

Palmyra Twsp. Zoning Permit Application **REF. PERMIT #**

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, unless the foot print of above structure is less than 32 square feet and the height less than 5 feet.
- 4) any construction or alterations to a structure such that it increases living or storage space more than 32 sf or increases the exterior dimensions of the structure in any direction, or changes the use of a portion of the existing structure more than 32 sf.
- 5) new construction or replacement of a house, mobile home, gazebo, garage, shed or trailer

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, has office hours from 7:30 - 11:00; Mon - Thur 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 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, it must be 10 feet minimum distance to project line and 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: A \$20 re-inspection fee will be charged if the above site preparation is not in place prior to the inspection by the Zoning Officer.

If applicable, the proper sewage documentation must be provided to the Sewage Enforcement Officer, Don Nicholson, in order to obtain a Sewage permit. His hours are Tuesdays from 1:30 - 3:30 P.M. (phone 570-226-2230). The above Sewage permit is required for new residential and commercial site sewage systems, waste treatment plant hookups, repairs to existing systems, and tank replacements.

ALL EARTH DISTURBANCES MUST COMPLY WITH THE PALMYRA TOWNSHIP STORMWATER ORDINANCE DATED APRIL 1991. FURTHER, DISTURBANCE OF WETLANDS REQUIRES PERMITS FROM THE DEPARTMENT OF ENVIRONMENTAL RESOURCES.

THE FOLLOWING STANDARDS APPLICABLE TO ALL NEW CONSTRUCTION ON **CONFORMING LOT SIZES:** ZONING DISTRICTS

	R	S	CC	HC
Maximum Building Height (ft.)	30	35	35	35 - Measured from the highest point of the structure to average ground level
Maximum Lot Coverage (%)	30	30	40	40 - Include / not limited to walking paths, parking areas, structure foot prints
Front Yard Setback (ft.)	35	35	30	30 - Measured from edge of Right-of-Way
Side Yard Setback (ft.)	15	15	15	15 -
Rear Yard Setback (ft.)	35	35	30	30

Minimum distance between principal structure and accessory structure must be 5 feet.

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

- 2) Setback distances for **non-conforming** lot sizes are as follows: a) **Front Yard - 20 feet;** b) **Side Yard -- 10 feet;** c) **Rear Yard -- 10 feet**

NOTES:

- 1) Maximum Building Height - measured from average ground level of virgin soil to highest point of structure excluding chimney or antenna
- 2) Wallenpaupack Lakefront properties must maintain a 10 foot setback from PP&L project line and 50 feet from the 1190 ft. elevation level.
- 3) Mobile Homes and Modulars placed on individual residential lots must conform to the standards for "stick built " residential structures
- 4) Mobile Homes replacing previously existing mobile homes must be placed on foundations below frostline and must be skirted

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

Zoning Officer/Assistant Administrator, Rolin Edwards - Mon - Thur , 7:30 A.M.- 10:30 P.M.; other hours as previously arranged
Administrator, Jo-Ann Rose, Mon - Thurs., 9:00 A.M.- 2:00 P.M.; **Building Inspector**, Monday, Wednesday, Friday 10:00 A.M. - 12:00 P.M.
Sewage Enforcement Officer - Tuesday 1:30 P.M. - 3:30 P.M.; **Twsp Highway Occupancy Permits** - Roger DeMany As arranged With the exception of the Building Inspector, the Township building is Closed Friday / Saturday / Sunday

Building permits must be obtained as per the Pennsylvania Uniform Construction Code in addition to the zoning permits.

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

ZONING OFFICER – ROLIN EDWARDS – 570 226-2230 EXT. 102

IN ADDITION TO ZONING PERMITS, BUILDING PERMITS ARE REQUIRED IN ACCORD WITH THE PENNSYLVANIA UNIFORM CONSTRUCTION CODE FOR ACCESSORY STRUCTURES OVER 1000 SF AND ALL CONSTRUCTION INVOLVING NEW HOUSES AND ADDITIONS AND ALTERATIONS TO HOUSES ZONING PERMITS ARE VALID FOR ONE YEAR FROM DATE OF APPROVAL AND CERTIFICATE OF OCCUPANCIES ARE REQUIRED UPON COMPLETION. FAILURE TO COMPLY CONSTITUTES A ZONING VIOLATION.