

# East Lampeter Township

## OBTAINING PERMITS & CERTIFICATES

### **When DO I need to apply for a Zoning Permit?**

A Zoning Permit IS required when:

You are erecting, constructing, reconstructing, enlarging, altering, moving, or demolishing any building or structure, which activities involve adding or removing structural square footage on the property.

### **When DO I need a Use/Occupancy Certificate?**

1. Any use of a building or structure erected, structurally altered or extended, or moved.
2. Any change of use of a building, structure or land.
3. Use of vacant land, except for agricultural purposes.

### **When DON'T I need to apply for a Zoning Permit?**

A Zoning Permit IS NOT required for the following:

1. Alterations when there is no change in use and no increase in ground floor exterior dimension such as new facing, replacement siding, chimneys, replacing deck boards, etc. (This does not include additions or enclosures)
2. General maintenance work.
3. Painting.
4. Clearing woodlands.
5. Crops, gardening.
6. Landscaping and ornamental ponds (including incidental structures such as flagpoles, birdhouses, ornamental windmills, etc.).
7. Constructing fences, terraces, steps, non-commercial TV towers or other similar features. (Excluding signs)
8. Surfacing or resurfacing existing driveways, parking areas, etc.

## **How do I apply for a Zoning Permit?**

Complete the Zoning Permit Application available from the Township Office and provide the following:

1. PLOT PLAN showing;
  - a. **LOT**: The location and dimensions of the lot.
  - b. **STREETS**: Names and widths of abutting streets and highways.
  - c. **SETBACKS**: Distances, in footage, between new construction and the property lines, including front, rear and both sides.
  - d. **STRUCTURES & YARDS**: Locations, dimensions, and uses of existing and proposed structures, impervious areas (i.e., driveways, concrete slabs), and yards on the lot. Also, as practical, any existing structures, located OFF the lot, that are within one hundred (100) feet of the proposed structure. \*Note: Height is measured from lowest grade level to roof peak.
  - e. **WATER WELLS AND SEWAGE DISPOSAL**: Locations of existing and/or proposed water wells, sewage disposal systems on the lot.
  - f. **IMPROVEMENTS**: Proposed off-street parking and loading areas, access drives, and walks.
2. Statement of the intended use and any existing use of the structure or land.
3. Copy of Septic System Permit (If applicable) and PennDot Highway Occupancy Permit (if state issued)

## **What fee, if any, is due?**

The Zoning Permit fee will be due and collected at the time of release and/or pick-up of Zoning Permit. The applicant will be notified of Zoning Permit fee before the release of Permit.

## **How long will it take to review the Application and issue a Zoning Permit?**

Within ten (10) days, except for holidays, after receipt of a completed Zoning Permit Application, the Zoning Officer must grant or refuse the Permit. If the application conforms to the applicable requirements of the Zoning Ordinance, the Zoning Officer must grant a Permit. If the Permit is not granted, he must state in writing the grounds of his refusal.

## **Do I need any other Permits?**

1. A Sewer and Driveway Permit (issued by the Public Works Department and/or Penn Dot) are required prior to the issuance of a Zoning Permit for new construction.
2. After you receive your Zoning Permit, you may be required (depending on the proposed work) to obtain a Building Permit prior to starting any work. Building Permit Applications are supplied by the Township for Associated Building Inspections, Inc. The Code inspection fees will be due prior to the release of a Zoning/Building Permit.

## East Lampeter Township

Procedure for Applicants to obtain a Building / Zoning Permit will be as follows:

### For One & Two Family Residential Building Permits

1. Applicant for a One or Two Family Residential Building Permit will submit two (2) complete sets of plans along with any accompanying documents & specifications, the completed East Lampeter Township Application for a One or Two Family Zoning Permit, and a plot plan of the property showing the proposed location of the dwelling and/or proposed building addition to the Assistant Zoning Officer for processing. No inspections are to be performed until the Township has released the Building / Zoning Permit without prior approval of the Building Code Official (BCO). If the development has a name, that name must appear on the Building Permit Application.
2. Initially, only a Footer & Foundation Deferred Permit will issued for projects involving new building construction or building addition. A Full Building Permit will be issued only after receipt of a certification from a Professional Land Surveyor registered in the Commonwealth of Pennsylvania stating that the footer & foundation of the building are within the approved building envelope and clear of any utility , storm water management or sanitary sewer easements: that the elevations of the footer, foundation & first floor elevation are within the parameters of the approved Storm Water Management Plan; that the footer, foundation & first floor elevations are located in compliance with the approved Land Development Plan for the project; that proposed building is at the location shown on the approved Final Plan for the project; and that the storm water management berm, outlet structure & emergency spillway have been constructed per approved Storm Water Management Plan, all subject to review, verification and approval by appropriate Township staff.
3. The Certificate of Use and Occupancy will be issued by East Lampeter Township. The BCO must be notified prior to final inspection of a project to coordinate such final inspection. The BCO must inspect the project prior to issuing a Certificate of Occupancy. Upon such successful inspection and upon receiving a list of all inspection performed and the result of such inspections signed by the inspector who performed the inspections, the Certificate of Use & Occupancy will be issued by East Lampeter Township.

