



ZONING PERMIT APPLICATION

Township Staff Only:

Permit # _____

Submission Date: _____

Received by: _____

ALL information must be provided before Application will be processed. If a section does not apply to your project, just enter N/A for not applicable. Do NOT skip a section that applies to your project.

Submission requirements/Checklist:

- Provide one (1) copy of this completed application.
- Two (2) copies of a Plot Plan showing lot size, property lines, setbacks, all dimensions of the project, impervious area coverages, existing features, proposed work, etc.
- The \$300 review/permit fee must be received by the township with the application (check or cash only).
- Homeowner's Association ("HOA") Approval - **If your property is governed by an HOA, you must provide project approval in writing by the HOA before a zoning permit can be issued.**

1. LOCATION OF PROPOSED WORK

Parcel Site/Site Address: _____

Tax Parcel ID # _____ Lot # _____ Subdivision _____

Owner: _____ Phone: _____

Owner Address (if different): _____

Owner Email: _____

Applicant (if different): _____ Phone: _____

Applicant Address (if different): _____

Applicant Email: _____

Contractor (if different): _____ Phone: _____

Contractor Email: _____

Architect/Engineer (if different): _____ Phone: _____

Email: _____

2. AUTHORIZATION

I, the undersigned owner, hereby give permission for the applicant to make application for this project on the above referenced property.

Print Owner's Name

Signature

3. AFFIDAVIT

The undersigned hereby makes application to commence this building project as specified herein and does agree that the provisions of the Zoning Ordinance and Building Code will be complied with whether the same are herein specified or not.

Print Applicant's Name

Signature

4. HISTORIC RESOURCE

Have you checked the *Historic Resource Overlay, Zoning Ordinance Appendix E* to see if your property is Historic? YES NO

If so, circle your property's Historic Resource Classification:

Class I

Class II

Class III

Class IV

Not Applicable

5. USE

Previous/Existing Use

Proposed/New Use

6. TYPE OF WORK OR IMPROVEMENT *(check all that apply)*

- Agricultural Patio/porch Park/Recreational Sign Accessory Building
- Deck, <30" Deck, >30" Walkway Shed Accessory Dwelling
- Boarding Stables Other _____

Describe the Proposed Work:

7. ZONING DISTRICT AND COMPLIANCE

Which zoning district(s) is your property located in? Most parcels will only be in one district, but some larger parcels may be in two adjacent districts. Check all that apply:

- R-3 Residential District RC Residential Conservation District BV Birchrunville Village District
- R-2 Residential District LVCC Village Center Commercial District KV Kimberton Village District
- RM Residential Mix District PC/LI Planned Commercial/Limited Industrial M Municipal District

8. OVERLAY DISTRICT

Is your property also located in an Overlay District? *(check all that apply)*

- FPC Floodplain Conservation Overlay District
- PRD Planned Residential Development Overlay District
- SSC Steep Slope Conservation Overlay District
- TDR - Transferable Development Rights Overlay
- UDA Unified Development Area Overlay District
- VCR Village Center Residential Overlay District
- Water Resource Protection Overlay District
- Historic Preservation Overlay District
- Rte. 100 Overlay District
- Groundwater Protection Zone A
- Groundwater Protection Zone B
- Groundwater Protection Zone C
- MHP Mobile Home Park Overlay

9. FLOODPLAIN

Is the site located within an identified flood prone area? YES NO

Will any portion of the flood prone areas be developed? YES NO

If "yes", attach one (1) of the flood hazard certifications mandated in section 1612.5 of the International Building Code. Owner/Agent shall verify that any proposed construction activity complies with the requirements of the National Flood Insurance Program and for PA Flood Plain Management Act (Act 166 1978, specifically section 60.3) (D).

10. WETLANDS

Is the site located within any identified wetlands area? YES NO

Will any portion of the wetland area be developed? YES NO

Owner/Agent shall verify that any proposed construction activity complies with the requirements of the Commonwealth of PA Department of Environmental Protection (25 PA Code Chapter 105).

11. MINIMUM SETBACKS REQUIRED BY TOWNSHIP ZONING ORDINANCE

Front: _____ ft Rear: _____ ft Right side: _____ ft Left side: _____ ft

Number of stories: _____ Height of structure above grade: _____ ft

Area of largest floor: _____ sq. ft.

12. DIMENSIONS AND IMPERVIOUS AREA

Provide “footprint” areas in square footage.

