

# ZONING PERMIT CHECKLIST

Project Name/Address: \_\_\_\_\_

Applications shall contain a general description of the proposed work, development, use or occupancy of all parts of the structure or land and shall be accompanied by plans in sufficient detail as the Zoning Officer deems necessary from the following:

- APPLICATION FEE** - \$100.00
- ZONING PERMIT APPLICATION** – FULLY COMPLETED, SITE PLAN REQUIRED.
- SITE PLAN (TO SCALE)**  
*Must include measurements from new structure to all property lines, the center of any street and to all other buildings. Must also show location and dimensions, and shapes of lot to be developed.*
- GRADING PLAN** – SHOWING FINAL GRADING OF LOT
- DESCRIPTION OF EXISTING AND PROPOSED USES**  
*Must include number of occupied units, businesses, number of employees, hours of operations, deliveries, floor plan, alterations, interior layout, etc.*
- OFF-STREET PARKING AND LOADING SPACES**
- UTILITY SYSTEMS AFFECTED AND PROPOSED**
- ANY OTHER LAWFUL INFORMATION THAT MAY BE REQUIRED BY THE ZONING OFFICER TO DETERMINE COMPLIANCE WITH THE ORDINANCE**
- IF THE PROPOSED ACTIVITY REQUIRING A ZONING PERMIT IS LOCATED WITHIN THE FLOODPLAIN ZONE, THE FOLLOWING INFORMATION IS SPECIFICALLY REQUIRED TO ACCOMPANY ALL APPLICATIONS, AS PREPARED BY A LICENSED PROFESSIONAL:**
  - (a) The accurate location and elevation of the floodplain and floodway; (b) The elevation, in relation to the National Geodetic Vertical Datum of 1929 (NGVD), of the lowest floor, including basements; (c) The elevation, in relation to the NGVD, to which all structures and utilities will be floodproofed or elevated; and, (d) Where flood proofing is proposed to be utilized for a particular structure, the zoning permit application shall be accompanied by a document certified by a licensed professional engineer registered by the Commonwealth of Pennsylvania, or a licensed professional architect registered by the Commonwealth of Pennsylvania certifying that the floodproofing methods used meet all applicable codes and ordinances.*

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By signing this document, I acknowledge that any of the above information that is required and not provided will cause unnecessary delay in the review and permitting of the above mentioned project.

\_\_\_\_\_  
Applicant Name and Telephone Number

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of person receiving application

\_\_\_\_\_  
Date

\_\_\_\_\_  
Zoning Officer Approval

\_\_\_\_\_  
Date

# South Middleton Township

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## ZONING PERMIT APPLICATION

Date \_\_\_\_\_

Permit No. \_\_\_\_\_

Application is hereby made to the Township of South Middleton for a Zoning Permit in conformity with the requirements of Zoning Ordinance No. 3 of 2007, and any amendments thereto for the following described work:

Property Location \_\_\_\_\_

\*\*\*\*\*

The undersigned applicant hereby applies for a permit to:

- Construct or erect a new:
  - Building (dimensions) \_\_\_\_\_
  - Deck (dimensions) \_\_\_\_\_ Shed (dimensions) \_\_\_\_\_
  - Fence (height/linear feet) \_\_\_\_\_ Sign (dimensions) \_\_\_\_\_
  - Other (describe) \_\_\_\_\_
- Occupancy and use of a building, reconstructed, restored, altered, moved, or any change in use of existing building.
- Occupancy, use or any change in the use of the land.
- Any change in the use of a non-conforming use

\*\*\*\*\*

Name of Business (if applicable) \_\_\_\_\_

Proposed Use (specifically describe nature of business or use)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Zoning District \_\_\_\_\_ Number of Employees \_\_\_\_\_

Lot Area \_\_\_\_\_ Building Size \_\_\_\_\_

Total Parking Spaces (this use only) \_\_\_\_\_

Public Water \_\_\_ Yes \_\_\_ No

Public Sewer \_\_\_ Yes \_\_\_ No

\*\*\*\*\*

Submitted herewith (in duplicate) is a scale drawing, fully dimensioned, of the lot showing proposed work and/or structures.