Effective Date: October 1, 2009

# SAMPLE OF ACCEPTABLE ZONING PERMIT APPLICATION

**PROPERTY OWNER NAME:** JOHN DOE Phone # 777-777-7777

Present Address: 2 DOE RUN ROAD City, State, Zip DOE, PA 19999

**SITE ADDRESS:** 2 DOE RUN ROAD City, State, Zip DOE, PA 19999

Subdivision Name (If Known) DOE ESTATES Lot # 2

**APPLICANT PRINTED NAME:** XYZ CONTRACTORS Phone # 999-9999

Applicant Address: 2 XYZ ROAD City, State, Zip XYZ, PA 19999

Applicant Signature: Dan Smith Date 5/15/06

**DATE OF "ESTIMATED" PROJECT COMPLETION** (Required) 6/25/06 Email wenger@comcast.net

**CONTRACTOR:** XYZ CONTRACTORS Phone # 999-999-9999

Contractor Address: 2 XYZ ROAD City, State, Zip XYZ, PA 19999

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**A) TYPE OF USE:** RESIDENTIAL (Circle)

- |  |   |
|--|---|
| <u>Single Family</u><br>Two Family<br>Accessory Building (Over 120 S.F.) (Over 1000 S.F. needs Building Permit)<br>Swimming Pool (Electric- Needs Building Permit) | <u>Utility Building</u> (120 S.F. and under)<br>Deck (Over 30" grade to floor needs Building Permit)<br>Patio (Footer requires Building Permit)<br>Other: _____ |
|--|---|

**B) TYPE OF IMPROVEMENT:** (Circle)

- |                        |             |                |                       |
|------------------------|-------------|----------------|-----------------------|
| <u>1) New Building</u> | 2) Addition | 3) Alteration  | 4) Repair/Replacement |
| 5) Wrecking/Demolish   | 6) Moving   | 7) Other _____ |                       |

**Dimensions of proposed work (Length X Width X Height):** 12' X 10' X 8' Utility Building  
(Height measured from lowest grade level to peak of roof or deck floor)

**State in detail all proposed uses of this building and premises:** Example: BUSINESS OR PERSONAL STORAGE

**C) Type of Sewage Disposal:** (Circle one) Private or Public      **D) Type of Water Supply:** (Circle one) Private or Public

**E) Is any part of this lot located within a Flood-prone area?** (Circle one) Yes or No

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**ESTIMATED COST**

**OF CONSTRUCTION:** \$ 1,500.00 **PROPERTY OWNER SIGNATURE (Required)** John Doe

The above applicant hereby makes application for a building permit under all applicable ordinances of East Lampeter Township, and hereby certifies, under the penalties of perjury, that all facts set forth herein are true and correct and the actual work will be performed in accordance with the above.

