



COMMERCIAL 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

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 (both private and public) and building/yard setbacks.
- ☐ Streets and alleys.
- ☐ Property lines with dimensions (length, width and parcel square footage).
- ☐ Complete grading plan, if any changes to grading will take place with this project.
- ☐ Any notes on an approved subdivision or land development plan associated with the property shall be identified and noted on the plot/site plan.
- ☐ Non-residential establishments only: If one has not already been secured, non-residential establishments within the Township are required to have secured a Certificate of Use and Occupancy. The required form is attached.
- ☐ 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 Project Plan*” 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 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.
- ☐ Floodplain. If the project is to be constructed within a flood prone/floodplain area, the “*Floodplain Supplement to Building & Zoning Permit Application*” form 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 is approved by the Zoning Officer, paid for, and picked up by the applicant 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.

The current fee for a Certificate of Use and Occupancy 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.*

Certificates of Use

The Upper Allen Township Zoning Ordinance outlines Certificate of Use requirements and permitted uses for each Zoning District. Copies of the Ordinance and Map are available for review or purchase in the Community Development Department.

Each application for a Certificate of use is subject to a review process outlined below and may only be issued when each of the following steps has occurred.

1. The application is received by the Community Development Department. The application is then checked by the staff for compliance with the Zoning Ordinance. This review is to ensure that the proposed use is permitted in the zone and the other regulations have been met.
2. The Zoning officer will review the application and, if necessary, make comments or impose conditions that will guarantee compliance with the Zoning Ordinance. Once the permit is generated the Zoning Officer will sign it.
3. Staff will conduct an inspection of the property and present the applicant with the approved permit. The inspection will be performed within 14 working days of the permit approval. Inspection is to ensure the applicant has met all conditions and is in compliance with the Zoning Ordinance.

Any use of the property prior to issuance of a certificate of use will be considered a violation of the Zoning Ordinance.

Township Zoning Ordinance, Ch. 245, Article XIX: Administration and Enforcement

§ 245-19.6. Certificate of use.

- A. A certificate of use shall be a statement issued by the Zoning Officer, setting forth either that a building, structure, parcel or use of land complies with the provisions of this chapter.*
- B. No vacant land shall be occupied or used, and no structure or part of a structure hereafter erected, substantially altered or changed in use shall be occupied or used until a certificate of use shall have been issued by the Zoning Officer.*
- C. A certificate of use for the use or occupancy of vacant land or for a change in the use of land or for a change in the use of an existing building, either for a whole or part of a new building or for the alteration of an existing building, shall be applied for coincident with the applications for a building or zoning permit and shall be issued or denied within 15 days after a final inspection by the Zoning Officer.*
- D. A certificate of use for changing or extending a nonconforming use existing at the effective date of this chapter or of an amendment thereto shall be applied for and issued before any such nonconforming use shall be changed or extended. Such certificate shall be issued within 15 days after a final inspection and approval by the Zoning Officer.*
- E. A record of all certificates of use shall be kept on file in the office of the Zoning Officer, and a copy shall be furnished on request to any person having a proprietary or tenancy interest in the building or land affected.*



ZONING PERMIT APPLICATION

UPPER ALLEN TOWNSHIP

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Mechanicsburg, PA 17055

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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, Chapter 245 (Ord 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
Is this property located within a historic district? ☐ Y ☐ N If yes, is a Certificate of Appropriateness required? ☐ Y ☐ N ☐ N/A

SIZE OF PROPOSED STRUCTURE	IMPERVIOUS SURFACE	FLOODPLAIN
Length: _____ Width: _____ Height: _____ *Total Square Footage: _____ Total New Building Coverage: _____ <i>*If $\geq 2,000$ SF submit the supplement Stormwater Management Small Projects Plan Application. If $\geq 7,500$ SF submit a stormwater management plan.</i>	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 floodplain, floodway, or other special flood hazard area? <input type="checkbox"/> Yes <input type="checkbox"/> No Will any portion of the site be developed that is within the floodplain, floodway, or other special flood hazard area? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes to either question, the "Floodplain Supplement to Building & Zoning Permit Application" 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: _____



UPPER ALLEN TOWNSHIP

CERTIFICATE OF ZONING USE & OCCUPANCY APPLICATION

COMMUNITY DEVELOPMENT
100 Gettysburg Pike
Mechanicsburg, PA 17055

Phone: 717-766-0756 Fax: 717-796-9833
Monday – Friday: 8:00 AM to 4:30 PM
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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:** _____