, or other consultants, with the applicant being responsible for all costs of said review as billed to the Borough. Where the applicant has retained a professional engineer, upon good cause shown, the Borough Manager, or his designee, may direct said professional engineer to deal directly with Borough consultants upon the condition that the applicant shall furnish copies of all correspondence, reviews and related materials to the Borough.

- D. **Deposit:** The applicant shall be responsible for the costs of all necessary reviews, examinations, inspections and tests by the Borough Code Enforcement Officer, Borough Engineer and other Borough consultants as determined necessary by the Borough Manager, or his designee, and as required to satisfy the Borough Code and other Borough, County, State and Federal laws and regulations, and any other costs incurred by the Borough in relation to the application. If the Borough anticipates or later discovers that consultant review fees or other costs will be required as part of the administration of the application, the Borough may require that the application include, or be supplemented by submittal of, a deposit fee in the amount of \$600.00. Borough cost and fees related to the application will then be deducted from this deposit. If it is determined by the Borough that the deposit balance is insufficient at anytime, then the applicant shall deposit an additional \$600.00. Any remaining funds will be returned to the applicant upon written request.

Section 9. Zoning Matters. The following schedule of fees for issuance of permits, licenses and documents relating to zoning matters is hereby adopted:

A. **Zoning Permits:**

1. Sign Permit: \$40.00 plus \$0.50 per sq. ft. or portion thereof, including all sides of multifaceted sign.
  
2. Zoning Use Permit:
  - a. Residential Use \$40.00
  - b. Commercial and Other Uses \$60.00
  
3. Zoning Occupancy Permit:
  - a. Residential Use \$40.00
  - b. Commercial and Other Uses \$60.00
  
4. **Other Consultant or Review Fees:** The Borough, at its discretion, may require the application materials or subsequent construction to be reviewed by the Borough Engineer, or other consultants, with the applicant being responsible for all costs of said review as billed to the Borough. Where the applicant has retained an architect or professional engineer, upon good cause shown, the Borough Manager, or his designee, may direct said architect or professional engineer to deal directly with Borough consultants upon the condition that the applicant shall furnish copies of all correspondence, reviews and related materials to the Borough.
  
5. **Deposit:** The applicant shall be responsible for the costs of all necessary reviews, examinations, inspections and tests by the Borough Code Enforcement Officer, Borough Engineer and other Borough consultants as determined necessary by the Borough Manager, or his designee, and as required to satisfy the Borough Code and other Borough, County, State and Federal laws and regulations, and any other costs incurred by the Borough in relation to the application. If the Borough anticipates or later discovers that consultant review fees and other costs will be required as part of the administration of the application, the Borough may require that the application include, or be supplemented by submittal of, a deposit fee in the amount of \$600.00. Borough cost and fees related to the application will then be deducted from this deposit. If it is determined by the Borough that the deposit balance is insufficient at any time, then the applicant shall deposit an additional \$600.00. Any remaining funds will be returned to the applicant upon written request.

B. **Zoning Hearing Board:** For the filing of an appeal, application or any petition with the Zoning Hearing Board:

1. Variance \$1,200 Application Fee (includes \$150 non-refundable Administrative Fee)
  
2. Special Exception \$1,200 Application Fee (includes \$150

non-refundable Administrative Fee)

3. All other: \$1,200 Application Fee (includes \$150 non-refundable Administrative Fee)

From this Application Fee amount shall be deducted any fees accruing for certified mailings, advertising costs and any other expenditures related to the application/hearing. Fees for the Stenographer shall be shared equally by the applicant and the Borough, with the applicant's portion deducted from the Application Fee. If at any time during the progression of an application or appeal it is determined by the Borough that the balance available from the Application Fee is or will be inadequate to fully cover the anticipated costs and expenditures, the applicant shall be notified of the inadequate balance and provide the Borough with a Supplemental Application Fee equal to the initial Application Fee. The applicant's refusal or failure to provide the Supplemental Application Fee within a timely manner shall constitute an automatic rejection of the application or appeal as administratively incomplete.

At the completion of the requested hearing, any remaining portion of the Application Fee or Supplemental Application Fee, after all fees and expenditures have been deducted, shall be returned to the applicant upon written request. If a transcript of the proceedings is requested, the requesting party shall bear the cost of the transcript.

- C. **Planned Residential Developments and Planned Unit Developments:** For the filing of an application for preliminary or final approval of a planned residential development or planned unit development, the applicant shall provide the Borough with an Application Fee calculated as follows: \$500.00 (includes \$150 non-refundable administrative fee) plus \$50.00 dollars for each acre or portion thereof and such other sums as may be requested from time to time by the Borough for a review and inspection deposit.

