



RESIDENTIAL ZONING PERMIT INSTRUCTIONS

Upper Allen Township
100 Gettysburg Pike
Mechanicsburg, PA 17055
www.uatwp.org

Community Development Department
Phone: 717-766-0756 Fax: 717-796-9833
Office Hours: Monday – Friday 8:00 AM – 4:30 PM
Email: permits@uatwp.org

Application can be submitted online through the “Pay Bills Online” portal at www.uatwp.org or in person at the Township building. **Exception: Requests for a residential sign permit and any other request which requires a building or other permit cannot be submitted online.**

Print legibly or type the information. All applications must be completed in full. The Property Owner must sign the application. The Applicant must sign the application, if different from the property owner. Incomplete applications will result in delayed processing or denial of the application.

All Zoning Permit Applications require that a plot plan/site plan and grading plan be submitted along with the application. The plot plan/site plan must include the following:

- Proposed work location and dimensions.
- All existing structures with their dimensions, plus all building/yard setbacks.
- Percent of Lot Coverage and of Building Coverage.
- All existing impervious (paved / concrete drives, sidewalks, patios) surfaces with their dimensions, as well as all future impervious surfaces.
- Property lines with dimensions (length, width and parcel square footage).
- All easements (public and private). No structure, including fences, can be placed within an easement.
- All adjacent/abutting streets, alleys, and other roadways (public and private).
- Any notes on an approved subdivision or land development plan associated with the property shall be identified and noted on the plot/site plan.
- If a sign is to be placed on Township property or along public rights-of-way, approval may be required from the Board of Commissioners. Contact Community Development for more information.

The Grading Plan must include the following:

- A complete grading plan, to include any changes to the grading that will take place with this project.
- Slope percentages of any driveway or other access drive.
- Erosion and sedimentation control measures, regardless of amount of earth disturbance, in accordance with Chapter 214 (Stormwater Management). If more than 5,000 square feet of earth disturbance, a copy of the approved E&S/NPDES permit from the County Conservation District must be submitted with this application.
- If this project involves the excavation and/or fill of two cubic yards or more of material, an Excavation and Fill Permit is required prior to the issuance of this Zoning Permit.

Supplemental information to be included with the application (if applicable):

- If the project involves 2,000 – 7,499 square feet of new impervious surface, the “*Stormwater Management Small Project Plan*” permit application shall be completed. If the project involves 7,500

square feet or more of new impervious surface or earth disturbance, a stormwater management plan is required.

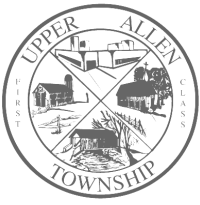
- If the project proposes an earth disturbance of 5,000 square feet or more, a copy of the approved E&S Plan and/or NPDES Permit from the Cumberland County Conservation District is required.
- If this project involves the excavation and/or fill of two cubic yards or more of material, the “*Excavation and Fill Permit Application*” form shall be completed.
- A “*Floodplain Development Supplement Permit*” application form is required for improvements to new and existing properties and buildings that are within the floodplain or other special flood hazard area. This includes all interior and exterior improvements.
- For any home occupation/ home-based business or a change in use, a “*Certificate of Use and Occupancy*” form shall be completed.

ADDITIONAL INFORMATION

- Review – The application will be reviewed for compliance with all applicable Township codes and ordinances. The zoning code official may grant or deny applications, in whole or part, within 15 business days of the filing date. Every effort will be made by the Township Staff to expedite permits in an efficient and timely manner. Denied applications and documents not picked up within ten (10) days following a denial will be discarded.
- Permit Granted – Once approved, applicant will receive notification via the online portal, email, or phone call. Per Section 245-19.3 of the Zoning Ordinance, it is unlawful for any work to commence prior to the issuance of a permit. **Permits are deemed “issued” once the permit is approved by the Zoning Officer, paid for, and picked up by the applicant from the Township office. No work may begin until the permit has been issued or else it will be considered in violation of Chapter 245.**
- Inspections – A minimum of two inspections are required for all Zoning Permits. A Setback Inspection is required before any work begins. A Final Inspection is required after all work has been completed prior to closing the permit. Additional inspections beyond the required Setback and Final Inspections will be on a case-by-case basis. Call the Township office at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant, on behalf of the property owner.
- Fees – Fees are not required at the time of application submission; however, all fees must be paid in full before an approved permit can be issued. Payment of fees prior does not guarantee issuance of any permits. Payment may be made by check, cash, credit card, PayPal, Venmo, Google Pay, Apple Pay, or eCheck. If paying by check, please make the check payable to “Upper Allen Township”. Credit card payments are accepted up to \$5,000.00. Payment may be made in person at the Township building or online through the ‘Pay Bills Online’ portal.

