



# RESIDENTIAL ZONING PERMIT INSTRUCTIONS

**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](http://www.uatwp.org)

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**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 2,000 – 7,499 square feet of new impervious surface, the “*Stormwater Management Small Projects Plan*” (formerly Simplified Approach Permit) application shall be completed.
- If the project involves 7,500 square feet or more of new impervious surface or earth disturbance, a stormwater management plan is required.
- If the project proposes an earth disturbance of 7,500 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. A Setback Inspection is required before any work begins. A Final Inspection is required after all work has been completed prior to closing the permit. 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 \$40.00 upon approval.**

- *Fees are subject to change at any time by Resolution from the Board of Commissioners.*
- *Fees will be doubled if work begins prior to receiving a permit.*
- *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  
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**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: \_\_\_\_\_

**Project/Description of work:** \_\_\_\_\_

Type of Work:  New Construction  Addition  Fence  Shed  Pool A-G / I-G (Dive Y/N \_\_)  
 In-kind Replacement  Driveway. Max slope \_\_\_\_\_%  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	IMPERVIOUS SURFACE	FLOODPLAIN
Length: _____ Width: _____ Height: _____  *Total Square Footage: _____  *If ≥ 2,000 SF submit the supplement Stormwater Management Application "Small Projects Plan". (Formerly Simplified Approach) *If ≥ 7,500 SF submit a stormwater management plan.	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) _____	Is the site located within an identified flood prone area? <input type="checkbox"/> Yes <input type="checkbox"/> No Will any portion of the flood prone area be developed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <i>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.</i>

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: \_\_\_\_\_