Name of Owner \_\_\_\_\_

Address \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Phone No. \_\_\_\_\_

Email Address \_\_\_\_\_

ZONING PLAN EXAMINER NOTES

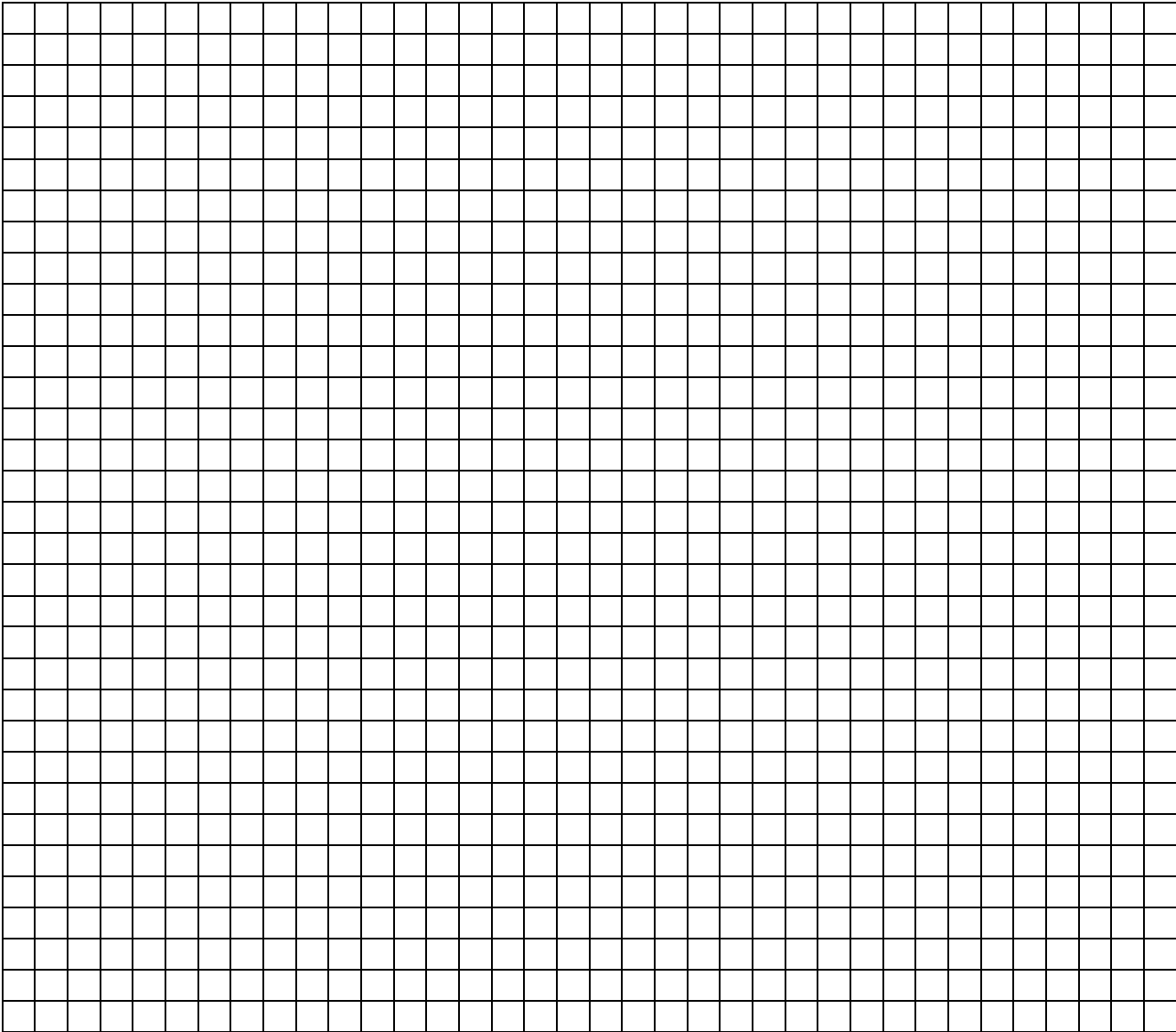
DISTRICT: \_\_\_\_\_

FRONT YARD: \_\_\_\_\_ SIDE YARD: \_\_\_\_\_ REAR YARD: \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SITE or PLOT PLAN - For Applicant Use

