

NOTICE TO APPLICANT: Please complete this form in its entirety. If a portion does not apply to your application, mark N/A in the space provided. This will help speed up the process of your review. **Failure to do so could result in the application being denied.** Permits for the use of building are good for one year.

**PENN TOWNSHIP
PERRY COUNTY, PA**

ZONING PERMIT APPLICATION NO. _____ **EXP. DATE** _____

1. GENERAL INFORMATION

Name of Applicant _____

Address _____

Tax Parcel Identification No. _____

Telephone No. _____ Application Date _____

Name and Address of Landowner of Record _____

Subject Property Address _____

Subject Property Zoning District _____

This permit application is for commercial/residential

This permit application is for building/change of use/home occupation (must show compliance with Section 1613 of the Penn Township Zoning Ordinance)/sign (if sign, additional form is required)

General Description of Proposed Use _____

2. BUILDING INFORMATION

Proposed work will involve (new construction, addition, alteration, repair, replacement, other) _____.

Total Building Size(Current) _____ square feet (Proposed) _____

Current Number of Bedrooms _____ Bedrooms to be Added _____

Height of Building _____

Estimated Cost of Construction _____ Estimated Completion Date _____

3. LOT INFORMATION

Total Lot Area _____ acre/square feet
Lot Width _____ Lot Depth _____ Is this a Corner Lot _____
Total Disturbed area _____ (1 acre = 43,560 sq. feet) NPDES No. (if applicable) _____

4. UTILITIES INFORMATION

Sewage Disposal System (public, on-lot, holding tank, other) _____
Sewage Permit No. (if new development) _____
Water Supply (public, on-lot well) _____

5. PROPOSED SETBACKS (from any Property Lines and/or Right-of-way Lines)

Front Yard _____ Rear Yard _____ Right Side _____ Left Side _____

6. GENERAL PROVISIONS

If Use is a Commercial Use, list Total Number of Parking spaces for:

Customers _____ Employees _____ Handicap _____ Loading/Unloading _____

Is Subject Property Located in or Near a Floodplain _____ (If yes, applicable floodplain regulations apply).

Will a New Driveway be Installed _____ If so, Driveway Permit No. _____

7. SITE PLAN

Please attach an accurate sketch of the subject property depicting the size and shape of the lot, the exact location and dimensions of structures, outdoor storage areas, off street parking and loading spaces, required setbacks, landscape strips and/or screens, driveways or access drives, proposed signs, and any other permanent feature of the proposed use. Plan does not need to be done by a professional but **must** be clear and legible (See attached sketch plan to use as an example).

Plan **MUST show total disturb area along with dimensions of disturbed area. If the total disturbed area is greater than 1 acre (43,560 sq. feet), applicant must provide the NPDES permit number issued from the PA DEP or the County Conservation District.**

8. Signature

The Zoning Officer does not guarantee, or in any way give opinions as to the location or use of an applicant's structure. A Zoning Permit only reflects conformance of the plan, as applied to zoning laws. The applicant alone bears the responsibility of insuring that his/her lot, structures, and uses thereon, do not violate other laws, regulations, or the rights of neighbors and other parties. Applicant acknowledges that he/she has not relied on any oral or written statements of any officer of the Township, as to matter other than zoning.

In order to ensure that the review processes and administration of this Zoning Ordinance are accomplished in a manner that is readily accessible to all citizens of the Township, any information and/or plans submitted associated with any application, permit, petition, appeal or any other request shall be provided in a form that is reproducible, without restriction, by any and all interested parties and/or the general public. The submission of copyrighted materials will not be accepted.

I hereby certify that the information submitted in accordance with this application is correct, and I further agree to pay for those cost outlined above. I also agree to display this permit in accordance with the Carroll Township Zoning Ordinance and notify the Township when the actions granted by this permit have been completed and prior to occupancy.

Applicants Signature _____
Date

9. Permit Action

Date of receipt of completed application _____

Action on permit and date of action (within 90 days of application)

_____ Approved _____ Denied Date of action: _____

Reasons for Denial _____

Zoning Officers Signature _____
Date

10. FEES

Total Fee for Zoning Permit _____ Check No. _____ Date Received _____

11. CERTIFICATE OF USE & OCCUPANCY

As part of the zoning permit the applicant must also obtain a certificate of use and occupancy prior to use and/or occupancy of any structure, building, sign, land and/or portion thereof. When the work described in this zoning permit is completed, the applicant shall submit this page of the application to the Township with the date of the Building Inspection Compliance completed. Failure to do so shall constitute a violation of the zoning ordinance and shall be subject to all applicable penalties and fines.

