

ELIZABETH TOWNSHIP

423 South View Drive

Lititz, PA 17543

Telephone: (717) 626-4302

ZONING/BUILDING CONSTRUCTION PERMITS INFORMATION & PROCEDURES

1. The applicant must complete the Zoning Permit application for all proposals.
2. The Application for Building Permit and Plans examination must be completed if the proposal requires approval under the Uniform Construction Code (UCC).
3. The applicant must determine which of the two code enforcement agencies are to perform the plan review and provide all inspection services during the construction process. The Elizabeth Township Board of Supervisors has appointed Associated Building Inspections, Inc. (ABI) and Commonwealth Code Inspection Service, Inc. (CCIS) to perform *all* building/construction plan reviews and inspections for Elizabeth Township which include inspections for footers, foundation, framing, electrical, plumbing and heating components, and final inspections/certificates of occupancy for a project.
4. If the proposal involves approvals under the UCC, the applicant shall
 - A. Indicate on the Application for Building Permit and Plans Examination which of the two (2) code enforcement agencies listed on the application will be performing the plan review and required inspections, and
 - B. If Associated Building Inspections is selected, complete the three (3) page Application for Commercial/Residential Permit, and
 - C. Include three (3) copies of all plans and supportive documentation as may be required by the UCC.
5. The permit application packet shall be submitted to the Elizabeth Township office, either in person or via email to Loren.Miller@elizabethtownship.net.
6. The Zoning Officer will review the zoning permit application, and if it complies with the requirements of the Elizabeth Township Zoning Ordinance, the application will be forwarded to the selected code enforcement agency for review.
7. **The code enforcement agency shall follow the below process to complete the plan review process:**
 - A. If the application requires additional information, the agency will provide notification to the applicant requesting the additional data. **In order for the application to be processed in a more timely and efficient manner, the applicant should provide an email address for communication purposes.**
 - B. The applicant will be notified by the agency when the plans are approved and receive instructions for payment for the plan review and required inspections.
 - C. The applicant will then be notified by Elizabeth Township when the application packet is completed, approved, and ready for pick-up at the Township office.
8. All review and inspection fees related to the Building/Construction Permit by ABI are paid directly to ABI. Fees for CCIS are to be paid by check when the applicant obtains the permit at the Elizabeth Township office. Zoning Permit fees will be paid by separate check to the Elizabeth Township office at the time of permit pick-up.

ELIZABETH TOWNSHIP ZONING PERMIT APPLICATION GUIDE

This guide has been 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 scaled plot plan, and any supplemental information must be submitted before this application will be reviewed.

ZONING PERMIT APPLICATION:

- A. _____ Did you complete the application with all the information requested, including lot coverage and setback information?
- 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 scaled detailed plot plan showing lot area and setback footage 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 Worker's Compensation Insurance or indicate that none is required?
- G. _____ 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, SEO – Len Spencer at 717-989-8439
- B. _____ Valid driveway permit (for both Township & PENNDOT owned roads)
- C. _____ Stormwater management permit
- D. _____ Water feasibility information (typically from well driller)
- E. _____ Application for Building/Construction Permit as required under the Uniform Construction Code

Additions, alterations, and accessory structures may also require a stormwater management review 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. _____ Stormwater Management Plan approval or receipt of a waiver thereof.
- D. _____ Erosion and Sedimentation 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. _____

ACCOUNT #: _____

(TWP. USE ONLY)

ELIZABETH TOWNSHIP APPLICATION FOR A 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 the Applicant required to carry Worker's Compensation Insurance? Yes _____ No _____

Worker's Compensation Insurance Carrier: _____

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

If the Applicant is not the Owner of the property, are you authorized to make this application? Yes ___ No ___

Location of subject property: _____

Zoning District Classification (Zoning Map available on the Elizabeth Township website): _____

Present Use of Property: _____ **NOTE:** If the use is residential, list how many dwelling units are present on the subject property? In addition, 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:

*Proposed yard setbacks: Front: _____ Feet; Rear: _____ Feet; Side: _____ Feet; Side: _____ Feet

