

# Information Sheet

The following information is provided to facilitate the completion of the building permit application.

A ZONING PERMIT IS REQUIRED prior to the construction or placement, or alteration of any structure meeting any of the following criteria:

- 1) replacement of three or more floor joists of a deck; three or more exterior wall studs; or three or more rafters
- 2) replacement or construction of a foundation wall
- 3) installation of a swimming pool, or any accessory structure, whether constructed or simply delivered
- 4) any construction or alterations to a structure such that it increases living or storage space in any direction, or changes the use of a portion of the existing structure
- 5) new construction or replacement of a house, mobile home, gazebo, garage, shed or trailer
- 6) the change in use of floor space from storage use to living space, or an increase of the number of bedrooms

## COMPLETING THE APPLICATION:

Please read all the following information prior to completing the form and be sure that all applicable information has been provided to avoid any delay in the processing of the application. Incomplete applications will be returned to the applicant for completion. The zoning officer, Rolin Edwards (570)-470-0146, has office hours from 7:00 - 9:00 A.M/ Wednesdays and other hours as previously arranged. **BE SURE TO INCLUDE YOUR TAX MAP # FOUND ON YOUR TAX NOTICE!**

Be sure that you indicate, at the top of the application, whether you want the approved permit to be SENT OR PICKED UP AND BY WHOM.

A sketched plot plan is required for all construction. The plot plan must include the following:

- 1) dimensions of property lines and approximate angles at which they intersect
- 2) size and location of all existing (including septic systems) and proposed structures
- 3) indicate minimum distances between all structures, minimum distances from proposed structures to adjacent & rear property lines, minimum distances to edge of all right-of-ways, streams, lakes, and septic systems.
- 4) where new septic systems are concerned, indicate minimum distances to all nearby wells
- 5) if proposed structure is adjacent to the Lake Wallenpaupack project line, indicate the distance to the project line and maintain 50 feet to the 1190 foot elevation level

Prior to submitting the application to the Township, be sure that the following requirements are met:

- 1) post a small sign 100 sq. inches or less indicating the lot number
- 2) locate and clearly mark all property corners and a mark on the property line nearest the proposed construction
- 3) clearly mark the corners of the proposed construction

## NOTE:

- 1) A \$30 reinspection fee may be charged if the above site preparation is not in place prior to the inspection by the Zoning Officer.
- 2) If applicable, the proper sewage documentation must be provided from the Sewage Enforcement Officer, Chris Martin - 570-253-3359
- 3) Depending on the project, approval from other agencies may be required, such as PennDOT, DEP, Corps of Engrs., L&I, Conservation District, etc.

## THE FOLLOWING STANDARDS APPLICABLE TO ALL NEW CONSTRUCTION ON CONFORMING LOT SIZES:

	<u>ZONING DISTRICTS</u>					
	RR	CC	RC	HC	S-1	
Maximum Building Height (ft.).....	35	35	35	35	35	- Measured from the highest point of the structure to average ground level
Maximum Lot Coverage (%).....	25	65	50	40	50	- Include / not limited to walking paths, parking areas, structure foot prints
Front Yard Setback (ft.).....	25	50	50	25	150	- Measured from edge of Right-of-Way
Side Yard Setback (ft.).....	10	25	25	25	100	
Rear Yard Setback (ft.).....	20	50	50	25	100	

Minimum distance between principal structure and accessory structure must be 10 feet per Section 1108 of the Zoning Ordinance.

EXCEPTIONS: 1) Residential District Setbacks apply to Residential structures in all districts.

- 2) Section 1105 - Any parcel having a road frontage of less than 150 ft that is situated between two adjacent parcels having road frontages less than 150 ft that contain structures with non-conforming front yard setbacks, may reduce their setback by the average of the setbacks of the adjoining structures, but not less than 50%.

## NOTES:

- 1) Maximum Building Height - measured from finished grade at the front of the building to the highest point of the roof.
- 2) Foundations for Mobile Homes and Modulares placed on individual residential lots must conform to the standards for "stick built" residential structures

Although we are periodically in and out of the office, our office hours are as follows

- Zoning Officer/Assistant Administrator, Rolin Edwards - Wednesdays 7:00 A.M.- 9:00 A.M.  
 Sewage Enforcement Officer - Chris Martin, Wednesdays 9:00 A.M. - 12:00 A.M.  
 BIU Building Inspectors - Monday Wednesday Friday - 8:00 A.M. - 10:00 A.M.

In addition to Zoning Permits, Building permits may be required in accord with the Pennsylvania Uniform Construction Code

NOTE: A Zoning Certificate of Use is required at completion of construction inspections, and or prior to a change in use of the structure.

