ELIZABETH TOWNSHIP *ZONING* PERMIT APPLICATION

This guideline was prepared to assist you in planning your project. By properly submitting the necessary information, the Zoning Officer will be able to swiftly process your Zoning Permit application. Your project will be evaluated to confirm compliance with the Elizabeth Township Zoning Ordinance.

If your project is not in compliance with the Zoning Ordinance (permitted use, setbacks from property lines, lot coverage allowance, etc.), you may need to obtain a variance or special exception from the Elizabeth Township Zoning Hearing Board prior to obtaining a Zoning Permit.

Along with this completed application, a plot plan and any supplemental information must be submitted before this application will be reviewed. The Zoning Permit fee must be submitted at the time of application.

Questions regarding this procedure should be directed to Barry R. Wagner, Zoning Officer at (717) 625-0444. The Zoning Officer is also available at the Township office on Wednesday evenings between 6 p.m. and 8 p.m.

ZONING PERMIT APPLICATION:

A. _____ Did you complete the application with all information requested?
B. _____ Did you sign and date the application?
C. _____ Did you provide the full name and address of the applicant and the landowner, if different, on the application?
D. _____ Did you include a sufficiently clear and detailed plan showing lot area and setback footages from property lines of all structures on the property?
E. _____ Will your project involve land/ground disturbance? If so, how much?
F. _____ Did you provide proof of Workers' Compensation Insurance or indicate that none is required?
G. _____ Did you include the application fee (made payable to "Elizabeth Township")?
H. _____ If applicable to your project, did you complete the Application for Building/Construction Permit as required under the Uniform Construction Code.

REQUIRED FOR NEW RESIDENTIAL CONSTRUCTION PRIOR TO THE ISSUANCE OF A ZONING PERMIT:

A. _____ Sewage permit.
B. _____ Valid driveway permit (State or Township).
C. _____ Storm water management permit.
D. _____ Water feasibility permit.
E. _____ Application for Building/Construction Permit as required under the Uniform Construction Code, if applicable to the project.

Additions, alterations, and accessory structures ***may*** also require a Storm Water Management Permit and/or Building/Construction Permit under the Uniform Construction Code.

REQUIRED FOR NON-RESIDENTIAL BUILDINGS/USES PRIOR TO ISSUANCE OF A ZONING PERMIT:

A. _____ Items above, if applicable to the project.
B. _____ Approval and recording of a land development plan or a receipt of a waiver of the land development plan processing procedure.
C. _____ Storm Water Management Plan approval or receipt of a waiver thereof.
D. _____ Sedimentation and Erosion Control Plan, if grading or excavation is proposed, or proof that a plan is not required.
E. _____ Application for Building/Construction Permit as required by the Uniform Construction Code, if applicable to the project.

PERMIT NO. _____

ELIZABETH TOWNSHIP
423 South View Drive
Lititz, PA 17543
Telephone: (717) 626-4302 **Fax: (717) 626-0102**

APPLICATION FOR ZONING PERMIT

Name: _____

Address: _____ Phone: _____

Name, Address, and Phone of **Owner**, if different than Applicant: _____

_____

If the Applicant is not the Owner of the property, identify the relationship of the Applicant to the Owner:

_____

Federal or State Employer Identification Number of Contractor: _____

Is Applicant required to carry Workers' Compensation Insurance? _____ Yes. _____ No.

Workers' Compensation Insurance carrier: _____

Attach a certificate issued by Workers' Compensation Carrier naming Elizabeth Township as a policy certificate holder which shall be notified of the expiration or cancellation of the policy.

If Applicant is not the Owner of the property, have you been authorized to make this application?
_____ Yes. _____ No.

Location of property: _____

_____

Zoning District Classification: _____

Present Use of Property: _____ **NOTE:** Is any building on the property considered a historic site? If yes, attach a description of the historic nature of the building(s).