The Borough, at its discretion, may require the application materials or subsequent construction to be reviewed by the Borough Engineer, or other consultants as deemed necessary by the Borough Manager or his designee, with the applicant being responsible for all costs of said review as billed to the Borough. The applicant shall also be responsible for all other fees and costs incurred by the Borough in relation to the application, including, but not limited to: Borough Code Enforcement Officer review, advertising, public notices, certified mailings, court reporter appearance fee, transcription of testimony and any other related costs.

From the Application Fee shall be deducted all related review fees and costs incurred by the Borough in relation to the application. If at any time during the progression of an application it is determined by the Borough that the balance available from the Application Fee is or will be inadequate to fully cover the anticipated costs and expenditures, the applicant shall be notified of the inadequate balance and provide the Borough with a Supplemental Application Fee equal to the initial Application Fee. The applicant's refusal or failure to provide the Supplemental Application Fee within a timely manner shall constitute an automatic rejection of the application or appeal as administratively incomplete.

At the completion of the proceedings, any remaining portion of the Application Fee or Supplemental Application Fee, after all fees and expenditures have been deducted, shall be returned to the applicant upon written request.

- D. **Conditional Uses:** For the filing of an application for conditional use approval, the applicant shall provide the Borough with a \$600 Application Fee (includes \$150 non-refundable administrative fee). The Borough, at its discretion, may require the application materials or subsequent construction to be reviewed by the Borough Engineer, or other consultants as deemed necessary by the Borough Manager or his designee, with the applicant being responsible for all costs of said review as billed to the Borough. The applicant shall also be responsible for all other fees and costs incurred by the Borough in relation to the application, including, but not limited to: Borough Code Enforcement Officer review, advertising, public notices, certified mailings, court reporter appearance fee, transcription of testimony and any other

related costs.

From the Application Fee shall be deducted all related review fees and costs incurred by the Borough in relation to the application. If at any time during the progression of an application it is determined by the Borough that the balance available from the Application Fee is or will be inadequate to fully cover the anticipated costs and expenditures, the applicant shall be notified of the inadequate balance and provide the Borough with an additional Application Fee equal to the initial Application Fee. The applicant's refusal or failure to provide the additional Application Fee within a timely manner shall constitute an automatic rejection of the application or appeal as administratively incomplete.

At the completion of the proceedings, any remaining portion of the Application Fee or Supplemental Application Fee, after all fees and expenditures have been deducted, shall be returned to the applicant upon written request.

Section 10. Subdivision and Land Development Matters. The following schedule of fees for applications and other matters relating to subdivision and land development is hereby adopted:

A. **Application Fee:** The following non-refundable Application Fee shall be paid to the Borough upon the filing of any application under the Borough Subdivision and Land Development Ordinance, in order to reimburse the Borough for the advertising, public notice and other necessary administrative costs incurred in connection with the application:

1. **Preliminary Plan Application Fee:**

a. Residential

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|-----|---------------------------|--|
| (1) | 1 to 2 dwelling units:    | \$150.00   |
| (2) | 3 or more dwelling units: | \$150.00 plus<br>\$25.00 per dwelling<br>unit over 2 |

b. Commercial or Other Non-Residential

- |     |   |          |
|-----|---|----------|
| (1) | Total land area involved<br>under 2,500 square feet:                    | \$150.00 |
| (2) | Total land area involved<br>2,500 square feet to<br>10,000 square feet: | \$350.00 |
| (3) | Total land area involved<br>greater than 10,000<br>square feet:         | \$700.00 |

2. **Final Plan Application Fee:**

a. Residential

- |     |                           |  |
|-----|---------------------------|--|
| (1) | 1 to 2 dwelling units:    | \$100.00   |
| (2) | 3 or more dwelling units: | \$100.00 plus<br>\$25.00 per dwelling<br>unit over 2 |

b. Commercial or Other Non-Residential

- |     |   |          |
|-----|---|----------|
| (1) | Total land area involved<br>under 2,500 square feet:                    | \$100.00 |
| (2) | Total land area involved<br>2,500 square feet to<br>10,000 square feet: | \$250.00 |
| (3) | Total land area involved  |          |

greater than 10,000  
square feet: \$500.00

3. **Combined Preliminary and Final Plan Application Fee** (as permitted by Borough Subdivision and Land Development Ordinance):

- a. Residential
  - (1) 1 to 2 dwelling units: \$200.00
  - (2) 3 or more dwelling units: \$200.00 plus \$25.00 per dwelling unit over 2
- b. Commercial or Other Non-Residential
  - (1) Total land area involved under 2,500 square feet: \$200.00
  - (2) Total land area involved 2,500 square feet to 10,000 square feet: \$450.00
  - (3) Total land area involved greater than 10,000 square feet: \$900.00

4. **Modification or Waiver Application:** \$150.00

B. **Other Consultant or Review Fees:** The Borough, at its discretion, may require the application materials or subsequent construction to be reviewed by the Borough Engineer, or other consultants, as deemed necessary by the Borough Manager or his designee, with the applicant being responsible for all costs of said review as billed to the Borough. Where the applicant has retained a professional engineer, upon good cause shown, the Borough Manager, or his designee, may direct said professional engineer to deal directly with Borough consultants upon the condition that the applicant shall furnish copies of all correspondence, reviews and related materials to the Borough.