*Existing Lot Coverage: _____ (SF) *Proposed Lot Coverage _____ (SF) *Lot Size: _____ Acres or SF

***Definitions of these terms are provided at the end of the application. These fields must be completed before submission.**

Proposed Structure: Width: _____ Depth: _____ Height: _____

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

The structure will contain _____ square feet of usable floor area. ***A definition of floor area is provided at the end of the application.**

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 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 stormwater management permit been obtained? Yes _____ No _____
If yes, the stormwater management permit number is _____

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

A SCALED PLOT PLAN SHOWING SETBACKS, 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 DRAINAGE WAYS SHALL BE SUBMITTED WITH THIS APPLICATION. A TEMPLATE HAS BEEN PROVIDED AT THE END OF THIS APPLICATION. UNTIL SUCH A PLAN IS SUBMITTED, AND ALL REQUIRED APPLICATION FIELDS HAVE BEEN COMPLETED, THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE AND SHALL NOT BE PROCESSED.

I am aware that I cannot occupy the Property to conduct 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 received 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 violate 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 under 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 opinions 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 ensuring 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 for ensuring compliance with all applicable Township ordinances during and after 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 ensure that this inspection is scheduled and the Certificate of Use and Occupancy of this structure before 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 before the final inspection, work may have to be removed and re-executed so 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 stop the Township from enforcing Township ordinances, including but not limited to the Zoning Ordinance.