_____	_____
Applicants Signature	Date
Date of notification of permitted work completion _____	
Date of sewage inspection and compliance (if applicable) _____	
Date of building inspections compliance _____	
Date of site inspection _____	
Date of issuance of certificate of occupancy _____	
List of discovered violations _____	

Re-notification of work completion _____	
Re-inspection of site _____	
Findings _____	

ADDITIONAL FOLLOW-UP NOTES:

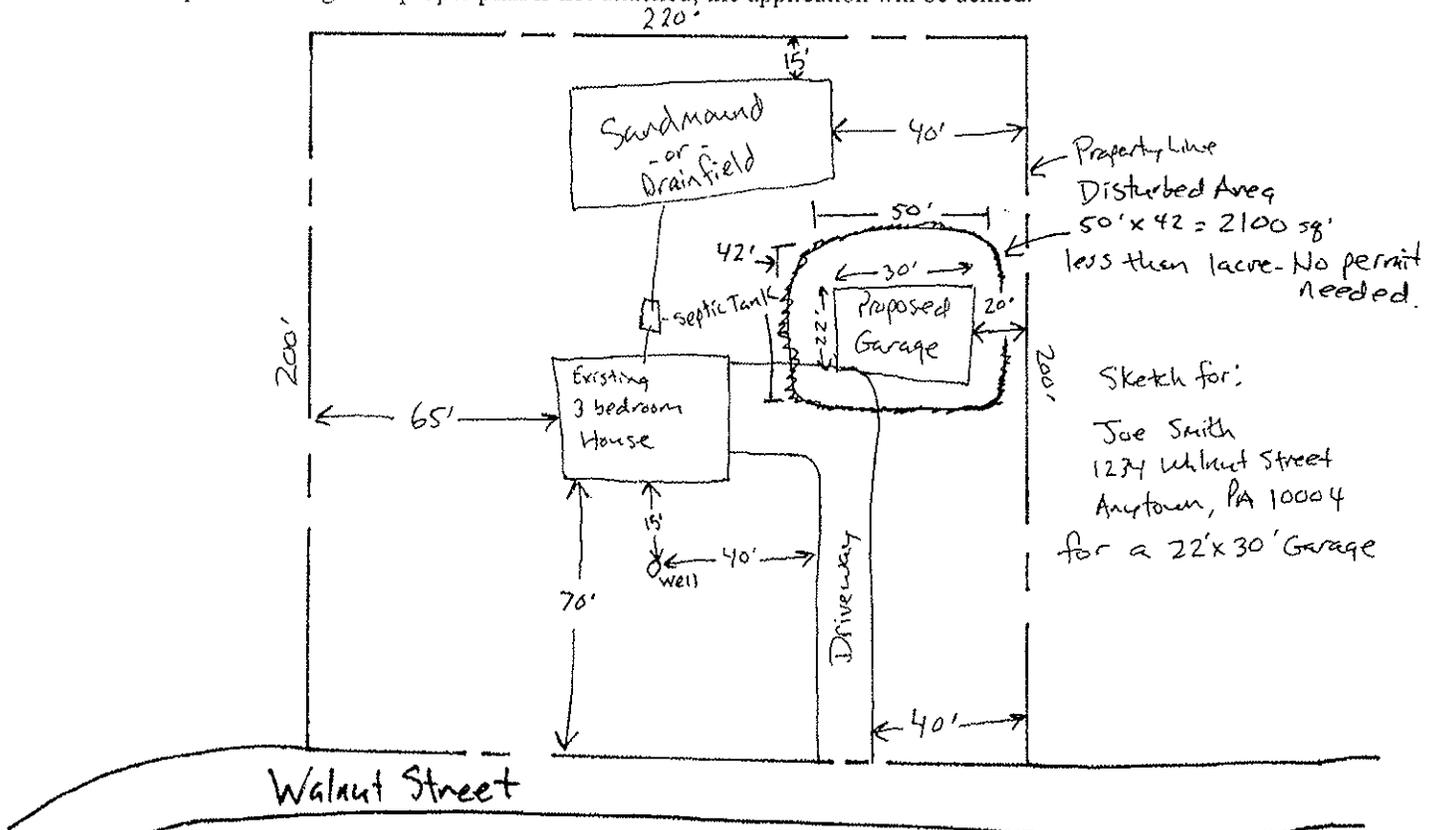
PROCEDURE FOR OBTAINING A ZONING/SIGN PERMIT

To All Applicants:

In order to obtain a Zoning and/or sign permit, a sketch plan of your property must be attached. The plan must include the following:

1. Overall plan of the property. This does not need to show bearings but should show distances to the best of the Applicant's ability.
2. Show location of all wells, septic tanks, drain fields, existing buildings, proposed buildings, swimming pools, permanent landmarks such as large trees, driveways, electric lines, and property lines.
3. Please be sure to show intersecting street names.
4. Show all distances to all property lines from proposed building.
5. For signs, please show where the sign will be located, dimensions, what the sign will say, height, if it will be illuminated, and is it temporary or permanent.
6. Please note that if you are replacing a structure, you must show what the previous structure's size and dimensions were and what the proposed structure's size and dimensions are. Please state the use of the proposed structure.

Attached is a sample plan that can be followed. This plan does not need to be to any scale, but must show what the distances are. Please note that the following process will help speed the process along. If a proper plan is not attached, the application will be denied.



Plan must show disturbed area including driveway grading, homesite grading, and septic system grading.