Feature/Improvement	Existing area or footprint	Area being removed	New area being added
Primary building (house)	S.F.	S.F.	S.F.
Barn	S.F.	S.F.	S.F.
Shed	S.F.	S.F.	S.F.
Pool house	S.F.	S.F.	S.F.
Guesthouse/In-law Cottage (accessory dwelling, stand-alone)	S.F.	S.F.	S.F.
Driveway (from road to primary garage)	S.F.	S.F.	S.F.
Driveway (all other driveway and/or parking area)	S.F.	S.F.	S.F.
Patios	S.F.	S.F.	S.F.
Walkways	S.F.	S.F.	S.F.
Decks	S.F.	S.F.	S.F.
Porches	S.F.	S.F.	S.F.
Pool (surface of water)	S.F.	S.F.	S.F.
Pool coping	S.F.	S.F.	S.F.
Pool deck or patio	S.F.	S.F.	S.F.
Pond	S.F.	S.F.	S.F.
Other (please list):	S.F.	S.F.	S.F.
	S.F.	S.F.	S.F.
	S.F.	S.F.	S.F.

13. SIGNAGE

This section is needed if the project requires a sign permit. Refer to Article XX of the Zoning Ordinance for sign regulations. If you are **installing duplicate signs**, indicate so below. If you are **installing multiple signs**, provide information to questions A through C for each sign being installed. You may use additional sheets of paper or multiple copies of this page if necessary.

A. Existing Signage:

Provide the type and square footage of existing signs on the site that you intend to keep. (IE: Wall sign-200 sq. ft.)

Type: _____ Square footage: _____

B. Proposed Signs: Please answer all questions below *(check all that apply)*.

Total number of signs: _____

Permanent Temporary Duplicate (# of signs of same exact design): _____

Use:

- | | | | | |
|---------------------------------------|--|---------------------------------------|--|--|
| <input type="checkbox"/> Office | <input type="checkbox"/> Institutional | <input type="checkbox"/> Agricultural | <input type="checkbox"/> Residential | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Supplemental | <input type="checkbox"/> Political | <input type="checkbox"/> Industrial | <input type="checkbox"/> Shopping Center | <input type="checkbox"/> Recreation/Open Space |

Type:

- | | | | | |
|---|--------------------------------------|---|---|------------------------------------|
| <input type="checkbox"/> Wall Sign | <input type="checkbox"/> Roof Sign | <input type="checkbox"/> Ground Sign | <input type="checkbox"/> Pylon Sign | <input type="checkbox"/> Billboard |
| <input type="checkbox"/> Directory Sign
(multiple tenants) | <input type="checkbox"/> Awning Sign | <input type="checkbox"/> Monument or
Entrance Sign | <input type="checkbox"/> Directional Sign | <input type="checkbox"/> Banner |

C. Structural Specifications:

The allowable size of many signs is determined by the size of the structure occupied by the tenant requesting signage. Please be as accurate as possible.

Square footage to be occupied _____ Acreage of site _____

Length of building frontage *(width of tenant frontage at main entrance)* _____

Height of building frontage *(height of building at tenant entrance)* _____

Will the sign be illuminated? **YES** **NO** If yes, then how? _____

14. TOWNSHIP ROAD OCCUPANCY PERMIT

Permittee

Township Road (work location)

Address

Township

Phone #

County

Under and subject to all conditions, restrictions, regulations prescribed by the Township and on the general provisions and specifications, a true copy whereof is attached and made part hereof, with the same force and written or printed herein and under and subject to the special conditions, restrictions, and regulations hereinafter and forth.

DESCRIPTION OF WORK *(Description should include overall length and type of surface. New driveways or additional access points onto a roadway require a driveway permit (also known as a Road Occupancy Permit). The following is a list of State roads (if you will be adding or changing a driveway on a State Road you must also apply to PennDOT 610-436-1908). State roads: St. Matthews Rd, Pughtown Rd, Pottstown Pike, Conestoga Road, Chester Springs Rd (Rt 401 to W. Pikeland), Kimberton Rd to E. Pikeland, Hollow Rd (Birchrn Rd to French Creek), Flowing Springs Rd (Post office to St. Matthews).)*

The Township Supervisors may at any time revoke and annul this permit for the non-performance of or non-compliance with any of the conditions, restrictions and regulations hereof.

Driveway? YES NO

PennDOT Driveway Permit Needed? YES NO Copy Attached? YES NO

Stormwater/grading permit required? YES NO Permit # _____ *(office use)*

Is there existing roadside drainage that will require a pipe under the driveway? YES NO

Approval Date _____ *(for office use only)* Escrow (\$1,000.00) _____

TOWNSHIP USE ONLY BELOW THIS LINE

Zoning Officer Signature _____

Permit Number _____ Date Issued (mm/dd/yyyy) _____