



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** – See Current Fee Schedule
- ZONING PERMIT APPLICATION** – Fully completed, site plan required. Sign and return all attached documents
- SITE PLAN (TO SCALE)** – Required for all applications. Application will be denied if not included. Must include measurement from proposed structure(s) 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** (IF APPLICABLE) – Required for all new buildings showing final grading of lot.
- DESCRIPTION OF EXISTING AND PROPOSED USES** (IF APPLICABLE) - Must include number of occupied units, businesses, number of employees, hours of operations, deliveries, floor plan, alterations, interior layout, etc.
- ELECTRICAL PERMIT APPLICATION** (IF APPLICABLE) – Must comply with National Electric Code and Include 2 complete sets of plans
- 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**
- ANY PROPOSED ACTIVITY LOCATED WITHIN AN IDENTIFIED FLOODPLAIN ZONE WILL REQUIRE A FLOODPLAIN DEVELOPMENT PERMIT:**
 - All projects proposed in an identified floodplain must comply with the requirements or provisions of South Middleton Township Ordinance No. 2023-06.

By signing this document, I acknowledge the following:

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

Please be aware that the Township does not take any responsibility for the accuracy of the property stakeout. Any consequences resulting from an inaccurate property stakeout shall be borne entirely by the property owner and/or their agents.

Applicant Signature

Date



APPLICATION FOR ZONING PERMIT

520 Park Drive | Boiling Springs, PA 17007 | Phone: 717.258.5324

Application is hereby made to the Township of South Middleton for a Zoning Permit in conformity with the requirements of Zoning Ordinance No. 2025-02, and any amendments thereto for the following described work:

Site Address or Parcel ID: _____

Type of Property: Commercial Residential

Type of Improvement:

New building (dimensions) _____ (height) _____

Building Addition (dimensions) _____ (height) _____

Accessory Structure (dimensions) _____ (height) _____

Fence (height) _____ (length) _____

Deck/Patio (dimensions) _____

Other _____

Type of Sewage Disposal: Public Private (on lot septic tank, etc.)

Type of Water Supply: Public Private (well, cistern)

FOR COMMERCIAL OCCUPANCY AND CHANGE OF USE

- 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) _____

Number of Employees _____ Total Parking Spaces (this use only) _____

Proposed Use (specifically describe nature of business or use)

A narrative of the project and a scale drawing, fully dimensioned, of the lot showing proposed work and/or structure must be included with the submission.

Name of Owner _____ Address _____

Name of Applicant _____ Address _____

Applicant Signature _____ Date _____

Email Address _____ Phone # _____

A SITE PLAN IS REQUIRED FOR ALL APPLICATIONS



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

Noelle Bennese nrbennese@cumberlandcountypa.gov
Matt Stough mdstough@cumberlandcountypa.gov
Thomas Swartz tdswartz@cumberlandcountypa.gov

District Use:

E&S Staff _____

Project requires an NPDES Permit? Yes No

NPDES Permit Application received by the Conservation District? Yes No

NPDES Permit acknowledged or issued? Yes No

SITE PLAN - For Applicant Use

Sketch all structures on your property on the plot plan below.
Identify the PROPOSED structure on the plot plan with distances to all property lines and center of road.

