Zoning Permit Application

Revised 4/2021

HEMLOCK TOWNSHIP
TRADITION PROGRESS COMMUNITY
26 Firehall Rd, Bloomsburg PA 17815
(570) 784-6178 Fax (570) 784-3288

SECTION ONE

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1. Property address for which permit is being applied: _____
   _____

2. Name of Property Owner: _____ Phone Number: _____
   Address of Owner: _____
   _____

3. Name of Applicant/Representative: _____ Phone Number: _____

4. Has property owner given consent for work being performed: ____Yes ____No

5. Present use of this property (check one): ____ Single Family Dwelling ____Open Land
   ____ Multi Family Dwelling ____Retail Store
   ____ Other: If Other please explain: _____

6. Has the property been vacant: ____ Yes ____ No If yes, how long: _____

SECTION TWO

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1. Is a *New Use* proposed for this property: ____Yes ____No
   If Yes, please state the proposed use: _____

2. Please state the dimension of the property:
   A. Length: _____ft. C. Lot Area _____Acres
   B. Width: _____ft.

3. Does this property have frontage along one or more public roads or highways: ____Yes ____ No
   State length of road frontage and name or route number of roads or highways:
   1. Name: _____ Length of frontage: _____ ft.
   2. Name: _____ Length of frontage: _____ ft.

4. How many parking spaces (Off street) are available: _____

5. Sewer System Used: ____ Public Sewer ____ On-Lot Sewer (Attach sewer permit if applicable)

6. Water Supply Used: ____ Public Water _____ On Site Well (Attach well permit if applicable)

7. If this application is for new construction or an addition to an existing structure, how many stories will it have (excluding the basement): _____ Stories

8. Will it have a basement: ____ Yes ____ No If yes, what is the height of the basement: ____ft ____in

9. Will a new driveway be constructed or improved to access this structure: ____ Yes ____ No
   If yes, please provide a Twp. Driveway Permit application or proof of a PennDOT Highway Occupancy Permit.

10. Is the property located in the floodplain? ____ Yes ____ No ____ Unsure If yes, floodplain zone: _____
    Is any part of the existing or proposed building in the floodplain? _____

11. Please explain in detail the work being performed:

12. In the space below or on an attached paper, please draw your entire lot. **Draw all buildings on the lot with dimensions for height, width, and length as well as distance to property lines.** Show easements and their distances from all buildings and lot lines. If permit is for anything other than a new dwelling, highlight the accessory structure or the addition to which this application applies. Identify each road that borders your property. **Permits cannot be issued without measurements shown.**

Draw lot with existing buildings & new proposed project. Include dimensions for height, width, & length.
Show distance to property lines. (If uncertain about required setbacks, contact zoning officer.)

SECTION THREE

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1. Contractor Information:
   Name: _____ Phone Number: _____
   Address: _____ Fax Number: _____

Please provide a copy of verification of Contractors Liability Insurance with the permit application.

2. Architect or Engineer Information:
   Name: _____ Phone Number: _____
   Address: _____ Fax Number: _____

3. Total estimated cost for the work to be performed, including labor and materials.
   Project Cost: $_____

4. Proposed dimensions:

a) First floor	_____x_____	_____ square feet
b) Second floor	_____x_____	_____ square feet
c) Third floor (not attics)	_____x_____	_____ square feet
d) Basement	_____x_____	_____ square feet
e) Garage	_____x_____	_____ square feet
f) Decks, porches, sheds, barns, etc.	_____x_____	_____ square feet

Total proposed square footage _____ square feet

5. Project start date: _____

6. This application must be accompanied by a Zoning Permit Fee. See attached fee schedule.
   Application will be deemed submitted only when the proper permit application fee has been paid.

7. Submit application to:

Hemlock Township Supervisors
Attn: Zoning Officer
26 Firehall Road
Bloomsburg, PA 17815

Make check payable to:

Hemlock Township Supervisors

When permit is ready: ____ mail (verify mailing address) or ____ will pick up

Any questions about the application can be directed to the Hemlock Township Zoning Officer at 570-784-6178.

8. I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent. I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction and agree to conform to all applicable law of this jurisdiction. I further certify that this information is true and correct to the best of my knowledge.

Signature of Property Owner: _____ Date: _____

Signature of Applicant: _____ Date: _____

HEMLOCK TOWNSHIP BOARD OF SUPERVISORS

26 Firehall Road
Bloomsburg, PA 17815
570.784.6178 (PHONE) 570.784.3288 (FAX)

ZONING PERMIT FEES

The following fees shall be paid to Hemlock Township at the time application is made for a Zoning Permit. No permit shall be issued until such fee has been paid to the Township by the applicant.

ZONING PERMITS

For the purposes of calculating fees for Zoning Permits for principal and accessory buildings or structures, gross floor area shall be defined as the sum of all of the floors of a building measured from the exterior face of exterior walls, or from the centerline of a wall separating two buildings, including interior parking space for motor vehicles, all basement or cellar area with a floor-to-ceiling height of five (5) or more feet, and the area of all covered or enclosed porches, decks, patios or terraces.

