

# 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—Cash or check to South Middleton Township only.
- ZONING PERMIT APPLICATION** – FULLY COMPLETED, SITE PLAN REQUIRED. SIGN AND RETURN ALL ATTACHED DOCUMENTS.
- ELECTRICAL PERMIT APPLICATION (IF APPLICABLE)** – MUST COMPLY WITH NATIONAL ELECTRIC CODE AND INCLUDE 2 COMPLETE SETS OF PLANS.
- SITE PLAN (TO SCALE)**  
MUST INCLUDE MEASUREMENTS FROM NEW STRUCTURE TO ALL PROPERTY LINES, THE CENTER OF ANY STREET AND TO ALL OTHER BUILDINGS, LOCATION AND DIMENSIONS, AND SHAPES OF LOT TO BE DEVELOPED.
- GRADING PLAN** – (IF APPLICABLE) 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.
- 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 \_\_\_\_\_

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The undersigned applicant hereby applies for a permit to:

- Construct or erect a new:
  - Deck/Patio(dimensions)\_\_\_\_\_Accessory Structure(dimensions)\_\_\_\_
  - Fence (height)\_\_\_\_\_Sign(dimensions)\_\_\_\_\_
  - Building/ Addition(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
- Floodplain Development (describe)

\*\*\*\*\*

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

\*\*\*\*\*

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 \_\_\_\_\_

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

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

### SITE PLAN EXAMINER NOTES

Please sketch the property layout and proposed project. Highlight proposed structures & fences. Include distances to property lines.

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

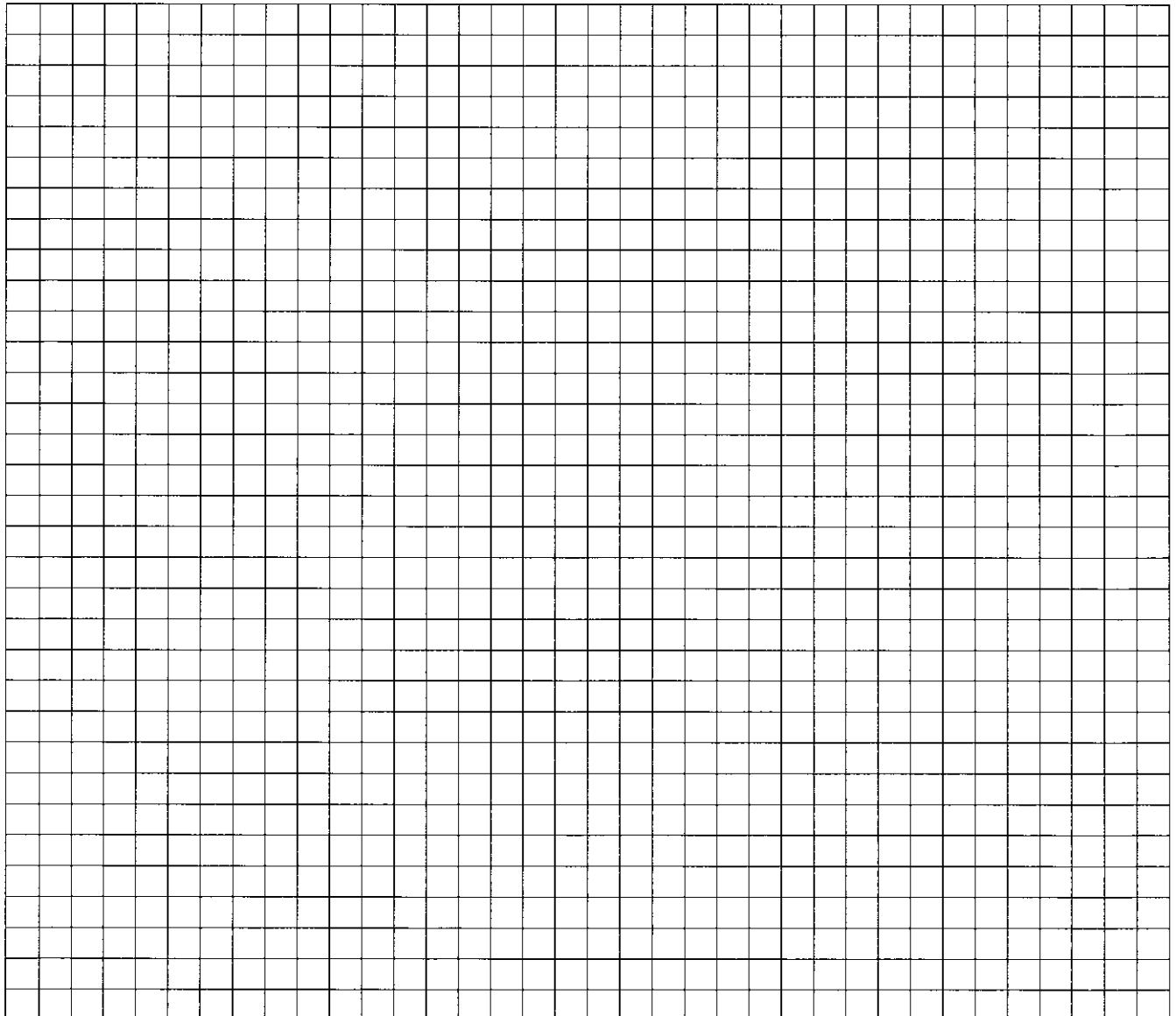
FRONT YARD: \_\_\_\_\_ SIDE YARD: \_\_\_\_\_ REAR YARD: \_\_\_\_\_

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.

**PERMITS CAN NOT BE REVIEWED/APPROVED WITHOUT THIS INFORMATION.**



# 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 stakeout 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 borne 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 \_\_\_\_\_



**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

