

HOWE TOWNSHIP BOARD OF SUPERVISORS

22 Cherry Road
Liverpool, PA 17045

NOTICE TO APPLICANT: Please complete this form in its entirety. If a portion does not apply to your application, mark N/A in the space provided. This will help speed up the process of your review. **Failure to do so could result in the application being denied and an additional fee may be charged to re-apply.** Permits for the use of building are good for one year.

HOWE TOWNSHIP
PERRY COUNTY, PA

ZONING PERMIT APPLICATION NO. _____ EXP. DATE _____

1. GENERAL INFORMATION

Name of Applicant _____

Address _____

Tax Parcel Identification No. _____

Telephone No. _____ Application Date _____

Name and Address of Landowner of Record _____

Subject Property Address _____

Subject Property Zoning District _____

This permit application is for commercial/residential

This permit application is for building/change of use/home occupation (must show compliance with the Howe Township Zoning Ordinance)/sign (if sign, additional form is required)

General Description of Proposed
Use _____

2. BUILDING INFORMATION

Proposed work will involve (new construction, addition, alteration, repair, replacement, other) _____.

If building is an Accessory Building will it have, plumbing/electric/both (circle one)

Total Building Size(Current) _____ square feet (Proposed) _____

Current Number of Bedrooms _____ Bedrooms to be Added _____

Height of Building _____

Estimated Cost of Construction _____ Estimated Completion Date _____

3. LOT INFORMATION

Total Lot Area _____ acre/square feet
Lot Width _____ Lot Depth _____ Is this a Corner Lot _____
Total Disturbed area _____ (1 acre = 43,560 sq. feet) NPDES No. (if applicable) _____

4. UTILITIES INFORMATION

Sewage Disposal System (public, on-lot, holding tank, other) _____
Sewage Permit No. (if new development) _____
Water Supply (public, on-lot well) _____

5. PROPOSED SETBACKS (from any Property Lines and/or Right-of-way Lines)

Front Yard _____ Rear Yard _____ Right Side _____ Left Side _____

6. GENERAL PROVISIONS

If Use is a Commercial Use, list Total Number of Parking spaces for:

Customers _____ Employees _____ Handicap _____ Loading/Unloading _____

Is Subject Property Located in or Near a Floodplain _____ (If yes, applicable floodplain regulations apply).

Will a New Driveway be Installed _____ If so, Driveway Permit No. _____

7. SITE PLAN

Please attach an accurate sketch of the subject property depicting the size and shape of the lot, the exact location and dimensions of structures, outdoor storage areas, off street parking and loading spaces, required setbacks, landscape strips and/or screens, driveways or access drives, proposed signs, and any other permanent feature of the proposed use. Plan does not need to be done by a professional but **must** be clear and legible (See attached sketch plan to use as an example).

Plan **MUST show total disturb area along with dimensions of disturbed area. If the total disturbed area is greater than 1 acre (43,560 sq. feet), applicant must provide the NPDES permit number issued from the PA DEP or the County Conservation District.**

8. Signature

The Zoning Officer does not guarantee, or in any way give opinions as to the location or use of an applicant's structure. A Zoning Permit only reflects conformance of the plan, as applied to zoning laws. The applicant alone bears the responsibility of insuring that his/her lot, structures, and uses thereon, do not violate other laws, regulations, or the rights of neighbors and other parties. Applicant acknowledges that he/she has not relied on any oral or written statements of any officer of the Township, as to matter other than zoning.

In order to ensure that the review processes and administration of this Zoning Ordinance are accomplished in a manner that is readily accessible to all citizens of the Township, any information and/or plans submitted associated with any application, permit, petition, appeal or any other request shall be provided in a form that is reproducible, without restriction, by any and all interested parties and/or the general public. The submission of copyrighted materials will not be accepted.

I hereby certify that the information submitted in accordance with this application is correct, and I further agree to pay for those cost outlined above. I also agree to display this permit in accordance with the Howe Township Zoning Ordinance and notify the Township when the actions granted by this permit have been completed and prior to occupancy.

Applicants Signature

Date

9. Permit Action

Date of receipt of completed application_____

Action on permit and date of action (within 90 days of application)

_____ Approved _____ Denied Date of action: _____

Reasons for Denial_____

Zoning Officers Signature

Date

10. FEES

Total Fee for Zoning Permit_____ Check No._____ Date Received_____

11. CERTIFICATE OF USE & OCCUPANCY

Zoning Permit No. _____

As part of the zoning permit the applicant must also obtain a certificate of use and occupancy prior to use and/or occupancy of any structure, building, sign, land and/or portion thereof.

When the work described in this zoning permit is completed, the applicant shall notify the Township by signing and submitting this page to the Township. Failure to do so shall constitute a violation of the zoning ordinance and shall be subject to all applicable penalties and fines.

_____ **Applicants Signature** _____ **Date**

Date of notification of permitted work completion _____

Date of sewage inspection and compliance (if applicable) _____

Date of building inspections compliance _____

Date of site inspection _____

Date of issuance of certificate of occupancy _____

List of discovered violations _____

Re-notification of work completion _____

Re-inspection of site _____

Findings _____

ADDITIONAL FOLLOW-UP NOTES:

Zoning Officers Signature

Date

PROCEDURE FOR OBTAINING A ZONING/SIGN PERMIT

To All Applicants:

In order to obtain a Zoning and/or sign permit, a sketch plan of your property must be attached. The plan MUST include the following or it may be returned as incomplete.

1. Overall plan of property. This does not need to show bearings but should show distances to the best of the Applicants ability.
2. Show locations of all wells, septic tanks, drainfields, existing building, proposed building, swimming pools, permanent landmarks such as large trees, driveways, electric lines, and property lines.
3. Please be sure to show intersecting street names.
4. Show all distances to all property lines from the proposed structure.
5. For signs, please show where the sign will be located, dimensions, what the sign will read, height, if it will be illuminated, and is it temporary or permanent.
6. Please note that if you are replacing a structure, you must show what the previous structures size and dimensions were and what the proposed structures size and dimensions are. Please state the use of the proposed structure.
7. The plan must show the disturbed area including driveway grading, homesite grading, including, but not limited to septic systems and wells. This is all part of a new regulation set forth by the PA DEP effective November 19, 2010.

Below is a sample plan that can be followed. You do not need to have this done by a professional as long as it is legible. We understand that plans may not be to exact scale, however they must show the distances. Please note that this will help speed up the process of your permit application. If the plan does not have all the required information, your plan may be denied.