C. **Review and Inspection Deposit:** In addition to the non-refundable Application Fee referenced above, the applicant shall deposit with the Borough the following sums, and such other sums as may be requested from time to time by the Borough, as a review and inspection deposit:

- 1. **Preliminary Plan:**
  - a. Residential: \$250.00 per dwelling unit
  - b. Commercial or Other Non-Residential
    - (1) Total land area involved under 2,500 square feet: \$1,000.00
    - (2) Total land area involved 2,500 square feet to 10,000 square feet: \$2,000.00
    - (3) Total land area involved greater than 10,000 square feet: \$5,000.00
- 2. **Final Plan:**
  - a. Residential: \$250.00 per dwelling unit
  - b. Commercial or Other Non-Residential
    - (1) Total land area involved under 2,500 square feet: \$1,000.00

- (2) Total land area involved  
2,500 square feet to  
10,000 square feet: \$2,000.00
    - (3) Total land area involved  
greater than 10,000  
square feet: \$5,000.00
  - 3. **Combined Preliminary and Final Plan Application Fee** (as permitted by  
Borough Subdivision and Land Development Ordinance):
    - a. Residential: \$400.00 per  
dwelling unit
    - b. Commercial or Other Non-Residential
      - (1) Total land area involved  
under 2,500 square feet: \$1,500.00
      - (2) Total land area involved  
2,500 square feet to  
10,000 square feet: \$3,000.00
      - (3) Total land area involved  
greater than 10,000  
square feet: \$7,500.00

The applicant shall be responsible for the costs of all necessary reviews, examinations, inspections and tests by the Borough Code Enforcement Officer, Borough Engineer and other Borough consultants as determined necessary by the Borough Manager, or his designee, and as required to satisfy the Borough Code and other Borough, County, State and Federal laws and regulations. The applicant shall also be responsible for all other fees and costs incurred by the Borough in relation to the application.

From the Deposit shall be deducted all related review fees and costs incurred by the Borough in relation to the application. If at any time during the progression of an application it is determined by the Borough that the balance available from the Deposit is or will be inadequate to fully cover the anticipated costs and expenditures, the applicant shall be notified of the inadequate balance and provide the Borough with an Additional Deposit equal to the initial Deposit. The applicant's refusal or failure to provide the Additional Deposit within a timely manner shall constitute an automatic rejection of the application as administratively incomplete.

At the completion of the proceedings, any remaining portion of the Deposit or Additional Deposit, after all fees and expenditures have been deducted, shall be returned to the applicant upon written request.

Section 11. Ordinance Amendments. The following fees are established for an application of an ordinance amendment.

For the filing of an application for an ordinance amendment, the applicant shall provide the Borough with a \$600 Application Fee (includes \$150 non-refundable administrative fee).

The Borough, at its discretion, may require the application materials to be reviewed by the Borough Code Enforcement Officer, Borough Engineer, or other consultants as deemed necessary by the Borough Manager or his designee, with the applicant being responsible for all costs of said review as billed to the Borough. The applicant shall also be responsible for all other fees and costs incurred by the Borough in relation to the application, including, but not limited to: legal review and ordinance drafting services, advertising, public notices, certified mailings, court reporter appearance fee, transcription of testimony and any other related costs.

From the Application Fee shall be deducted all related review fees and costs incurred by the Borough in relation to the application. If at any time during the progression of an application

it is determined by the Borough that the balance available from the Application Fee is or will be inadequate to fully cover the anticipated costs and expenditures, the applicant shall be notified of the inadequate balance and provide the Borough with a Supplemental Application Fee equal to the initial Application Fee. The applicant's refusal or failure to provide the Supplemental Application Fee within a timely manner shall constitute an automatic rejection of the application or appeal as administratively incomplete.

At the completion of the proceedings, any remaining portion of the Application Fee or Supplemental Application Fee, after all fees and expenditures have been deducted, shall be returned to the applicant upon written request.

Section 12. Building Code and Property Maintenance Code Appeals. The borough is part of the joint code appeals board established by the Turtle Creek Valley Council of Governments with fees established by them in the code appeals board bylaws.