The current fee for a Zoning Permit is \$40.00.

- *Fees are subject to change at any time by Resolution from the Board of Commissioners.*
- *Fees will be doubled if work begins prior to receiving a permit.*
- *Non-profit entities may have the Zoning Permit fee waived for installation of a sign. A copy of the IRS determination letter must be accompanied with the application.*



ZONING PERMIT APPLICATION

Upper Allen Township
100 Gettysburg Pike
Mechanicsburg, PA 17055
www.uatwp.org

Community Development Department
Office Hours: Monday – Friday 8:00 AM – 4:30 PM
Phone: 717-766-0756 Fax: 717-796-9833
Email: permits@uatwp.org

FOR OFFICE USE ONLY: DATE RECEIVED: _____

FEE WAIVED: Y N

PERMIT #: _____

Application is hereby made to Upper Allen Township for a zoning permit in conformity with the requirements of Zoning Ordinance, Chapter 245 (Ord No., 771) and any amendments thereto for the following work:

NOTE: A DIMENSIONAL PLOT PLAN MUST BE SUBMITTED SHOWING PROPOSED WORK AND ALL EXISTING STRUCTURES
(Must include Property Lines [Length, Width, Parcel Square Footage], Known Easements & Setbacks)

Site Address: _____ Parcel ID: _____

Applicant Name: _____ Address: _____

Phone: _____ Ph. 2: _____ Email: _____

Owner Name: _____ Address: _____

Phone: _____ Ph. 2: _____ Email: _____

Project/Description of work: _____

- Type of Work: New Construction Addition Fence Shed Pool A-G / I-G (Dive Y/N __)
 In-kind Replacement Driveway. Max slope _____% Other: _____
 Sign No. of Signs: _____ Replacement Sign: Y N Temporary Sign: Y N Length of Time: _____
- Is this property located within a historic district? Y N If yes, has a Certificate of Appropriateness been acquired? Y N
- Earth Disturbance: Amount of fill to moved (cubic yards) _____ Disturbed Area (square feet) _____
List E&S Control Measures to be used on grading plan. Erosion & Sedimentation Control Plan attached? Y N
(Required if disturbed area is greater than 5,000 Sq. Ft)

SIZE OF PROPOSED STRUCTURE	IMPERVIOUS SURFACE	FLOODPLAIN
Length: _____ Width: _____ Height: _____ *Total Square Footage: _____ Total New Building Coverage: _____ <i>*If ≥ 2,000 SF submit the supplement Stormwater Management Small Projects Plan Application. If ≥ 7,500 SF submit a stormwater management plan.</i>	<p align="center">Existing impervious coverage (Sq. Ft.) (Exterior Measurements Including Covered Porches)</p> <p align="center">_____</p> <p align="center">Proposed impervious coverage (Sq. Ft.)</p> <p align="center">_____</p> <p align="center">% of Impervious Surface on Lot (including existing and proposed improvements)</p> <p align="center">_____</p>	<p>Is the site located within an identified floodplain, floodway, or other special flood hazard area? Yes No</p> <p>Will any portion of the site be developed that is within the floodplain, floodway, or other special flood hazard area? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If yes to either question, the "Floodplain Supplement to Building & Zoning Permit Application" must be completed and submitted along with this application.</i></p>

The property owner or authorized agent hereby agrees to comply with all applicable Township codes, laws, ordinances, and regulations, and in accordance with all State and Federal regulations. The property owner alone bears the responsibility of ensuring their lot, structures, and uses thereon do not violate any notes on their subdivision or land development plan, other laws, regulations, or the rights of neighbors and other parties. Any removal or relocation of structures or uses shall be done at the owner's expense. I hereby certify the information with this application to be true and correct, I have read and understand the instructions, and I further agree to pay all costs as stated in the Township's fee schedule.

I hereby agree to identify all property lines and markers. If markers cannot be located on the property, the property shall be surveyed to determine the property boundaries before building or altering anything on or near the property line. For fences and walls that are to be installed on a lot line, a survey can be required to determine proper placement. Fences, walls or other structures which may be required to be relocated, will be done so at the owner's expense, unless a recorded consent and easement agreement, signed by all affected lot owners, accompanies the permit application.

SIGNATURE OF PROPERTY OWNER: _____

DATE: _____