

Open Records and Township Publication Fee Schedule - 2025

V. Open Records Fees and Township Publications - 2025

The following fees and charges will be applied to Township publications and public records. Requests for copied public records will be provided to a requester in accordance with the Township's Open Records Policy and Pennsylvania Act 3 of 2008. Fees for the reproduction, certification and administration of records request shall be paid according to the following schedule

Fee Type	Fee Description	Fee
Copies (standard black & white and paper)	Paper copies of records which shall be either a single-sided copy or one side of a double-sided black-and-white copy of a standard 8.5" x 11" or 8.5" x 14" page (amended 12/22/20)	First 10 copies free \$0.25 per page for the first 1,000 copies. \$0.20 per page beyond 1,000 copies
Copies (colored copies and other specialized documents)	Includes colored copies, but also not limited to, blue prints, color photos, non-standard sized documents.(amended 5/29/12)	A minimum charge of \$0.50 for standard copied color page; Actual cost for any irregular or large format paper
Facsimile Copies	Facsimile Copies	Actual Cost over 25 minutes in length will be charged.
Conversion to Paper	For records only maintained electronically or in other non-paper media and for conversion to paper. (amended 5/29/12)	Duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media unless the requester specifically requests for the record to be duplicated in the more expensive medium. (Sec. 1307(e)).
Enhanced Electronic Access	Not available and not authorized by the PA Office of Open Records (amended 5/29/12)	N/A
Statutory Fees	If a separate statute authorizes the Township charge a set amount for a certain type of record, the Township shall charge no more than that statutory amount (amended 5/29/12).	Per Statute
Postage	Postage for the cost of mailing records requested.	Prevailing rates for First Class Mail – Not to Exceed Actual Cost

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Fee Type	Fee Description	Fee
Flash Drive		Actual Cost
"True and Correct" Certification	Fee imposed by the Township for official certification of copies if the certification is at the behest of the requester and for the purpose of legally verifying the public record. Please note that certification fees do not include notarization fee, if applicable. (amended 5/29/12)	\$5

Fees Related to the Inspection of Redacted Records: If a requester wishes to inspect rather than receive a copy of a record and the record contains both public and non-public information, the Township is authorized by Act 3 to redact the non-public information. The Township shall not charge the requester for the redaction. However, the Township is authorized for the copies it must make of the redacted material in order for the requester to view the public record. The fee structure outlined above will apply. If, after inspecting the records, the requester chooses to obtain the copies, no additional fees shall be charged.

Township Publications	Description	Fee
Comprehensive Plan		Cost Reimbursement Basis
Subdivision and Land Development Ordinance		Cost Reimbursement Basis
SWM Ordinance		Cost Reimbursement Basis
Floodplain Ordinance		Cost Reimbursement Basis
Zoning Ordinance		Cost Reimbursement Basis
Zoning Map		Cost Reimbursement Basis
Miscellaneous booklets, reports, etc.		Cost Reimbursement Basis