Should the Turtle Creek code appeals board disband, the former fees established by borough council remain in effect as restated in italics below:

*The following fees are hereby established for appeals under the Borough Building Code and Property Maintenance Code:*

*For the filing of an appeal under the Borough Building Code and the Borough Property Maintenance Code, the applicant shall submit a \$600 Application Fee (includes \$150 non-refundable administrative fee).*

*From this Application Fee amount shall be deducted any fees accruing for certified mailings, advertising costs and any other expenditures related to the application/hearing. Fees for the Stenographer shall be shared equally by the applicant and the Borough, with the applicant's portion deducted from the Application Fee. If at any time during the progression of an application or appeal it is determined by the Borough that the balance available from the Application Fee is or will be inadequate to fully cover the anticipated costs and expenditures, the applicant shall be notified of the inadequate balance and provide the Borough with a Supplemental Application Fee equal to the initial Application Fee. The applicant's refusal or failure to provide the Supplemental Application Fee within a timely manner shall constitute an automatic rejection of the application or appeal as administratively incomplete.*

*At the completion of the proceeding, any remaining portion of the Application Fee or Supplemental Application Fee, after all fees and expenditures have been deducted, shall be returned to the applicant upon written request. If a transcript of the proceedings is requested, the requesting party shall bear the cost of the transcript.*

Section 13. Surcharges. The applicant shall be responsible for paying any and all surcharges imposed by Federal, State, County, Borough and/or local laws, ordinances and regulations. Any such surcharge shall be in addition to any fees assessed in this Fee Schedule.

Section 14. Environmental Impact Statement. The fee for issuance of a review by the Environmental Advisory Council of an Environmental Impact Statement shall be as follows:

- A. **Application Fee:** Check payable to the Borough in the amount of \$100.00.
- B. **Other Consultant or Review Fees:** The Borough, at its discretion, may require the application materials or subsequent construction to be reviewed by the Borough Engineer, or other consultants, with the applicant being responsible for all costs of said review as billed to the Borough. Where the applicant has retained an architect or professional engineer, upon good cause shown, the Borough Manager, or his designee, may direct said architect or professional engineer to deal directly with Borough consultants upon the condition that the applicant shall furnish copies of all correspondence, reviews and related materials to the Borough.
- C. **Deposit:** The applicant shall be responsible for the costs of all necessary reviews, examinations, inspections and tests by the Borough Code Enforcement Officer, Borough Engineer and other Borough consultants as determined necessary by the

Borough Manager, or his designee, and as required to satisfy the Borough Code and other Borough, County, State and Federal laws and regulations, and any other costs incurred by the Borough in relation to the application. If the Borough anticipates or later discovers that consultant review fees or other costs will be required as part of the administration of the application, the Borough may require that the application include, or be supplemented by submittal of, a deposit fee in the amount of \$600.00. Borough cost and fees related to the application will then be deducted from this deposit. If it is determined by the Borough that the deposit balance is insufficient at any time, then the applicant shall deposit an additional \$600.00. Any remaining funds will be returned to the applicant upon written request.

However, if the environmental impact statement is related to a subdivision or land development application filed by the applicant under the Borough Subdivision and Land Development Ordinance, then no additional deposit will be required under this Section, and all costs and fees incurred by the Borough related to this matter shall be reimbursed through the subdivision and land development deposit established in Section 10 hereof.

Section 15. Flood Control. The fee for issuance of permits and licenses relating to flood control shall be \$30.00.

Section 16. Tree Removal. The fee for removal of a tree in accordance with the recommendation of the Shade Tree and Shrub Committee shall be the fair market value of the tree as determined by a professional arborist.

Section 17. Street Access Permits. The following schedule of fees and deposits for street access permits is hereby adopted:

- A. **Application Fee:** The following non-refundable application fee shall be paid to the Borough upon the filing of any street access permit application:
1. Single family dwelling unit: \$100
  2. Two-three family dwelling units: \$200
  3. Four or more dwelling units; any non-residential use: \$500
- B. **Traffic Study Deposit:** In addition to the non-refundable application fee referenced above, in the event a traffic study is required pursuant to the Borough Code of Ordinances, the applicant shall also deposit with the Borough a sum as determined by the Borough Engineer to defray the costs of preparation of the traffic study by the Borough.

