

PENN TOWNSHIP UNIFIED PERMIT APPLICATION PACKET



PENN
TOWNSHIP
LANCASTER COUNTY, PA

97 North Penryn Road, Manheim, PA 17545
www.penn townshipplanco.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 # _____

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. 

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.

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.

Applicant Signature Date

Zoning Permit

Proposed Use _____

Number of Parking Spaces _____ Existing & Proposed Impervious Area (sf.): _____

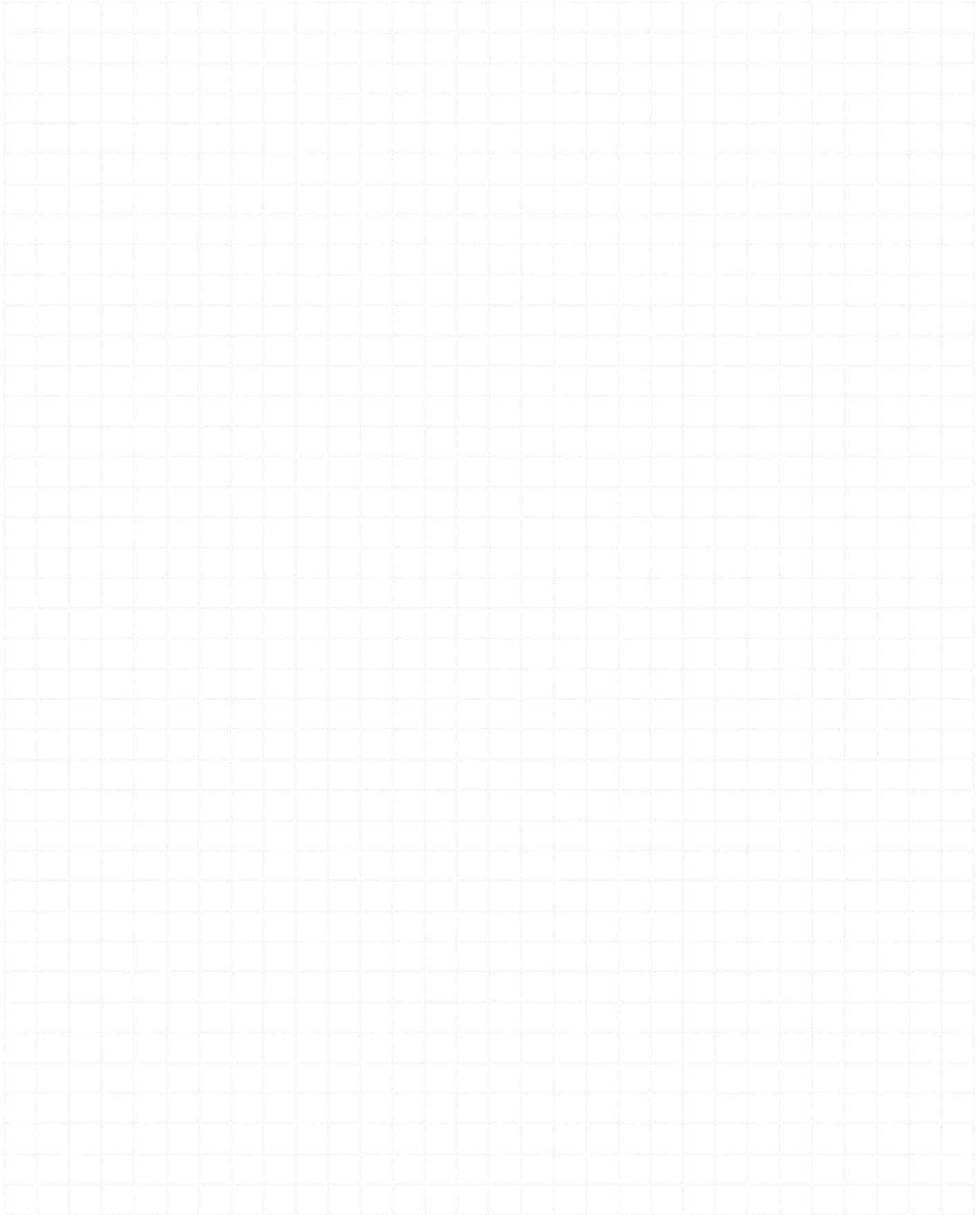
Number of Accessible Parking Spaces _____

TOWNSHIP USE ONLY

REQUIRED PERMITS/APPROVALS:

<input type="checkbox"/> Building Permit	Fee \$ _____ pd. <input type="checkbox"/>	Permit # _____
<input type="checkbox"/> Demolition Permit	Fee \$ _____ pd. <input type="checkbox"/>	Permit # _____
<input type="checkbox"/> Driveway Permit	Fee \$ _____ pd. <input type="checkbox"/>	Permit # _____
<input type="checkbox"/> Stormwater Management Approval		
<input type="checkbox"/> Exemption	Total Lot Coverage _____ %	
<input type="checkbox"/> Small Project	Does Lot Coverage exceed maximum allowed? _____	
<input type="checkbox"/> Full SWM Plan		
<input type="checkbox"/> Zoning Permit	Fee \$ _____ pd. <input type="checkbox"/>	Permit # _____

PLOT PLAN WITH DIMENSIONS



 = _____ ft.