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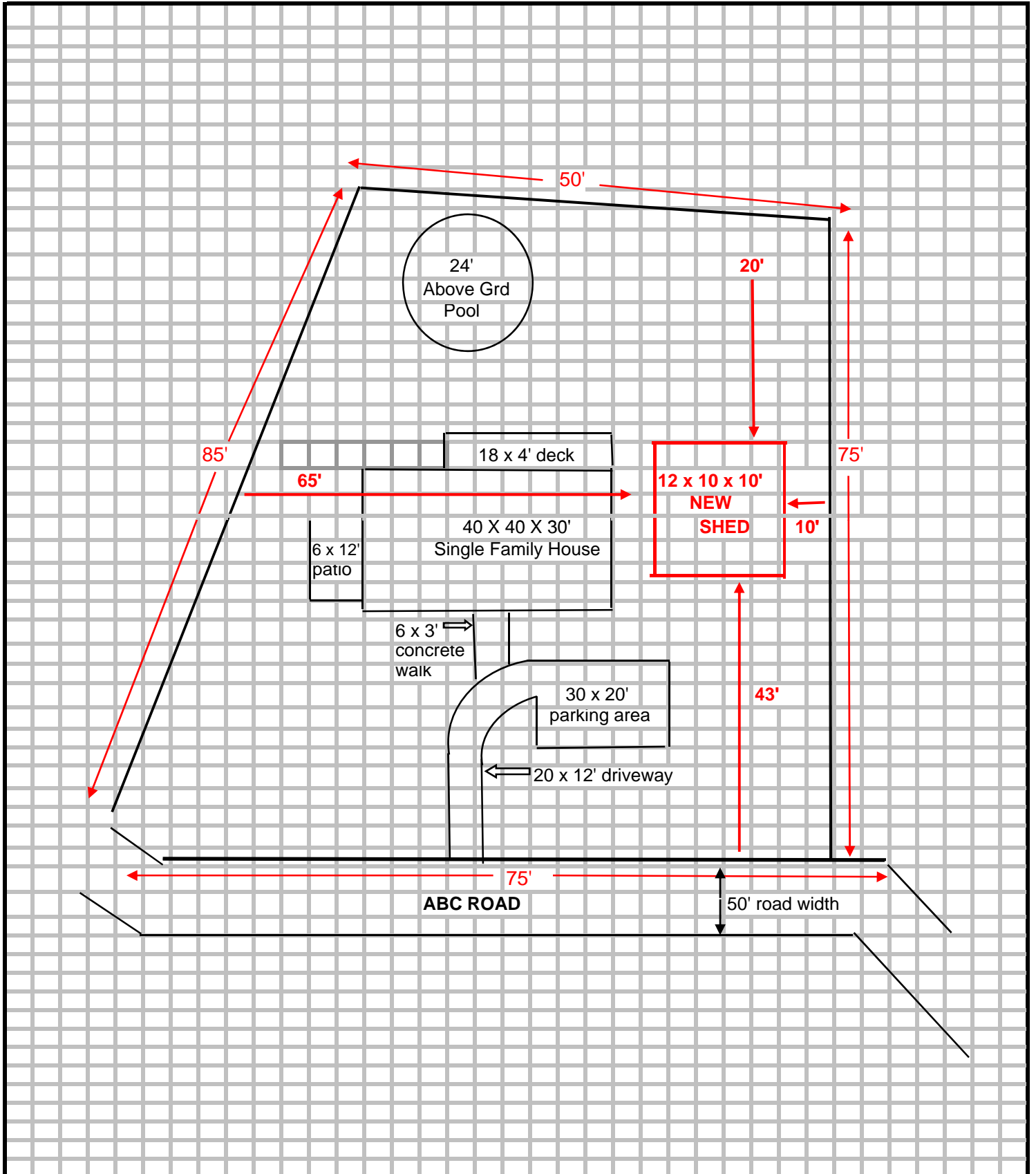
**FOR ZONING OFFICER USE ONLY**

Permit # \_\_\_\_\_ Zoning District \_\_\_\_\_ Permit Fee: \_\_\_\_\_ Paid

Date Application Received: \_\_\_\_\_ Date of Action: \_\_\_\_\_ Permit Granted / Permit Denied

Date Application Refilled: \_\_\_\_\_ Date of Action: \_\_\_\_\_ Permit Granted / Permit Denied

# SAMPLE OF ACCEPTABLE PERMIT APPLICATION DRAWING



# EAST LAMPETER TOWNSHIP

2250 Old Philadelphia Pike, Lancaster, Pennsylvania 17602

Phone: (717) 393-1567 / Fax: (717) 393-4609

## RESIDENTIAL ZONING PERMIT APPLICATION

**PROPERTY OWNER NAME:** \_\_\_\_\_ Phone # \_\_\_\_\_

Present Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**SITE ADDRESS:** \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Subdivision Name (If Known) \_\_\_\_\_ Lot # \_\_\_\_\_

**APPLICANT PRINTED NAME:** \_\_\_\_\_ Phone # \_\_\_\_\_

Applicant Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

**DATE OF "ESTIMATED" PROJECT COMPLETION** \_\_\_\_\_ Email \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_ Phone # \_\_\_\_\_

Contractor Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

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**A) TYPE OF USE:** RESIDENTIAL (Circle Below) PRESERVED FARM? (Circle) Yes or No

Single Family	Utility Building (120 S.F. and Under)
Two Family	Deck (Over 30" grade to floor needs Building Permit)
Accessory Building (Over 120 S.F.)(Over 1000 S.F. needs Building Permit)	Patio (Footer Requires Building Permit)
Swimming Pool (Electric- Needs Building Permit)	Other: _____