Section 18. Miscellaneous Permit, Licenses and Charges. The following schedule of fees for permits, licenses, documents and services provided by Forest Hills Borough is hereby adopted;

- |    |   |          |
|----|---|----------|
| A. | Swimming Pool Inspection Permit   | \$25.00  |
| B. | Swimming Pool Yearly Operating Permit                                   | \$10.00  |
| C. | Police Accident Reports   | \$15.00  |
| D. | Keys Locked in Vehicle  | \$15.00  |
| E. | Municipal Lien Letters  | \$30.00  |
| F. | Municipal Tax Verification Letters<br>Paid to Real Estate Tax Collector | \$30.00  |
| G. | Dye Test Certifications   | \$25.00  |
| H. | Copies of Ordinances:   |          |
|    | 1. Zoning Ordinance   | \$ 10.00 |
|    | 2. Subdivision Ordinance  | \$ 7.00  |



2.	All other Ordinances	\$ .25 per page
I.	Zoning Maps	\$ 7.50
J.	Solicitor, Peddler or 7 day Vendor License: Effective for 7 days from date of approval of the application Except:	\$25.00
	Food Trucks (Annual fee per calendar year)	\$25.00
K.	Mechanical and Electronic Devices	\$150.00 per year
L.	Police Offense Reports	\$15.00
M.	Truck Parking Permits	\$25.00
N.	Fingerprinting Service	
	1. Borough Residents	\$15.00
	2. All Others	\$20.00
O.	Duplicate Municipal Tax Bills and Retrieval of Tax Records (fees related to property taxes are collected by Borough Tax Collector)	\$10.00 per request
P.	Checks paid for Borough Services, Taxes and Fees that are Returned for Insufficient Funds	\$20.00 per check
Q.	Self-Serve Gas Station Permit	\$100.00
R.	Ball Field Permits (per season)	\$100.00
S.	Animal Permits (§2-302 code of ordinances)	\$20.00 each
T.	Special Animal Permit (to exceed min. number allowed - §2-307 code of ordinances)	\$10.00 each
U.	Public Meeting/Gathering (§6-704.3)	\$25.00
V.	Hazard/Nuisance Storage (§10-103) (per permit/incident)	
	1. Temporary	\$65.00
	2. Permanent	\$65.00
W.	Building/Road Construction / Use of Equipment (after hours - §10-109.1)	\$25.00
X.	PODS/Dumpsters on Streets, Sidewalks, Driveways (§21-602 & §21-603)	
	1. Initial Fee	\$60.00
	2. Extension (if granted)	\$25.00
Y.	Permit, Beekeeping or Chicken Raising	
	1. Initial Permit (per activity)	\$40.00
	2. Annual Permit Renewal (per activity)	\$10.00
	3. The fee is specified as a separate permit for each activity	
Z.	Water Shut Off/Turn On (total)	\$40.00
AA.	Sewer Service Charge (per bill) (postage, printing, etc.)	\$ 0.50

Section 19. Parks and Recreation. The following schedule of fees for issuance of permits and licenses relating to parks and recreation hereby is adopted. A refundable security deposit is

required of all renters unless otherwise noted here. Security deposit may be held if in the opinion of borough staff the renter does not adhere to all contract terms. Details found in rental agreement. The borough will permit non-profit entities -- i.e., government agencies, school districts, church groups, or any non-profit group not collecting any profits for their organization -- to rent out the Forest Hills/Westinghouse Lodge or the Forest Hills Pool Recreation Lodge at a discount rate of 25% off of the regular rental price (all rental prices are listed in the borough's fee resolution document).

- A. For the conduct of swimming parties (includes use of lodge) between the hours of 8:00 o'clock P.M. and Midnight, prevailing time, between Memorial Day and Labor Day (see rental agreement for regulations; deposit subject to change).

- 1. Check or money order payable to Forest Hills Borough in accordance with the following schedule:

PEAK SEASON (Memorial Weekend Through Labor Day	
Weekend) Monday through Thursday	
Under 40 people	\$305
41 – 60 people	\$355
61 – 80 people	\$400
81 – 100 people	\$435

PEAK SEASON (Memorial Weekend Through Labor Day	
Weekend) Friday, Saturday, Sunday & Holidays	
Under 40 people	\$375
41 – 60 people	\$425
61 – 80 people	\$475
81 – 100 people	\$500

- B. Lodge Rental (without use of pool) for a four (4) hour or an (8) hour period during periods of closure of swimming pool (Fall/Winter/Spring rentals):

- 1. Check or money order payable in accordance with the following schedule:

- a. Parties attended by a maximum of 70 people for (4) four hours \$400.00
    - b. Parties attended by a maximum of 70 people for (8) eight hours \$450.00
    - c. Additional Rental Time (per hour) \$ 40.00
    - d. Security Deposit: \$350.00

- C. Swimming Pool use by Residents & Forest Hills Business Owners. (Plus guests in certain instances as specified-see rules shown separately for Plus packages; pool is generally open from Memorial Day to Labor Day weather & maintenance permitting)

- 1. Residents: Check or money order payable to Forest Hills Borough in accordance with the following schedule (due dates indicate that payment must be in the borough office before close of business on the date shown):