Locate all the structures on your property on the plot plan below.  
Locate the PROPOSED structure on the plot plan with distances to all property lines,



## Application for All Zoning Permits

Applications shall contain a general description of the proposed work, development, use or occupancy of all parts of the structure or land and shall be accompanied by plans in sufficient detail as the Zoning Officer deems necessary from the following:

1. Dimensions and shape of lot to be developed:
2. Location and dimensions of any structures to be erected, constructed and altered and floor plans of the interior layout of such structures. For proposed structures, measurements to all property lines and center of the street shall be identified on the site plan;
3. Existing and proposed uses, including the number of occupied units, businesses, etc., all structures are designed to accommodate;
4. Off-street parking and loading spaces;
5. Utility systems affected and proposed;
6. Alteration or development of any improved or unimproved real estate;
7. The size of structures and the number of employees anticipated; and,
8. Any other lawful information that may be required by the Zoning Officer to determine compliance with this Ordinance; and,
9. Copies of any applicable approved subdivision or land development plans; and,
10. If the proposed activity requiring a zoning permit, is located within the Floodplain Zone, the following information is specifically required to accompany all applications, as prepared by a licensed professional:
  - a. The accurate location and elevation of the floodplain and floodway;
  - b. The elevation, in relation to the National Geodetic Vertical Datum of 1929 (NGVD), of the lowest floor, including basements;
  - c. The elevation, in relation to the NGVD, to which all structures and utilities will be floodproofed or elevated; and,
  - d. Where floodproofing is proposed to be utilized for a particular structure, the zoning permit application shall be accompanied by a document certified by a licensed professional engineer registered by the Commonwealth of Pennsylvania, or a licensed professional architect registered by the Commonwealth of Pennsylvania certifying that the floodproofing methods used meet all applicable codes and ordinances.

# South Middleton Township

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Dear Property Owner/Contractor:

Due to the uncertain location of property lines in determining setback requirements, South Middleton Township will require property corners to be marked prior to scheduling footer inspections.

Please be aware that the Township does not take any responsibility for the accuracy of the property stake out. Any consequences resulting from an inaccurate property stake out shall be born entirely by the property owner and/or his/her agents.

If you have any questions, please call the Township Office.

**\*Please acknowledge receipt of this letter by signing and returning to the Township. \*\***

Name \_\_\_\_\_ Date \_\_\_\_\_

# South Middleton Township

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TO: Owner, Contractor

PROJECT NAME: \_\_\_\_\_

The Subdivision and/or Land Development Plan relevant to the lot on which you are applying for a building permit was prepared and approved in accordance with the South Middleton Township Subdivision/Land Development Ordinance and Zoning Ordinance. The plan is to be recorded in the Office of the Recorder of Deeds for Cumberland County and is to be considered a legal document.

As a word of caution, **NO CHANGES** in grading or proposed improvements can take place without the prior knowledge or consent of the Township Engineer. You may contact this office at any time if you have questions.

Prior to commencing **ANY** earthmoving activities, **ALL** Erosion and Sedimentation Control devices including stabilized construction entrances, as shown on the approved plan **MUST** be installed and verified by the Township. The Cumberland County Conservation District should also be contacted prior to **ANY** earthmoving activities. It is your responsibility to make sure that these Erosion and Sedimentation Control devices are kept in place during the construction of this project.

