

# ZONING BUILDING PERMITS INSTRUCTION SHEET

**The following should be completed for all construction:**

- A. Complete application obtained from Zoning Officer.
- B. Responsibility for representing property boundaries is with the landowner. If survey stakes are not in place, the owner shall place stakes representing corners and road right-of-way locations and be willing to accept the responsibility for error.
- C. **Submit a site plan** drawn to scale (1"=20' preferred) showing the following: proposed building or structure, property lines, distance to property lines of proposed construction, adjacent streets, approved driveway location, existing buildings, existing wells, springs or streams, swales or ditches, existing or proposed seepage pits, method and location of erosion and sediment control, and existing septic systems.
- D. Stake and label all above listed locations.
- E. Submit a check for the required amount, payable to **Peach Bottom Township**. The amount will be determined by the value of your structure.

Any additional questions, please call 717-456-5083 Monday-Thursday 8:00 a.m. – 3:30 p.m. Friday until noon.

### **PENALTIES!!**

In the event erection, construction, enlargement, movement or placement of a building or structure shall have begun prior to the issuance of a permit, or in the event a building or structure shall have been occupied prior to the issuance of a Certificate of Use and Occupancy, there shall be paid in addition to the fees set forth above a late charge of one hundred (\$200.00) dollars, excepting that in the case of a dwelling which is occupied or used prior to the issuance of a Use and Occupancy, the late charge shall be five hundred (\$500.00) dollars plus an additional late charge of twenty-five (\$25.00) dollars for each day of use and occupancy in addition to the first day. The "late charge" or "late charges" imposed by this paragraph shall not be in lieu of the penalties provided by Section 12 of this ordinance.

### **RENEWALS**

A permit can be renewed after the first twelve (12) month period for up to two additional nine (9) months periods, if construction has begun by the first nine (9) month period. It is the responsibility of the permit holder to contact the Building Permit Officer to renew the permit. There is a \$50.00 renewal fee for the renewal. If the permit is not renewed on or before its expiration date, the permit holder must obtain a new permit and pay the full permit fee. If construction has not been completed within the initial nine (9) month period and the two nine (9) month extensions, the permit may not be renewed without specific approval by the Township Board of Supervisors and the payment of a one thousand (\$1,000.00) dollar application fee by the applicant. In the event the applicant should not seek a permit renewal, or in the event an application for permit renewal should be refused, the applicant shall cause all buildings or structures which have not been completed to be removed from the property within sixty (60) days of the permit expiration and, in addition, shall, within such sixty (60) day period, remove any fully constructed accessory buildings if the principal building on the lot has not been completed.

### **Setback Requirements:**

Front:   35   from right-of-way of road / side   10   / rear \_\_\_\_\_  
Road right-of-way is: \_\_\_\_\_

USE & OCCUPANCY: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

**PEACH BOTTOM TOWNSHIP**  
**APPLICATION For BUILDING PERMIT**  
**or USE CERTIFICATE**

PROPERTY OWNER: \_\_\_\_\_

\_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

\_\_\_\_\_

I/ We the undersigned, hereby apply for a permit for the purposes described in this application and the attached plans. I/We assume responsibility for the establishment of official property lines before construction. I/We understand that permit issued subsequent to this application in no way constitutes approval as to the location or grade of any building or structure by the Township unless permitte secured lines, grades, and instructions from Township Engineer.

PROPERTY ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_

\_\_\_\_\_

TAX MAP: \_\_\_\_\_ PARCEL: \_\_\_\_\_

CLASS OF WORK: NEW \_\_\_\_\_ REPAIR \_\_\_\_\_ ADD \_\_\_\_\_  
ALTER \_\_\_\_\_ MOVE \_\_\_\_\_ DEMOLISH \_\_\_\_\_

ESTIMATED VALUE OF PROPOSED WORK: \_\_\_\_\_

EXACT DESCRIPTION OF USE PROPOSED: \_\_\_\_\_

\_\_\_\_\_

OTHER STRUCTURES ON PROPERTY: \_\_\_\_\_

Is street on which proposed work fronts paved? Yes / No adopted? Yes/ No

Does above named property provide adequate surface drainage? Yes / No

What facilities for disposal of sanitary sewage are to be provided?

Public sewer \_\_\_\_\_ septic tank \_\_\_\_\_ other \_\_\_\_\_

Approximate area of lot: \_\_\_\_\_ sq.ft./ acres

Do any natural watercourses, or drains, pipes, culverts; open ditches or any other artificial watercourses discharge water upon the lot or land? Yes/No or from the lot or land Yes/No.

Is the work to be performed to be located within any land subdivisions, as defined in the Peach Bottom Township Subdivision Ordinance? Yes/ No

If the Answer is yes, did the Supervisors approve the plan? Yes / No

DRIVEWAY PERMIT # \_\_\_\_\_

SEWAGE PERMIT # \_\_\_\_\_

WELL PERMIT # \_\_\_\_\_

---

I hereby certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_ PERMIT FEE: \_\_\_\_\_

LATE FEE: \_\_\_\_\_

RETENTION BASIN FEE: \_\_\_\_\_

USE & OCCUPANCY FEE: \_\_\_\_\_

This is **NOT** a permit. The Zoning Officer will issue your permit upon approval of your application.

**PLEASE NOTE**

A building permit is valid for 12 months to start. A permit can be renewed after the first twelve-month period for up to two additional nine-month periods, if construction has begun by the first 12 month period. It is the responsibility of the permit holder to contact the Building Permit Officer to renew the permit. There is a \$50.00 renewal fee. If the permit is not renewed on or before its expiration date, the permit holder must obtain a new permit and pay the full permit fee. If construction has not been completed within the initial 12 month period and the two 9 month extensions, the permit may not be renewed without specific approval by the Township Board of Supervisors and the payment of a one thousand (\$1,000.00) dollar application fee by the applicant. In the event the applicant should not seek a permit renewal, or in the event an application for a permit renewal should be refused, the applicant shall cause all buildings or structures which have not been completed to be removed from the property within 60 days of permit expiration and, in addition, shall, within such 60 day period remove any fully constructed accessory buildings if the principal building on the lot has not been completed.