Describe the proposed use of the property and/or structures to be erected in sufficient detail to determine compliance with the requirements of the Elizabeth Township Zoning Ordinance. Include the size and type of construction and the type of building materials being used _____

_____

_____

Proposed yard setbacks: Front: _____ Rear: _____ Sides: _____ Lot Coverage: _____%

Width of structure: _____ Depth: _____ Height: _____

Type of Construction: New Construction ( ) Addition ( ) Alteration ( )

Structure will contain _____ square feet of usable floor area.

Proposed number of off-street parking spaces, if applicable: _____
Proposed number of off-street loading spaces, if applicable: _____

The complete cost of the project for which this permit is requested is $_____.

Estimated date of project completion: _____

The lines of the boundary street and the property lines have been accurately located and staked on the ground by:

_____

If required, has the Elizabeth Township Zoning Hearing Board issued a decision permitting the requested use or the erection of the structure? Yes _____ No _____ If yes, list the Zoning Hearing Board Case Number _____, and the Zoning Hearing Board's date of the decision _____.

If required, has a sewage permit been obtained? Yes _____ No _____
If yes, the sewage permit number is _____.

If required, has a driveway permit been obtained? Yes _____ No _____
If yes, the driveway permit number is _____.

If required, has a storm water management permit been obtained? Yes _____ No _____
If yes, the storm water management permit number is _____.

If required, has a well permit been obtained? Yes _____ No _____
If yes, the well permit number is _____.

* * *

A PLOT PLAN SHOWING EXISTING AND PLANNED STRUCTURES, EXISTING AND PLANNED DRIVEWAYS AND PARKING AREAS, INTERIOR AND EXTERIOR STORAGE AREAS, AND ALL SIGNIFICANT FEATURES SUCH AS FLOODPLAINS, WETLANDS, EASEMENTS, AND DRAINAGEWAYS SHALL BE SUBMITTED WITH THIS APPLICATION.

UNTIL SUCH A PLAN IS SUBMITTED, THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE AND SHALL NOT BE PROCESSED.

If possible, use the reverse side of this application to indicate the size of the lot, the location of structures on the lot, dimensions of structures, and all property setbacks.

I am aware that I cannot occupy the Property for the purpose of conducting the use set forth herein and cannot commence excavation or construction until a Zoning Permit has been issued by Elizabeth Township. I am aware that I cannot change the use of the Property herein until I have applied for and receive a Zoning Permit for such proposed use. ***By signing this application, I certify that all facts in the Application and all accompanying documentation are true and correct.*** This Application is being made by me to induce official action on the part of Elizabeth Township, and I understand that any false statements made herein are being made subject to the penalties of 18 PA C.S. 4904 relating to unsworn falsification to authorities.

The issuance of a Zoning Permit is based upon the facts stated and representations made in this Application. A Zoning Permit may be revoked if the use and/or structures for which it has been issued violates any applicable Township, County, State or Federal law or regulation, including, but not limited to the Elizabeth Township Zoning Ordinance. This Permit may also be revoked if it has been issued in error or if the issuance was based upon any misrepresentations or errors contained in the Application or otherwise made by the Applicant.

The permit holder is advised that persons aggrieved by a use or development permitted on the land of another may file an appeal with the Elizabeth Township Zoning Hearing Board seeking revocation of any permits issued or approvals granted within thirty (30) days from the date of issuance of such permit, or at a later date if such aggrieved person alleges and proves that he had no notice, knowledge or reason to believe that such approval had been given.

Notice is hereby given that if the property described in this permit will require access to a highway under the jurisdiction of the Pennsylvania Department of Transportation, a Highway Occupancy Permit is required pursuant to Section 420 of the Act of June 1, 1945, P.L. 1242, No. 428, known as the State Highway Law, before driveway access to a state highway is permitted. Access to a state highway shall be only as authorized by the Highway Occupancy Permit issued by the Pennsylvania Department of Transportation.