- a. Season Pass for Family \$190.00
    - b. Family membership Plus Option includes 5 guest tickets \$215.00
    - c. Season Pass for Individual \$105.00
    - d. Individual membership Plus

includes 5 guest tickets \$130.00

g. Daily admission-non pass

- (1) Children under 2 years No Charge
- (2) Children ages 3-10 years \$ 5.00
- (3) Adults ages 11-64 years \$ 8.00
- (4) Senior Citizens 65 years and over \$ 4.00
- (5) Add \$1.00 per person admission on weekends

i. Senior Citizen-Season Pass \$65.00

j. Senior membership Plus includes 5 guest tickets \$85.00

k. Family Fun Night (third Wednesday, June through August)

8:00 PM to 10:00 PM \$ 3.00

l. Doggy Swim (cost shown per dog)

Last day of pool season at 8 PM \$ 10.00

m. Swimming Pool Plus Package Rules:

- 1) For Non Residents with daily admission tickets: in order to gain entry nonresident(s) must be accompanied by a borough resident at all times during the visit to the facility
- 2) For Residents: daily admission guests that accompany a resident to the facility will be the resident's responsibility during the entire visit
- 3) For Residents: plus packages are limited to one package per address
- 4) Residents may purchase 5 additional tickets at \$50 on or after July 15.

n. Sponsorship Program Rules:

- 1) Resident sponsorship for 50 non-resident families on a first come, first served basis with renewal rights in future years
- 2) Existing pool pass owners can sponsor a nonresident family at this rate. Resident sponsors are permitted to sponsor up to a maximum of 3 nonresident families provided that the total number of sponsored families from all resident sponsors does not exceed 50.
- 3) Sponsored families may also join the synchro, swim and tennis teams at the regular price for those teams.
- 4) Sponsored families are permitted to purchase a tennis pass at a cost shown under the Tennis Court Utilization section plus \$15 for each category shown
- 5) Sponsored families are permitted to bring a maximum of 2 guests per visit at the regular guest rate.
- 6) Sponsored families consist of: mother and/or father or guardian and children residing in the home during the summer.
- 7) Cost is \$550 per family (family pass only)

2. Business Owners: Forest Hills small business owners and their immediate families who pay Forest Hills taxes may purchase pool passes at a cost of \$550. Does not include business employees. Make check or money order payable to Forest Hills Borough.

D. Use of Swimming Pool Lockers. Check or money order payable to Forest Hills Borough in accordance with the following schedule:

- |    |  |  |
|----|--|--|
| 1. | Use of locker for season by individual | \$10.00 with refund of \$5.00 upon return of key - \$10.00 for each lost key |
| 2. | Use of locker for one (1) day          | \$2.00 with refund of \$1.00 upon return of key - \$10.00 for each lost key  |

E. Swimming Lessons. Check or money order payable to Forest Hills Borough in accordance with the following schedule:

- |    |   |          |
|----|---|----------|
| 1. | Swim Lessons  |          |
|    | a. Resident (8 lessons)   | \$ 50.00 |
|    | b. Non-resident (if opening available)                                    | \$ 80.00 |
|    | c. Private Lessons (per half hour)  | \$ 25.00 |
| 2. | Synchronized Swim Team (Season)<br>(Swimmer must have a season pool pass) | \$ 40.00 |
| 3. | Competitive Swim Team (Season)<br>(Swimmer must have a season pool pass)  | \$ 50.00 |
| 4. | Water Aerobics Program  |          |
|    | a. \$30.00 per session (resident)   |          |

F. Tennis Court Utilization.

- |    |   |                      |
|----|---|----------------------|
| 1. | Check or money order payable to Forest Hills Borough in accordance with the following schedule: |                      |
|    | a. Family pass for season   | \$90.00              |
|    | b. Individual pass for season   | \$ 65.00             |
|    | c. Youth tennis pass for season   | \$ 40.00             |
|    | d. Senior pass for Season   | \$ 35.00.            |
|    | e. Security Deposit<br>(Deposit paid on all tennis passes in case of lost card)                 | \$25                 |
|    | g.  |                      |
|    | h. Group Tennis Lessons   | \$ 25.00 per hour    |
|    | i. Private Tennis Lessons   | \$ 35.00 per hour    |
|    | j. Tennis Clinic  | \$ 50.00 per week    |
|    | k. Tennis Clinic (half session)   | \$ 28.00 per session |
|    | l. Tennis Clinic (2 or more children)   | \$75.00 per session  |

G. Shelter Usage (Main Park):

1. \$75.00 per park shelter per day (resident)

\$125.00 per park shelter per day (non-resident)

Plus - \$70.00 for resident and \$110.00 for non-resident security deposit refundable upon restoration of the property and facilities to the conditions existing prior to rental by completion by the renter of cleaning and policing of premises to the satisfaction of the Borough Manager or designate.