During the construction of this project, **YOU** (the owner and/or contractor) will be responsible for the additional expenses incurred. Some of these additional expenses would be the cost to correct the construction of the project along with the Township Engineer's inspection fees and fees for the posting- of additional financial security.

**NOTE:** Any damage done outside of the project area, including areas within public rights-of-way, as result of this construction, must be corrected at the expense of the owner and/or contractor.

## ACKNOWLEDGMENT

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ (Name, please print) received a copy of this information.

My affiliation with the project is as follows: \_\_\_\_\_  
(Owner, Contractor, Other - Explain)

\_\_\_\_\_  
Signature of Responsible Party



**Municipal Notice to Conservation District for Earth Disturbance/Building Permit**

Please fill out or have the applicant fill out the information below to determine the need for an erosion control plan or NPDES permit for earth disturbance projects. As per DEP regulations, the municipality shall notify the District of any projects that disturb one acre or more. You may FAX or e-mail the completed form to the District. The District will respond to the municipality within five days of receiving the form.

Municipality: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number/email: \_\_\_\_\_

Type of project: Residential/Commercial/Other: \_\_\_\_\_

Please circle

Does your project propose an earth disturbance more than 5000 square feet?

- Yes Please answer next question.
- No No further information required, however E&S BMP's may still be necessary on your project.

Does your project propose an earth disturbance of 1 acre or more?

- Yes NPDES Permit is required, unless part of a project that already has permit coverage.
- No If greater than 5000 square feet, and less than 1 acre, a written erosion control plan is required.

Project name and/or NPDES permit number if already permitted: \_\_\_\_\_

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

For additional assistance contact:

Cumberland County Conservation District  
310 Allen Road, Suite 301  
Carlisle, PA 17013

717-240-7812  
FAX 717-240-7813

Kim Falvey [kfalvey@ccpa.net](mailto:kfalvey@ccpa.net)  
Vince McCollum [vmccollum@ccpa.net](mailto:vmccollum@ccpa.net)  
Matt Stough [mstough@ccpa.net](mailto:mstough@ccpa.net)

**District Use:**

Technician \_\_\_\_\_

Project requires an NPDES Permit?  Yes  No

NPDES Permit Application received by the Conservation District?  Yes  No

NPDES Permit acknowledged or issued?  Yes  No



**Workers' Compensation Insurance Coverage Information**  
(Attach to zoning permit application)

**A. The applicant is**

A contractor within the meaning of the Pennsylvania Workers' Compensation Law

Yes       No

If the answer is "yes," complete Sections Band C below as appropriate.

**B. Insurance information**

Name of Applicant \_\_\_\_\_ Phone # \_\_\_\_\_

Federal or State Employer Identification No. \_\_\_\_\_

Applicant is a qualified self-insurer for workers' compensation.

*Certificate attached*

Name of Workers' Compensation Insurer \_\_\_\_\_

Phone# \_\_\_\_\_

Workers' Compensation Insurance Policy No. \_\_\_\_\_

*Certificate attached*

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

**C. Exemption**

*Complete Section C if the applicant is a contractor claiming exemption from providing workers' compensation insurance.*

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*

Cty commission expires \_\_\_\_\_

(Seal)