**B) TYPE OF IMPROVEMENT:** (Circle Below)

1) New Building                      2) Addition                      3) Alteration                      4) Repair/Replacement  
5) Wrecking/Demolish              6) Moving                      7) Other \_\_\_\_\_

**Dimensions of proposed work (Length X Width X Height):** \_\_\_\_\_  
(Height measured from lowest grade level to peak of roof or deck floor)

**State in detail all proposed uses of this building and premises:** \_\_\_\_\_

**C) Type of Sewage Disposal:** (Circle one) Private or Public      **D) Type of Water Supply:** (Circle one) Private or Public

**E) Is any part of this lot located within a Flood-prone area?** (Circle one) Yes or No

\*\*\*\*\*

**ESTIMATED COST OF CONSTRUCTION: \$** \_\_\_\_\_ **PROPERTY OWNER SIGNATURE (Required)** \_\_\_\_\_

The above applicant hereby makes application for a Zoning Permit under all applicable ordinances of East Lampeter Township, and hereby certifies, under the penalties of perjury, that all facts set forth herein are true and correct and the actual work will be performed in accordance with the above.

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### FOR ZONING OFFICER USE ONLY

Permit # \_\_\_\_\_ Zoning District \_\_\_\_\_ Permit Fee: \_\_\_\_\_ Paid

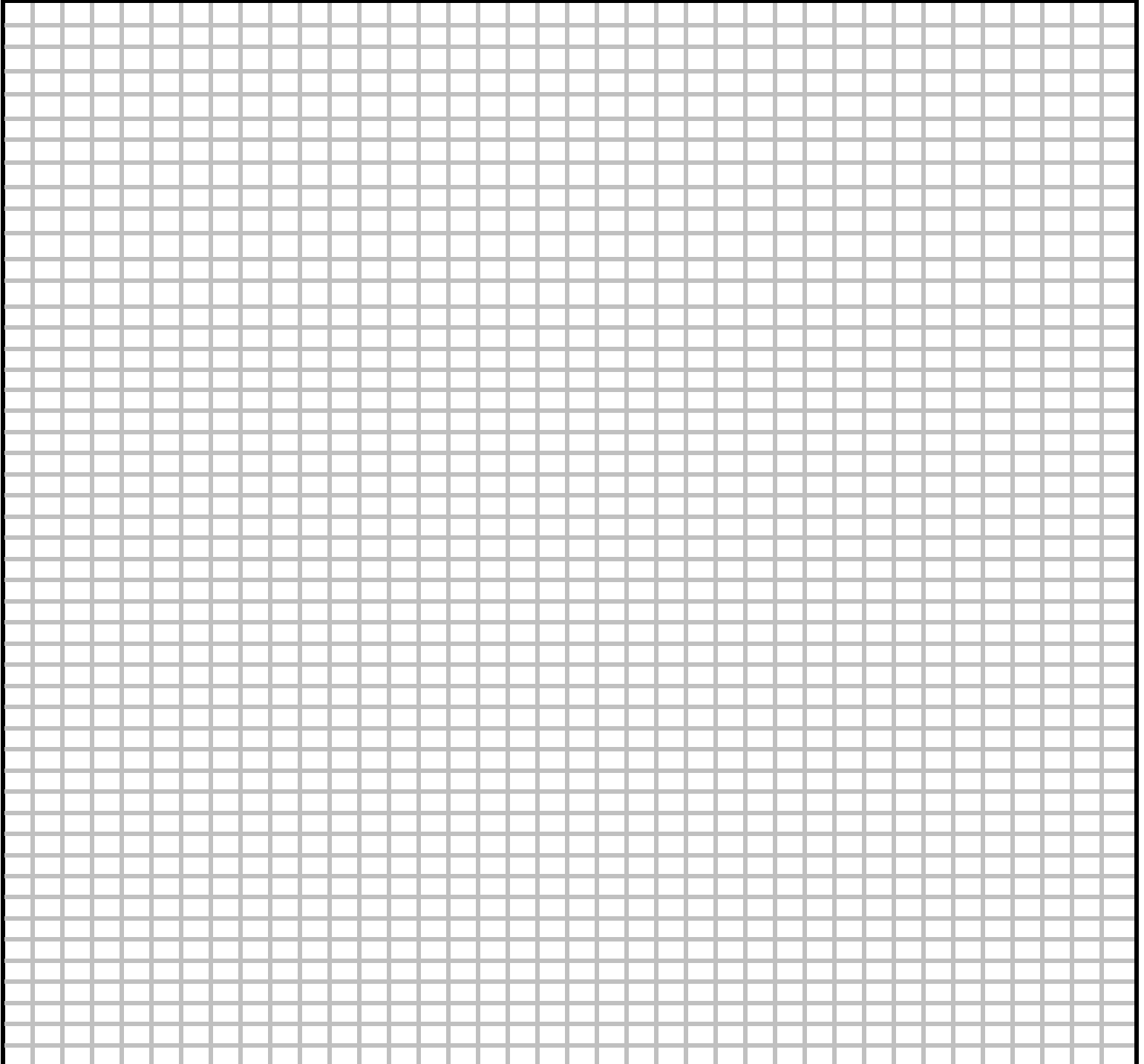
Date Application Received: \_\_\_\_\_ Date of Action: \_\_\_\_\_ Permit Granted / Permit Denied

