



UPPER ALLEN TOWNSHIP CERTIFICATE OF ZONING USE & OCCUPANCY APPLICATION

COMMUNITY DEVELOPMENT
100 Gettysburg Pike
Mechanicsburg, PA 17050

Phone: 717-766-0756 Fax: 717-796-9833
Monday – Friday: 8:00 AM to 4:30 PM
www.uatwp.org

FOR OFFICE USE ONLY: APP COMPLETE: Y N RETURNED: Y N PERMIT #:

SUBMISSION REQUIREMENTS FOR A PERMIT:

1. Complete the entire application. Print legibly or type. Incomplete applications will result in delayed processing.
2. A copy of a site plan and floor plan is required and shall be submitted along with the application. Is a copy of each attached? Y N
3. If alterations are proposed to the interior or the exterior of the building, then a building permit is required. Please fill out the building permit application packet.
4. Upon approval of the application, payment of fee is required. The current fee amount is \$40.00. Fees are subject to change at any time by Resolution from the Board of Commissioners. Payment may be made in the form of cash, check, or credit card. Checks should be made payable to: Upper Allen Township.
5. The Applicant shall pick up the permit within two (2) weeks of notification. Please note that a Certificate of Use that has not been picked up is not considered "issued". Any use of that property prior to issuance will be considered a violation of the Zoning Ordinance, Chapter 245.

Site Address: _____ Parcel ID: _____

Business Name: _____ Business Address: _____

Phone #: _____ Fax#: _____ Email: _____

Business Contact Name: _____

Phone # _____ Email: _____

Owner Name: _____ Owner Address: _____

Phone # _____ Fax#: _____ Email: _____

Proposed Use (describe business as specifically as possible): _____

Occupancy Load: _____ What is the size of the building / Unit / Suite: _____

Unit / Suite Number: _____ Previous Occupant: _____

Is the location served by: Public Water? Yes No Public Sewer? Yes No

What hours/days of the week will the business operate? _____

What date do you propose to open for business? _____

Do you anticipate any renovations? Please describe: _____

SIGNATURE OF OWNER: _____ DATE: _____