

# PENN TOWNSHIP UNIFIED PERMIT APPLICATION PACKET



**PENN**  
TOWNSHIP  
LANCASTER COUNTY, PA

97 North Penryn Road, Manheim, PA 17545  
www.penntwplanco.org ♦ 717-665-4508 (p) ♦ 717-665-4105 (f)

## SUBMITTAL COVER SHEET

### What Permits Does My Project Require?

The following are general rules as to when certain permits are needed for your proposed activity. As always, check with the Township Office or website for full details.

**Building Permit**—check with the Township Office for the full requirements, but the following are typical situations requiring building permits under the Uniform Construction Code:

**(non-residential)** for repairing, constructing, or altering a non-residential structure or residential structure containing 3 or more dwelling units. Check with the Township Office for more situations.

**(residential)** for constructing or altering a residential structure with 1 or 2 dwelling units.

**Demolition Permit**— where a building is to be demolished, dismantled, or removed.

**Driveway Permit**—for the construction or alteration of a driveway that connects to a Township road at or in the right-of-way. Driveways that connect to a state road must be permitted through the Pennsylvania Department of Transportation.

**Stormwater Management Approval**—when the proposed activity will result in a net increase of any impervious area on the site. There are three levels of approval depending on the amount of increased impervious area proposed.

**Zoning Permit**—for those activities listed in Section 702 of the Zoning Ordinance, including a change in use of land or structure, construction of a structure valued greater than \$500, and erection of a sign.

**\*\*\*A separate permit is needed for all proposed signs.\*\*\***

### Permit Checklist (select all that apply):

- Building Permit
- Demolition Permit
- Driveway Permit
- Stormwater Management Approval
- Zoning Permit

**Call PA One Call before digging at 1-800-242-1776.**

Failure to call between 3-10 days prior to the start of work renders permit null and void.

### **Brief Project Description**

Applicant Name	_____
Project Address	_____

**PROJECT INFORMATION — PROVIDE AS APPLICABLE**  
**\*\*INCLUDE PLOT PLAN WITH INCLUDES DIMENSIONS\*\***

**Project & Site Information**

SITE ADDRESS \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_

OWNER ADDRESS \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_ (  Check if Property Owner is Applicant)

APPLICANT ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

PROPERTY SIZE \_\_\_\_\_ PROPOSED BUILDING AREA (sf.) \_\_\_\_\_

ESTIMATED COST OF CONSTRUCTION \$ \_\_\_\_\_

PROJECT TYPE (check one)     Residential     Commercial/Non-residential     Agricultural

**If the project involves a structure that is located on a farm, complete or address the following:**

- Will the proposed structure be used for a farm occupation or a farm-related business? \_\_\_\_\_
- Will the proposed structure be used for any non-agricultural business purpose? \_\_\_\_\_
- Provide evidence that a Lancaster County Conservation District-approved Conservation Plan or an Agricultural Erosion & Sedimentation Control Plan is being implemented.

**General Contractor/Responsible Party**    (  Check if Property Owner is GC/Responsible Party)

COMPANY NAME \_\_\_\_\_ HOME IMPROVEMENT CONTRACTOR # \_\_\_\_\_

ADDRESS \_\_\_\_\_

CHIEF EXECUTIVE OFFICER \_\_\_\_\_ PHONE # \_\_\_\_\_

RESPONSIBLE PERSON \_\_\_\_\_ PHONE # \_\_\_\_\_

EMAIL \_\_\_\_\_

WORKERS' COMPENSATION PROVIDER \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**TOWNSHIP USE ONLY**

T-1     T-2     T-3     T-4     T-5R     T-5MU     T-5C     D-1     D-2     D-3

PARCEL # \_\_\_\_\_ PERMIT # \_\_\_\_\_

# ADDITIONAL INFORMATION FOR APPLICABLE PERMIT TYPES

**Building Permit**

Subcontractor Information:

Contractor	Address	Phone #
Contractor	Address	Phone #
Contractor	Address	Phone #
Contractor	Address	Phone #
Contractor	Address	Phone #
Contractor	Address	Phone #
Contractor	Address	Phone #

Permits & Utilities:

Type of Water System:     Public                       On-Lot                       Other \_\_\_\_\_

Sewage Certificate Type:  Public                       On-Lot                       Permit # \_\_\_\_\_

Driveway Permit Type:     Township                       PennDOT                       Permit # \_\_\_\_\_

**TOWNSHIP USE ONLY**

Plan Submission Requirement:

- ⇒ Residential projects — submit 3 sets of plans with the completed application.
- ⇒ Commercial (non-residential) projects — submit 3 sets of plans with the completed application.