Signature of Applicant \_\_\_\_\_

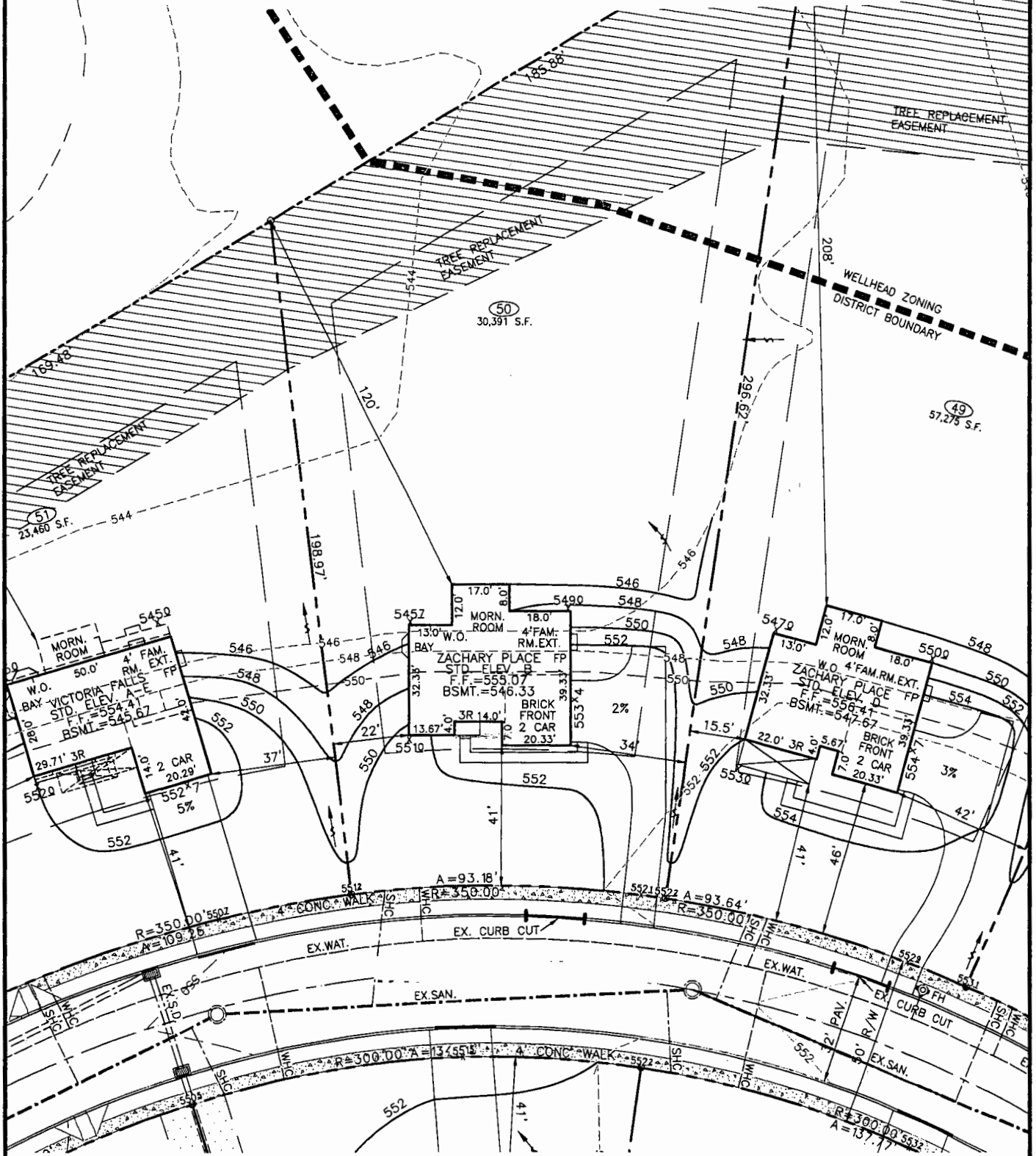
Address \_\_\_\_\_

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

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



# SAMPLE GRADING PLAN



NOTE: CURB CUT WILL NEED TO BE RELOCATED FOR SIDE ENTRY DRIVEWAY

EJECTOR REQUIRED TO SEWER BASEMENT.

SETBACKS:  
FRONT: 40' MIN.  
SIDE: 15' MIN.

AREA CALCULATIONS	
DRIVEWAY	1,166 SF
LEADWALK	137 SF
PUBLIC WALK	371 SF
SEED	9,880 SF
SOD	8,891 SF
WHC	51 LF
SHC	55 LF
HSE FACING	S.EAST

DIRT IMPORT REQUIRED: 75 YDS.±  
DIRT EXPORT REQUIRED: 000 YDS.±