2. \$30.00 per park shelter per day (small shelters without electricity)

Plus - \$25 security deposit refundable upon restoration of the property and facilities to the conditions existing prior to rental by completion by the renter of cleaning and policing of premises to the satisfaction of the Borough Manager or designate for use of small shelters

H. Shelter Usage (Koch Park):

1. \$100.00 per park shelter per day

Plus - \$75.00 security deposit refundable upon restoration of the property and facilities to the conditions existing prior to rental by completion by the renter of cleaning and policing of premises to the satisfaction of the Borough Manager or designate.

2. Koch Park shelter may only be rented for a maximum of 3 hours total on a given day and only one (1) such rental is permitted on a Saturday and one (1) such rental permitted on a Sunday.

Section 20. Office Fees and Procedures.

- A. The Borough Manager shall recommend to Council the establishment of fees and policies for distribution of office related functions, including tax lien letters, duplication of official documents or other reports and documents, minimum time schedule for handling such citizen's requests, method of requesting information, and related items, with fees to include the cost of employee time as well as any consumable item or use of office machinery. These fees and procedures shall be considered by Council at a public meeting and approved by a simple motion.
- B. Sections above shall not apply to public record requests under the Right to Know Law, as amended. See Resolution No. 997 and No. 1078.
- C. The borough does not accept cash for payments of any kind for any fees or charges whether they are noted in this resolution or in other borough resolutions or ordinances.

Section 21. Fees and Policies for the Forest Hills – Westinghouse Recreation Center.

Council shall establish fees and policies for use of facilities located at the Forest Hills – Westinghouse Recreation Center after consultation with the Borough Manager and any Facilities Manager. These fees and policies shall be considered by Council at a public meeting and approved by a simple motion. The following schedule of fees for issuance of permits and licenses relating to rental of the lodge and grounds has been adopted by council and included here for reference:

- A. Check or money order payable to Forest Hills Borough in accordance with the following schedule for rental times of up to 4 hours:

1. 4 Hour Events
  - a. Monday through Thursday

Up to 25 people \$375.00

26 - 50 people	\$400.00
51 – 100 people	\$450.00

b. Friday, Saturday, Sunday & Holidays

Up to 25 people	\$535.00
26 - 50 people	\$610.00
51 – 100 people	\$710.00

2. Reservation Deposits, required prior to Signing the contract (see terms below): \$250.00
3. Security Deposit, due 30 days before event (see terms below): \$300.00

Security deposit may be held if in the opinion of borough staff the renter does not adhere to all contract terms. Details found in rental agreement.

4. Up to three hours of rental time –  
Less than 25 guests: \$50.00

B. Check or money order payable to Forest Hills Borough in accordance with the following schedule for rental times of more than 4 hours to maximum of 8 hours:

1. 8 Hour Events

a. Monday through Thursday

50 - 100 people	\$635.00
101 - 200 people	\$710.00
201 - 300 people	\$785.00
301 - 400 people	\$860.00
401 - 500 people	\$935.00

b. Friday, Saturday, Sunday & Holidays

50 - 100 people	\$850.00
101 - 200 people	\$950.00
201 - 300 people	\$1,050.00
301 - 400 people	\$1,150.00
401 - 500 people	\$1,250.00

2. Additional Fees:

Kitchen fee: included

Ice (to 300 lbs.): included

C. Check or money order payable to Forest Hills Borough in accordance with the following schedule for the following items:

1. Softball field rental \$ 75.00
2. Additional rental time \$ 30.00 per hour
3. Reservation Deposits, required prior to Signing the contract (see terms below): \$250.00
4. Security Deposit, due 30 days before event (see terms below): \$350.00

Security deposit may be held if in the opinion of borough staff the renter does not adhere to all contract terms. Details found in rental agreement.

D. The following requirements are a part of every rental agreement:

1. Reservation Deposit must be paid in full no less than two (2) weeks from the date the reservation is made (penciled in on the reservation calendar). **The initial required reservation deposit is nonrefundable.**
2. Balance on rental fees and the security deposit (due when rental contract has been mailed) must be paid 30 days prior to the event.
3. If cancellation occurs more than 30 days prior to the event and those fees have already been paid (balance and security deposit), those will be fully refunded. No refunds will be made if cancellation occurs less than 30 days prior to the scheduled event with the exception of the security deposit check.
4. Renters are given one free hour of rental time with both packages (four hour and eight hour packages).
5. Use of the kitchen and ice are only included with the eight hour packages.
6. With the four hour packages use of the kitchen and ice is a separate fee of \$60 (in addition to the four hour packages rental fees).
7. The renter shall provide a security deposit as specified above at the time the contract is due as an advance payment for all breakage, damage, and failure to follow all requirements as stated in the rental contract. Damages to the premises will be estimated from the security deposit by the Borough Manager or their designate.
8. The security deposit also requires that renters must adhere to arrival and exit times as stated in the rental contract. Failure to do so shall result in loss of full security deposit.