The Zoning Officer does not guarantee or give oppinions relating to the proposed construction under the Permit and does not warrant compliance with applicable laws or regulations by the issuance of a Zoning Permit. The Applicant bears all responsibility for insuring compliance with all applicable laws and regulations, including, but not limited to compliance with the Elizabeth Township Zoning Ordinance, the Elizabeth Township Storm Water Management Ordinance, the Lancaster County Subdivision and Land Development Ordinance, and Act 222, the Energy Conservation Act. The Applicant acknowledges that he has not relied upon any oral or written statements of officials of Elizabeth Township in making this Application.

I acknowledge that the holder of a Zoning Permit is responsible to insure compliance with all applicable Township ordinances during and at the completion of work authorized by the Zoning Permit. I acknowledge that the Township requires that a final inspection be performed by the Zoning Officer and that the Zoning Officer issue a Certificate of Use and Occupancy before the structure which is authorized by this permit may be occupied. It is my responsibility to insure that this inspection is scheduled and the Certificate of Use and Occupancy of this structure prior to the issuance of the Certificate of Use and Occupancy, I will have committed a violation of the Zoning Ordinance and will be subject to the penalties and remedies in the Zoning Ordinance. I also acknowledge that, if the structure is occupied prior to the final inspection, work may have to be removed and re-executed in order that it may be adequately inspected. If the Township is required to perform an inspection after the structure is occupied, intending to be legally bound herein, I agree to pay the fee established by the Township for delinquent inspections.

Nothing contained in this application shall be construed to relieve or limit the obligations of the Applicant to comply with all provisions of the Zoning Ordinance or to waive violations of the Zoning Ordinance or any other Township ordinances or to estop the Township from enforcing Township ordinances, including but not limited to the Zoning Ordinance.

Questions regarding this permit application and the Elizabeth Township Zoning Ordinance may be directed to Barry R. Wagner, Zoning Officer, at (717) 625-0444.

I hereby authorize the designated Elizabeth Township official to investigate, inspect, and examine the property set forth herein, including land and structures, to determine compliance with the Elizabeth Township Zoning Ordinance and to determine the accuracy of the statements contained herein.

Date: _____ Signature: _____

Print Name: _____

THIS PAGE IS FOR TOWNSHIP USE

Permit Number: _____

Date Received: _____

Notes/Observations: _____

_____

_____

_____

_____

Zoning Permit Approved: _____ Zoning Permit Denied: _____

By: _____
Zoning Officer

Reason for Denial: _____

_____

_____

Permit Fee: _____

Date Paid: _____

Check No.: _____

RESOLUTION 6 –2014
(revised and effective 7-7-14)

Zoning Permit Fees

Minimum Processing Fee for any Zoning Permit Application.....$30.00

Plus:: Above-ground pools.....20.00
Above-ground pools with decking 25.00
In-ground pools 100.00
Decks and Patios on grade 25.00
Sheds and Accessory Structures 150 sq. ft. to 500 sq. ft. 30.00
(under 150 sq. ft. – no additional fee)
Permanent Signs and Billboards
Up to 4 sq. ft. – no additional fee
Over 4 sq. ft. 50.00

New Construction and Structural Additions
(including accessory structures over 500 sq. ft.)

Minimum Processing Fee for any Permit Application 30.00
Plus: $.50 per sq. ft. of usable space

Agricultural Structures
(excluding single family dwellings)

Minimum Processing Fee for any Permit Application $30.00
Plus: $.15 per sq. ft. of usable space

Remodeling

Minimum Processing Fee for any Permit Application 30.00
Plus: Dollar Value: Under $1,000.00 - no additional fee
$1,000.00 and above - $5.00 per thousand

Other Permits

Sewage Permits – see Sewage Enforcement Officer for specific costs

Driveway Permit
Township Road $30.00
State Road – contact PA Department of Transportation at 299-7621
Highway Occupancy Permit $50.00
Inspection $25.00

Storm Water Management Permits
Small Project Application $150.00
Exemption Application ..... $ 50.00
Waiver/Modification Request .....$ 50.00
Minor Plan Application (with additional escrow deposit) $100.00
Major Plan Application (with additional escrow deposit) $100.00
(may be additional inspection costs)
Water Feasibility Study $150.00