All applications must be completed in full with the Owner and Applicant signatures. All Zoning Permit Applications require that a plot plan or site plan be submitted along with the application.

The Plot Plan / Site Plan must include the following:

- Proposed work location and dimensions.
- All existing structures with their dimensions.
- Percent of Lot Coverage and of Building Coverage.
- All existing impervious (paved / concrete drives, sidewalks, patios) surfaces with their dimensions, as well as all future impervious surfaces.
- Known easements and setbacks.
- Streets and alleys.
- Property lines with dimensions (length, width and parcel square footage).
- Any notes on an approved subdivision or land development plan associated with the property shall be identified and noted on the plot/site plan.
- If a sign is to be placed on Township property or along public rights-of-way, approval may be required from the Board of Commissioners. Contact Community Development for more information.
- Incomplete applications will result in delayed processing.

Supplemental information to be included with the application (if applicable):

- If the project involves 1,000 – 4,999 square feet of new impervious surface, the “Simplified Approach” permit application shall be completed.
- If the project involves 5,000 square feet or more new impervious surface or earth disturbance, a stormwater management plan is required.
- If the project proposes an earth disturbance of 5,000 square feet or more, a copy of the approved E&S Plan and/or NPDES Permit from the Cumberland County Conservation District is required.
- If the project construction within a flood prone/floodplain area, the “Supplement Building Permit Application Form for Development in the Floodplain” shall be completed.

ADDITIONAL INFORMATION

- Review – The application will be reviewed for compliance with all applicable Township codes and ordinances.
• Permit Granted – Once approved, applicant will receive an approval notification via email or phone call. Per Section 245-19.3 of the Zoning Ordinance, it is unlawful for any work to commence prior to the issuance of a permit. **Permits are deemed issued once the permit approved by the Zoning Officer, paid for, and picked up from the Township office.**

• Inspections – A minimum of two inspections are required for all Zoning Permits. Additional inspections beyond the required Setback and Final Inspections will be on a case by case basis. Call the Township office at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant, on behalf of the property owner.

• Fees – **Permit fees must be submitted once the permit is approved.** Payment may be made by check, cash, or credit card. If paying by check, please make the check payable to “Upper Allen Township”. Credit card payments are accepted up to $1,000.00.

**The current fee for Zoning Permits is $35.00 upon approval.**

- *Fees are subject to change at any time by Resolution from the Board of Commissioners.*
- *Non-profit entities may have the Zoning Permit fee waived for installation of a sign. A copy of the IRS determination letter must be accompanied with the application.*
ZONING PERMIT APPLICATION
UPPER ALLEN TOWNSHIP

Community Development Department
100 Gettysburg Pike
Mechanicsburg, PA 17055

Phone: 717-766-0756   Fax: 717-796-9833
Office Hours: M-F 8:00 AM – 4:30 PM
www.uatwp.org

FOR OFFICE USE ONLY:  APP COMPLETE:  □Y □N   RETURNED:  □Y □N   FEE WAIVED:  □Y □N   PERMIT #: ____________________________________________

Application is hereby made to Upper Allen Township for a zoning permit in conformity with the requirements of Zoning Ordinance No., 771 and any amendments thereto for the following work:

NOTE: A DIMENSIONAL PLOT PLAN MUST BE SUBMITTED SHOWING PROPOSED WORK AND ALL EXISTING STRUCTURES
(Must include Property Lines [Length, Width, Parcel Square Footage], Known Easements & Setbacks)

Site Address: ________________________________________________ Parcel ID: __________________________

Subdivision/development plan name or recording date: __________________________________________________________

Book/Page or Instrument #: __________________________________________

Applicant Name: _____________________________________________ Address: ____________________________

Phone: ___________________ Ph. 2: ___________________ Email: ________________________

Owner Name: _______________________________________________ Address: ____________________________

Phone: ___________________ Ph. 2: ___________________ Email: ________________________

Contractor Name: ____________________________________________ Address: ____________________________

Phone: ___________________ Ph. 2: ___________________ Email: ________________________

Project/Description of work: __________________________________________________________

Type of Work:  □ New Construction  □ Addition  □ Fence  □ Shed  □ Pool A-G / I-G (Dive Y/N __)
□ In-kind Replacement  □ Driveway  □ Other: __________________________________________

□ Sign  No. of Signs: _______ Replacement Sign: □ Y □ N Temporary Sign: □ Y □ N Length of Time: __________

Earth Disturbance: 5,000 Sq. Ft. or more? □ Y □ N  If yes, submit approved E&S/NPDES from County Conservation District

SIZE OF PROPOSED STRUCTURE

<table>
<thead>
<tr>
<th>Length:</th>
<th>Width:</th>
<th>Height:</th>
</tr>
</thead>
</table>

*Total Square Footage: ____________________________

*If > 1,000 SF submit the supplement Stormwater Management Permit Application “Simplified Approach”.

*If > 5,000 SF submit a stormwater management plan.

IMPERVIOUS SURFACE

Existing impervious coverage (Sq. Ft.)
(Exterior Measurements Including Covered Porches)

__________________________________________

Proposed impervious coverage (Sq. Ft.)

__________________________________________

% of Impervious Surface on Lot
(including existing and proposed improvements)

__________________________________________

FLOODPLAIN

Is the site located within an identified flood prone area? □ Y □ N □ Yes □ No
Will any portion of the flood prone area be developed? □ Y □ N □ Yes □ No □ N/A

If any construction or development will be within a flood prone area the “Supplement to Building Permit Application Form for Development in the Floodplain” must be completed and submitted along with this application.

The property owner or authorized agent hereby agrees to comply with all applicable Township codes, laws, ordinances, and regulations, and in accordance with all State and Federal regulations. The property owner alone bears the responsibility of ensuring their lot, structures, and uses thereon do not violate any notes on their subdivision or land development plan, other laws, regulations, or the rights of neighbors and other parties. Any removal or relocation of structures or uses shall be done at the owner’s expense. I hereby certify the information with this application to be true and correct, and I further agree to pay all costs as stated in the Township’s fee schedule.

I hereby agree to identify all property lines and markers. If markers cannot be located on the property, the property shall be surveyed to determine the property boundaries before building or altering anything on or near the property line. For fences and walls that are to be installed on a lot line, a survey can be required to determine proper placement. Fences, walls or other structures which may be required to be relocated, will be done so at the owner’s expense, unless a recorded consent and easement agreement, signed by all affected lot owners, accompanies the permit application.

SIGNATURE OF PROPERTY OWNER: ___________________________ DATE: ___________________________

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