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COMMONWEALTH OF PENNSYLVANIA  
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August 17, 2001

Christopher L. Markham  
Regulatory Analyst  
Independent Regulatory Review Commission  
14<sup>th</sup> Floor, 333 Market Street  
Harrisburg, PA 17101

Re: 16A-615  
Landscape Architect Fee Regulations

Dear Mr. Markham:

I have attached the fee reports for this package. Thank you for your call; please telephone me if you have additional questions or require information.

Sincerely,

A handwritten signature in cursive script that reads "Bernadette Paul".

Bernadette Paul, Counsel  
State Board of Landscape Architects

/bp

Enclosure

# FEE REPORT FORM

Agency: State - BPOA

Date: 03/10/99

Contact: C. Michael Weaver

Phone No. 783-7194

## Fee Title, Rate and Estimated Collections:

Application for Licensure - Interview Not Required: \$60.00  
Estimated Biennial Revenue: \$1,200.00 (20 applications x \$60.00)

## Fee Description:

The fee will be charged to every applicant who applies for licensure when an interview is not required to determine eligibility to sit for the examination.

## Fee Objective:

The fee should (1) offset the identifiable costs incurred by the State Board of Landscape Architects to review and process an application for licensure when an interview is not required and (2) defray a portion of the Board's administrative overhead.

## Fee-Related Activities and Costs:

|   |              |
|---|--------------|
| Board staff - process application (1.00 hr) | 23.19        |
| Administrative Overhead:                    | <u>32.96</u> |
| Total Estimated Cost:                       | \$56.15      |
| Proposed Fee:                               | \$60.00      |

## Analysis, Comment, and Recommendation:

It is recommended that a fee of \$60.00 be established for processing an application for licensure when an interview is not required to determine eligibility to sit for the examination.

**Page 2 Application for Examination/Interview Not Required:**

**03/10/99**

Board Staff: receives application, reviews for completeness, contacts applicant to obtain any missing information and/or documents. When application is complete applicant is authorized to be scheduled for the examination.

## FEE REPORT FORM

**Agency:** State - BPOA

**Date:** 03/10/99

**Contact:** C. Michael Weaver

**Phone No.** 783-7194

### Fee Title, Rate and Estimated Collections:

Application for Licensure - Interview Required: \$350.00  
Estimated Biennial Revenue: \$3,500.00 (10 applications x \$350.00)

### Fee Description:

The fee will be charged to every applicant who applies for licensure when an interview before the board is required to determine eligibility to sit for the examination.

### Fee Objective:

The fee should (1) offset the identifiable costs incurred by the State Board of Landscape Architects to review and process an application for the licensure that requires an interview and (2) defray a portion of the Board's administrative overhead.

### Fee-Related Activities and Costs:

|   |              |
|---|--------------|
| Board staff - process application (1.00 hr)   | 26.70        |
| Board meeting - interview applicant (1.00 hr) | 289.00       |
| Administrative Overhead:                      | <u>32.96</u> |
| Total Estimated Cost:                         | \$348.66     |
| Proposed Fee:                                 | \$350.00     |

### Analysis, Comment, and Recommendation:

It is recommended that a fee of \$350.00 be established for processing an application that requires an interview before the board to determine eligibility to sit for the examination.

**Page 2 App. for Licensure/Interview Required): 03/10/99**

**Board Staff: receives application from candidate who may meet the experience requirement but without the required degree, reviews for completeness, contacts applicant to obtain any missing information and/or documents. Application is forwarded to the board administrator for technical review and scheduling on board agenda for personal interview by full board. Following the interview, applicant is notified either by authorization to sit for the examination or letter of rejection.**

# FEE REPORT FORM

**Agency:** State - BPOA

**Date:** 03/22/99

**Contact:** C. Michael Weaver

**Phone No.** 783-7194

## Fee Title, Rate and Estimated Collections:

Certification of License or Examination Scores: \$25.00

Estimated Biennial Revenue: \$500.00 (20 certifications x \$25.00)

## Fee Description:

The fee will be charged to every applicant who requests certification of license or examination scores.

## Fee Objective:

The fee should (1) offset the identifiable costs incurred by the State Board of Landscape Architects to review and process a request for certification and (2) defray a portion of the Board's administrative overhead.

## Fee-Related Activities and Costs:

|  |             |
|--|-------------|
| Staff time- process request for certification (.75 hr) | 15.23       |
| Bureau Average Administrative Overhead:                | <u>9.76</u> |
| Total Estimated Cost:                                  | \$24.99     |
| Proposed Fee:  | \$25.00     |

## Analysis, Comment, and Recommendation:

It is recommended that a fee of \$25.00 be established for certification of license or examination scores.

Board Staff: Reviews request for certification of licensure and/or scores; researches computer and microfilm files to retrieve pertinent information, transfers that information onto document submitted by requester, affixes Bureau seal onto documents, forwards as instructed by applicant.

# FEE REPORT FORM

Agency: State - BPOA

Date: 03/09/99

Contact: C. Michael Weaver

Phone No. 783-7194

## Fee Title, Rate and Estimated Collections:

Verification of License or Permit: \$15.00

Estimated Biennial Revenue: \$300.00 (20 verifications x \$15.00)

## Fee Description:

The fee will be charged to every applicant who requests verification of license or permit.

## Fee Objective:

The fee should (1) offset the identifiable costs incurred by the State Board of Landscape Architects to review and process a request for verification and (2) defray a portion of the Board's administrative overhead.

## Fee-Related Activities and Costs:

|  |                       |             |
|--|-----------------------|-------------|
| Staff time- process request for verification | (.08 hr)              | 1.62        |
| Bureau Average Administrative Overhead:      |                       | <u>9.76</u> |
|  | Total Estimated Cost: | \$11.38     |
|  | Proposed Fee:         | \$15.00     |

## Analysis, Comment, and Recommendation:

It is recommended that a fee of \$15.00 be established for verification of license or permit.



**Page 2 Verification of License or Permit:**

**03/09/99**

Staff reviews request for verification, researches computer, microfilm or other files to retrieve pertinent information, issues letter of good standing via computer, affixes Bureau seal onto document, forwards as instructed by applicant.

# FEE REPORT FORM

Agency: State - BPOA

Date: 03/09/99

Contact: C. Michael Weaver

Phone No. 783-7194

## Fee Title, Rate and Estimated Collections:

Application for Temporary Permit: \$45.00

Estimated Biennial Revenue: \$225.00 (5 applications x \$45.00)

## Fee Description:

The fee will be charged to every out of state landscape architect who applies to practice in the Commonwealth for a period not to exceed thirty (30) days in one calendar year.

## Fee Objective:

The fee should (1) offset the identifiable costs incurred by the State Board of Landscape Architects to review and process an application for a temporary permit and (2) defray a portion of the Board's administrative overhead.

## Fee-Related Activities and Costs:

|  |              |
|--|--------------|
| Board staff - process application (.50 hr) | 11.60        |
| Administrative Overhead:                   | <u>32.96</u> |
| Total Estimated Cost:                      | \$ 44.56     |
| Proposed Fee:                              | \$ 45.00     |

## Analysis, Comment, and Recommendation:

It is recommended that a fee of \$45.00 be established for processing an application for a temporary permit.

**Page 2 Application for Temporary Permit:**

**Date: 03/09/99**

**Board Staff: receives application, reviews for completeness and contacts applicant to obtain any missing information and/or documents. When the process is complete the authorization is issued.**