E. The following discounts are available for rental of the Forest Hills – Westinghouse Recreation Center (only one discount per rental may be used):

1. Residents receive a discount of 20% on the facility rental fee only.
2. Senior citizen (age 65 or older) discount is 10% on the facility rental fee only.
3. Forest Hills Borough nonprofit organizations may receive a 25% discount on the rental fee only for rentals occurring Monday through Thursday.
4. The borough will permit non-profit entities -- i.e., government agencies, school districts, church groups, or any non-profit group not collecting any profits for their organization -- to rent out the Forest Hills/Westinghouse Lodge or the Forest Hills Pool Recreation Lodge at a discount rate of 25% off of the regular rental price (all rental prices are listed in the borough's fee resolution document).

Section 22 – Trash & Recycling Fee. Borough Council hereby imposes an annual charge or fee for collection and removal of garbage, household rubbish, debris, and recyclables from each dwelling unit in the amount of \$264.00 commencing with the date of approval of this resolution. The trash fee may be paid in four equal quarterly installments or in a lump sum during the first billing cycle.

Senior citizens who qualify for the real estate tax discount under the Forest Hills Borough Property Tax Relief Ordinance, Ordinance No. 907 as amended by Ordinance 977, are eligible for a \$50.00 discount, reducing the annual charge to \$214.00 for each dwelling unit, effective with the date of approval of this resolution. Eligible senior citizens include those who meet the requirements specified in both Ordinance 907 and 977.

Senior citizens eligible for the trash fee discount may also pay in four equal quarterly installments or in a lump sum during the first billing cycle. Seniors who first apply for the real estate tax discount under Ordinance No. 907, as amended by Ordinance 977, during the current year must pay based on the full amount of \$264.00 as divided into four equal quarterly installments pending approval of their application. A qualifying senior citizen will receive a rebate of any overpayment once his or her

application under Ordinance No. 907, as amended by Ordinance 977, is approved.

This Resolution is adopted pursuant to the provisions of Ordinances No. 785 and No 935, as amended, and the provisions of the Ordinances are incorporated in this Resolution by reference as set forth in full in this section. Fees for backyard collection are established by and paid directly to the contracted trash hauler as part of the contract agreement with the borough. Fees charged for rental properties are the ultimate responsibility of the property owner and will be billed directly to the property owner for collection. Any service charge not paid on or before the last day of the month during which such a charge becomes payable shall bear interest at the rate of 2 percent per month on the amount of such unpaid charge, for each month or fraction thereof during which such charge remains unpaid and said penalty for the late payment shall be added and collected. .

Section 23. Fire/Safety/Rental Property Inspection Permit. For issuance of rental property inspection permit, draft payable to Forest Hills Borough in accordance with the following schedule:

- A. 1 – 5 Units \$60.00 per Unit (2 trips)
- B. 6 + Units in the same building \$50.00 per Unit for each Unit over 5 in the same building (2 trips)
- C. Additional Inspection (over 2 trips) \$25 per trip
- D. Short Term Rental Inspections (Ord. 1083) \$60.00 per year

Section 24. Fire Protection Services Fee. As established under Ordinance number 1015 and amended by ordinance number 1040, an annual fee for providing for fire protection services is hereby established and shall be charged to each owner of residential, multi-family and commercial property within the Borough. Payment shall be made by check or money order payable to Forest Hills Borough before the specified due date in accordance with the following schedule:

- A. Residential Fee (homeowners only) \$ 55.00
- B. Multi-family/Apartment fee (per apartment unit) \$ 27.50
- C. Commercial fee (per business) \$100.00
- D. See ordinance for penalty and interest charged for late payment or failure to make payment.
- E. Owners of commercial property containing one or more business shall be billed the Commercial Fee for each business on a per business basis not a per property basis.
- F. Owners of mixed-use properties that contain at least one business and one apartment will be billed the Multi-Family/Apartment Fee for each apartment and the Commercial Fee for each business.

Section 25. Repealer. All prior fee schedules and resolutions, including but not limited to the Borough Fee Schedule contained in the forward to the Codification of Ordinances of the Borough of Forest Hills, are hereby repealed in whole or in part to the extent inconsistent herewith.

Section 26. Effective Date. This Resolution shall take effect in accordance with applicable law.

RESOLVED, this 14th day of December 2022, by the Council of the Borough of Forest Hills in lawful session duly assembled.

ATTEST:

BOROUGH OF FOREST HILLS

  
\_\_\_\_\_  
Steven J. Morus  
Borough Manager/Secretary

By:   
\_\_\_\_\_  
Markus Erbelinger  
President, Borough Council