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: _____

E-mail Address: _____

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: _____

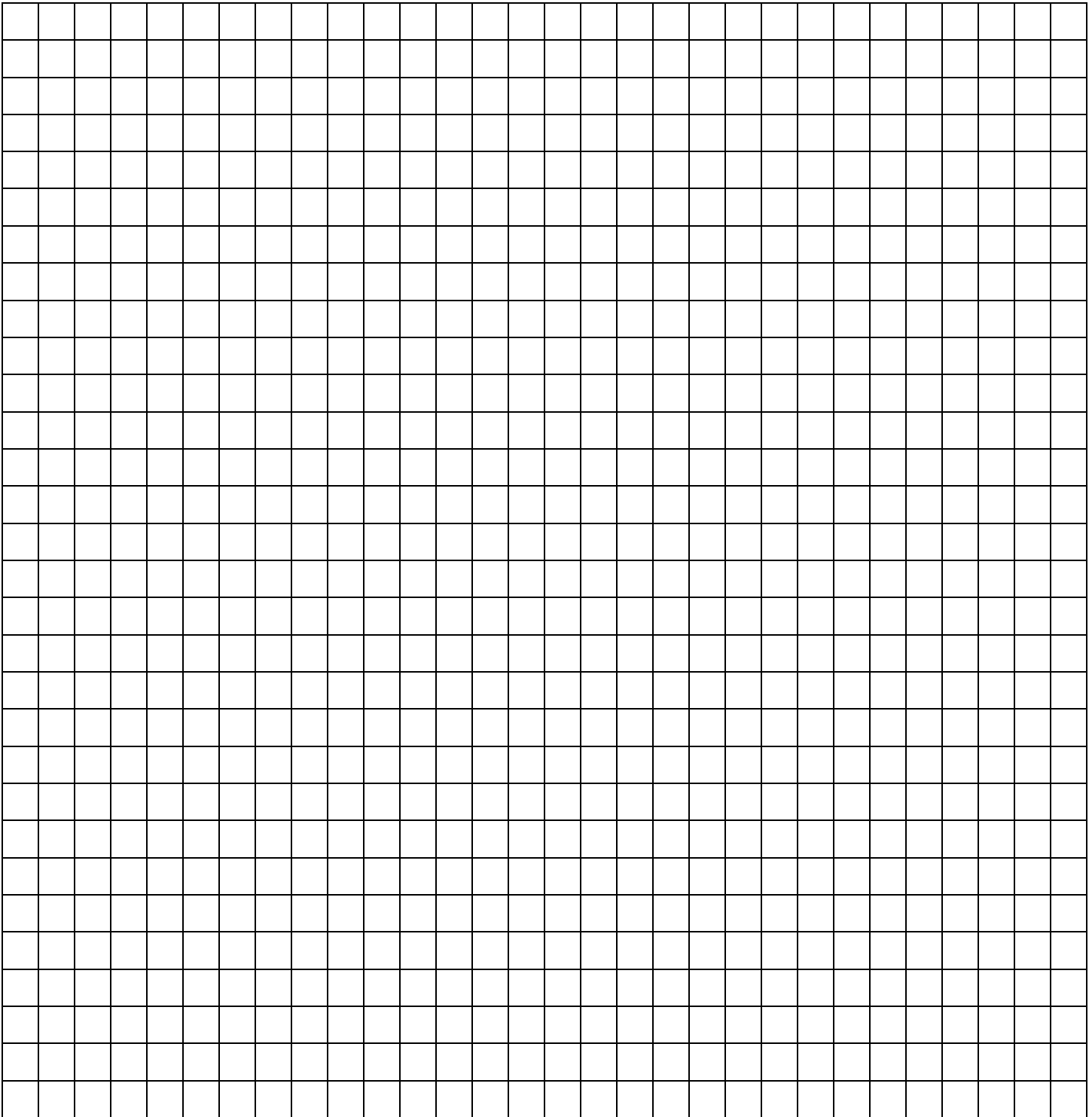
Date Paid: _____

Check No.: _____

Property Owner(s): _____

Date: _____

Address: _____



Scale: 1" (4 squares) = _____

Please show the following on the 'Plot Plan' (among other applicable items):

Existing Structures

Patio/Deck

Waterways

Driveway(s)

Setbacks (proposed)

Floodplain

Walkway(s)

Property Lines

Easements

Elizabeth Township Zoning Ordinance – Definitions

Floor Area, Gross (GLA): The sum of the floor areas of a building as measured to the outside surfaces of exterior walls and including all areas intended and designed for the conduct of a business or use.

Floor Area, Habitable: The sum of the floor areas of a dwelling unit as measured to the outside surfaces of exterior walls and including all rooms used for habitation, such as living room, dining room, kitchen, bedroom, bathroom, closets, hallways, stairways, but not including cellars or attics, or service rooms or areas such as utility rooms, nor unheated areas such as enclosed porches.

Lot Area: The area contained within the property lines of individual parcels of land, excluding any area within a street right-of-way, including any easement area.

Lot Coverage: A percentage of the lot area that may be covered with all waterproof materials (buildings, driveways, structures, paved areas, pools, etc.).

Setback: The minimum required horizontal distance between a setback line and a property or street line.

Setback Line: A line within a property and parallel to a property or street line delineating the required minimum distance between some particular use of the property and that property or street line.

Structure:

(1) Any man-made object, including buildings, having an ascertainable stationary location on or in land or water, whether affixed to the land.

(a) **Structure, Accessory:** A structure associated with an accessory use (e.g., swimming pools, patios, antennas, tennis courts, garages, utility sheds, etc.).

(b) **Structure, Principal:** A structure associated with a primary use.

Use: The specific purpose for which land or a structure is designed, arranged, intended, occupied, or maintained.

Use, Accessory: A use customarily incidental and subordinate to the principal use or building and located on the same lot as the principal use or building. Accessory uses include but are not limited to, such uses as fences and walls, swimming pools, detached storage sheds, detached garages, tennis courts, etc.

Use, Principal: The primary use of property or structures.

Yard: An area between the permitted structures and the property lines.

(1) **Yard, Front** The area contained between the street right-of-way line and the principal structure.

(2) **Yard, Rear** The area contained between the rear property line and the principal structure.

(3) **Yard, Side** The area(s) between the principal structure and any side lot line(s).

Zoning: The designation of specified districts within a community or township, reserving them for certain uses, together with limitations on lot size, heights of structures, and other stipulated requirements.

Zoning Permit: A permit stating that the purpose for which a building or land is to be used conforms with the uses permitted and all other requirements under this chapter for the zone in which it is to be located.