Certification:

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction, and agree to conform to all applicable laws of this jurisdiction. I assume full responsibility for securing all permits and will abide by the Pennsylvania Uniform Construction Code at time of construction. I further certify that this information is true and correct to the best of my knowledge.

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Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Demolition Permit**

Have all applicable utilities been contacted? (check those that apply)

- Electric                       Natural Gas                       Water                       Sewer

Is the subject structure identified on either the Lancaster County Comprehensive Historic Sites Survey or a PA Historic Resources Survey Form? \_\_\_\_\_ If yes, conditional use approval is required.

◇ A plot plan that includes dimensions must be attached (or use the sheet provided) depicting the following minimum information:

- Property boundaries
- All existing buildings, driveways and other manmade features on the property
- All structures to be demolished
- Rights-of-way, setbacks, and the floodplain
- Other special elements, as requested by the Township

◇ Provide clear photos (preferably digital) of all sides of subject structure(s).

***IMPORTANT NOTICES:***

- ◇ **There are Federal & State demolition requirements that may need to be addressed.**
- ◇ **Burning of any demolished material or construction debris is prohibited by ordinance in Penn Township.**

**Driveway Permit**

Size of new driveway (net increase of driveway area): \_\_\_\_\_

Date construction will begin: \_\_\_\_\_

◇ A plot plan that includes dimensions must be attached (or use the sheet provided) depicting the following minimum information:

- Property boundaries and rights-of-way
- Driveway, existing and/or proposed
- Water and sewer systems, either on-lot or public
- Other pertinent items as outlined in the Township’s “Guidelines for Construction per Driveway Ordinance”

Certification:

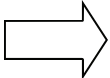
I agree to construct the driveway in accordance with all ordinances and regulations of Penn Township; implement the work zone in accordance with PennDOT Publications 213 and/or 234; and that no work will begin until the contractor performing the work has a copy of this permit and agrees to obey by the rules and regulations of this permit.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Stormwater Management Approval**

Stormwater Worksheet:

Proposed Net Impervious Area \_\_\_\_\_ sq. ft.  
 Prior Impervious Area \_\_\_\_\_ sq. ft.  
 (Installed Since 1/1/2011)  
 Total \_\_\_\_\_ sq. ft. 

Acknowledgement:

I declare that I am the property owner, or authorized representative of the owner, and that the information provided is true and accurate to the best of my knowledge. I understand that stormwater may not adversely affect adjacent properties or be directed onto another property. I also understand that false information may result in a stop work order or revocation of permits. Municipal representatives are also granted reasonable access to the property with reasonable notification for review and/or inspection of this project if necessary.

**The total sq. ft. in the grey box to the left helps determine the stormwater approval required for the project:**

- **1—1,000:** may be EXEMPT, ask Township Staff for details.
- **1—5,000 (but not less than 10% of lot area):** a SMALL PROJECT is needed, consult the “Landowner Manual for Stormwater Management in Small Projects & Exemptions”.
- **5,000+:** a fully-engineered stormwater management plan is needed.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Zoning Permit**

Proposed Use \_\_\_\_\_  
 Number of Parking Spaces \_\_\_\_\_ Existing & Proposed Impervious Area (sf.): \_\_\_\_\_  
 Number of Accessible Parking Spaces \_\_\_\_\_


**TOWNSHIP USE ONLY**

**REQUIRED PERMITS/APPROVALS:**

Building Permit Fee \$ \_\_\_\_\_ pd.  Permit # \_\_\_\_\_  
 Demolition Permit Fee \$ \_\_\_\_\_ pd.  Permit # \_\_\_\_\_  
 Driveway Permit Fee \$ \_\_\_\_\_ pd.  Permit # \_\_\_\_\_  
 Stormwater Management Approval  
 Exemption Total Lot Coverage \_\_\_\_\_ %  
 Small Project Does Lot Coverage exceed maximum allowed? \_\_\_\_\_  
 Full SWM Plan  
 Zoning Permit Fee \$ \_\_\_\_\_ pd.  Permit # \_\_\_\_\_

# PLOT PLAN WITH DIMENSIONS



 = \_\_\_\_\_ ft.