## Permit Procedures

### Single Family Dwelling, Detached

#### Zoning Permit

- 1- *Septic Permit or Sewage Hook-up* is required from the Sewage Enforcement Officer in most all cases.(SEO)
- 2- *Highway Occupancy Permit* (HOP) from either the State or Paupack Township, as applicable (private roads may not need a HOP)
- 3- *Plot Plan* (A Survey may be required under certain circumstances)
- 4- *Wetland Delineation* if wetlands are present
- 5- *Soil and Erosion Plan* if slope is over 15%
- 6- *Engineering Plan* if slope is over 25%
- 7- Call SEO for *Final Inspection of Septic System or Sewage hook-up* prior to request for CO
- 8- After completion of the project, a *Certificate of Occupancy* is required:
  - A copy of the *Certificate of Occupancy* from the Zoning Officer
  - A copy of the *Certificate of Occupancy* from the Building Inspectors
  - Finalized copy of the *Septic Permit* signed by the SEO (item 8 above)
  - Installation of the driveway must be approved if a HOP was issued
  - If required, an as built survey for item 3 above

### Addition to Single Family Detached Dwelling

#### Zoning Permit

- 1-*Septic Permit or Sewage Hook-up* is required from the Sewage Enforcement Officer (SEO) if a bedroom is being added and the number of bedrooms is more than three
- 2-*Plot Plan* (A Survey may be required under certain circumstances)
- 3-*Wetland Delineation* if wetlands are present
- 4-*Soil and Erosion Plan* if slope is over 15%
- 5-*Engineering Plan* if slope is over 25%
- 6-Call SEO for *Final Inspection of Septic System or Sewage hook-up* prior to request for a CO
- 7-After completion of the project, a *Certificate of Occupancy* is required
  - A copy of the *Certificate of Occupancy* from the Zoning Officer
  - A copy of the *Certificate of Occupancy* from the Building Inspectors
  - Finalized copy of the *Septic Permit* signed by the SEO (item 7 above)
  - Installation of the driveway must be approved if a HOP was issued
  - If required, an as built survey for item 2 above

### Accessory Structure, Residential

#### Zoning Permit

- 1- *Wetland Delineation* if wetlands are present
- 2- *Soil and Erosion Plan* if slope is over 15%
- 3- *Engineering Plan* if slope is over 25%
- 4- *Plot Plan (A Survey may be required under certain circumstances)*
- 5- After completion of the project, a *Certificate of Occupancy* is required
  - \* CO required from the Building Inspectors if applicable \*

### Townhouses, Single Family Dwellings, Attached

#### Zoning Permit

- 1- *Planning Commission* recommendations to Board of Supervisors
- 2- *Conditional Use Approval* if required
- 3- *Board of Supervisors* approval of Land Development Plans and
  - County comments
  - Conservation comments
  - Township Engineer comments
  - DEP approval of Planning module
  - Review of Covenants and Restrictions by Solicitor
- 4- *Sewage Permit* from DEP and SEO
- 5- Call SEO for *Final Inspection of Septic System or Sewage hook-up* prior to request for a CO
- 6- After completion of the project, a *Certificate of Occupancy* is required
  - A copy of the *Certificate of Occupancy* from the Zoning Officer
  - A copy of the *Certificate of Occupancy* from the Building Inspectors
  - Final Inspection / comments from Township Engineer
  - Finalized copy of the *Septic Permit* signed by the SEO (item 6 above)
  - Final inspection of the HOP installation
  - Approval of the Covenants and Restrictions by the Solicitor and Board of Supervisors
  - An as built survey if required by either the Board of Supervisors or the Zoning Officer

## Commercial Structures

### Zoning Permit

- 1-*Planning Commission* recommendations to Board of Supervisors
- 2-*Conditional Use Approval* if required
- 3-*Board of Supervisors* approval of Plans
  - Conditional Use approval
  - Land Development approval
    - a. County comments
    - b. Conservation comments
    - c. Township Engineer comments
    - d. DEP approval of Planning module
- 4-*Sewage Permit* from DEP and SEO
- 5-Call SEO for *Final Inspection of Septic System or Sewage hook-up* prior to requesting a CO
- 6-After completion of the project, a *Certificate of Occupancy* is required
  - A copy of the *Certificate of Occupancy* from the Zoning Officer
  - A copy of the *Certificate of Occupancy* from the Building Inspectors
  - Final Inspection / comments from Township Engineer
  - Finalized copy of the *Septic Permit* signed by the SEO (item 6 above)
  - Final inspection of the HOP installation
  - An as built survey if required by either the Board of Supervisors or the Zoning Officer

### Miscellaneous Zoning Issues that may be applicable:

- Lot coverage issues
- Height issues
- Wetland Issues
- Slope issues
- Setback issues
- Covenants and Restrictions
- Lot combination issues
- Screening and lighting issues
- Sound issues
- Use issues
- Nuisance issues
- Parking issues
- Sewage issues
- Safety issues
- Conditional Use Issues

### Note:

Application for a Building, and or Zoning Permit cannot be processed without the necessary signatures, and a check for the appropriate fee.