Date Application Refilled: \_\_\_\_\_ Date of Action: \_\_\_\_\_ Permit Granted / Permit Denied

# INSTRUCTIONS FOR DRAWING

Plan does not need to be drawn to scale, but must show the following:

1. Location and dimensions of lot.
2. Setbacks: Distances, in footage, between new construction and the property lines, including front, rear and both sides.
3. Structures & Yards: Locations, dimensions and uses of all existing and proposed structures and all impervious areas on lot.  
Also, any existing structures located on a neighboring lot that are within 100' of the proposed structure.
4. Location of existing and proposed water wells and sewage disposal systems.
5. Names and widths of abutting streets/highways.



## Township Use Only

Lot Size: Width _____	Max. Lot Coverage: _____	Setbacks: Front: _____
Depth: _____	Lot Coverage Used: _____	Side: _____
Total: _____	Maximum Height: _____	Rear: _____

# PLOT PLAN SUBMITTAL CHECKLIST

**DOES YOUR PLOT PLAN INDICATE THE FOLLOWING  
"REQUIRED" ITEMS:**

	<u>YES</u>	<u>NO</u>
1) Location of Lot, including dimensions (width & depth) of lot?		
2) ( <b>Front setback</b> ) footage from property line to new construction?		
3) ( <b>Rear setback</b> ) footage from property line to new construction?		
4) ( <b>Side setbacks</b> ) both in footage from property line to new construction?		
5) Locations <b>AND</b> sizes of all existing <b>structures</b> on the lot?		
6) Uses of all existing structures on the lot?		
7) Locations <b>AND</b> sizes of all " <b>EXISTING</b> " impervious areas on the lot? (eg: driveways, accessory structures, walkways, patios, decks, etc.)		
8) Uses of all proposed structures on the lot?		
9) Locations <b>AND</b> sizes of all " <b>PROPOSED</b> " structures and impervious areas on the lot? (eg: additions, pools, sheds, patios, decks, etc.)?		
10) Location of existing and proposed septic systems?		
11) Names and widths of abutting streets/highways?		
12) Floodplain & Easements (Access, Drainage, Utility, Etc.)		

# Workers Compensation Insurance Coverage Information

(Attach to Zoning and/or Building Permit Applications)  
(If work is being done by homeowner you are exempt from this form)

## A. THE APPLICANT IS: (THIS INCLUDES ALL SUBCONTRACTORS)

A contractor within the meaning of the Pennsylvania Workers Compensation Law  
 Yes       No

If the answer is "YES" complete Section (B), If "NO" complete Section (C).

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## B. INSURANCE INFORMATION:

Name of applicant: \_\_\_\_\_

Federal or State employer identification No. \_\_\_\_\_

Applicant is a qualified self-insurer for workers compensation.  
 Certificate attached

Name of Workers Compensation Insurer: \_\_\_\_\_

Workers Compensation Insurance Policy No. \_\_\_\_\_  
 Certificate attached

Policy Expiration Date: \_\_\_\_\_

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## C. EXEMPTION:

Complete Section C if the applicant is a contractor claiming exemption from providing workers compensation insurance. (MUST GET NOTARIZED).

*The undersigned swears or affirms that he/she is not required to provide Workers Compensation Insurance under the provisions of Pennsylvania's Workers Compensation Law for one of the following reasons, as indicated:*

**Contractor with no employees.** Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the township.

**Religious exemption under the Workers Compensation Law.**

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public)

My commission expires: \_\_\_\_\_

(SEAL)

Signature of applicant \_\_\_\_\_

Address \_\_\_\_\_

County of \_\_\_\_\_

Municipality of \_\_\_\_\_