Residential Building or Structures.
Fees for the issuance of a Zoning Permit for the construction, erection, placement, addition or alteration of a principal or accessory residential building or structure (including decks, porches, etc., whether open or enclosed) shall be as follows, except as may be provided otherwise below.

a) 150 sq. ft. of gross floor area or under	$25
b) 151- 600 sq. ft. of gross floor area	$50
c) 601 to 1,000 sq. ft. of gross floor area	$150
d) 1,001 to 2,000 sq. ft. of gross floor area	$300
e) 2,001 to 3,000 sq. ft. of gross floor area	$450
f) 3,001 to 4,000 sq. ft. of gross floor area	$600
g) 4,001 to 5,000 sq. ft. of gross floor area	$750
h) Over 5,000 sq. ft. of gross floor area	$750 + $0.15/sq. ft. of gross floor area above 5,000 sq. ft.

Commercial or Industrial (Nonresidential) Buildings or Structures.
Fees for the issuance of a Zoning Permit for the construction, erection, placement, addition or alteration of a principal or accessory non-residential building or structure shall be as follows except as maybe provided otherwise below:

a) 500 sq. ft. of gross floor area or under	$100
b) 501 to 1,000 sq. ft. of gross floor area	$250
c) 1,001 to 5,000 sq. ft. of gross floor area	$500
d) 5,001 to 15,000 sq. ft. of gross floor area	$1,000
e) 15,001 to 25,000 sq. ft. of gross floor area	$2,000
f) Over 25,000 sq. ft. of gross floor area	$2,000 + $0.10/sq. ft. of gross floor area above 25,000 sq. ft.

Agricultural Buildings or Structures.
Fees for the issuance of a Zoning Permit for the construction, erection, placement, addition or alteration of a principal or accessory building meeting the Zoning Ordinance's definition of an Agricultural Building or Farm Building shall be as follows, except as may be provided otherwise below:

a) 1,000 sq. ft. of gross floor area or under	$50
b) 1,001 to 5,000 sq. ft. of gross floor area	$100
c) 5,001 to 15,000 sq. ft. of gross floor area	$200
d) Over 15,001 sq. ft. of gross floor area	$200 + $0.03/sq. ft. of gross floor area above

15,000 sq. ft.

Signs

The fee for a Zoning Permit for the placement or erection of all signs shall be as follows.
There shall be no Permit required however for those signs exempted in §27-707.C of the Township Zoning Ordinance. Fees noted below are per sign.

General Use Signs. $25
The fee authorizing the erection or placement of any of the General Use Signs §§27-704.A, 27-705.A, and 27-706.A of the Township Zoning Ordinance.

Institutional Signs. $100
The fee authorizing the erection or placement of any of the Institutional Signs §§27-704.B, 27-705.B, and 27-706.B of the Township Zoning Ordinance.

Business Identification Signs. $200
The fee authorizing the erection or placement of any Business Identification Signs §§27-704.C, 27-705.C, and 27-706.C of the Township Zoning Ordinance.

Business or Industrial Complex Identification Signs. $400
The fee authorizing the erection or placement of a Business or Industrial Complex Identification Sign §27-705.D of the Township Zoning Ordinance.

Product or Service Advertising Signs. $100
The fee authorizing the erection or placement of Product or Service Advertising Signs as provided in §27-705.E of the Township Zoning Ordinance.

Advertising Sign Boards (Billboards). $500
The fee for the erection or placement of Advertising Sign Boards or Billboards as provided in §27-705.F of the Township Zoning Ordinance.

Swimming Pools $25
The fee for the installation of a swimming pool (above or below ground).

Kiosk or Food Truck Vendor $50
The fee for placement of a kiosk or the annual fee for Food Truck Vendor

Fences and Other Incidental Uses or Structures $25
The fee for the erection or placement of a fence or any other incidental use or structure not covered by this Fee Schedule.

Non-construction/Change of Use/Occupancy $50
The fee for situations where no construction is involved, including a change of use, change of a nonconforming use or change of owner or lessee. Also includes fee for Home Occupations.

Lot or Tent Sales $100
The fee for a non-permanent use or structure governed by §27-434

Temporary Zoning Permits $50
Non-permanent use or structure to be used for the placement or utilization of non-permanent structures governed by §27-434

Seasonal Zoning Permits $25
The fee per year or season, as applicable for a seasonal zoning permit for those uses set forth in §§27-424.D and 27-425.F. Fee is per Recreational vehicle.

Motor Vehicle Salvage or Reclamation Facility $200 per year

Demolition. $25
The fee for the demolition of any building or structure in the Township.

Peddlers Permit $25

Wireless cell installation
Fee with application for new installation $500
Annual permit fee $270

Penalty
Zoning permit fees shall be doubled for the failure to obtain the necessary permit prior to initiation of construction (these fees are not in lieu of other enforcement penalties set forth in the Zoning Ordinance and the PA Municipalities Planning Code.

Sewer Permit $20

Driveway Permit $20

Student Housing License Permit $100

Student Housing License Permit Renewal $25 per year

Student Housing Occupancy Permit $20 per person, per year and per change of occupants

Returned Check Fee $50

Certificates

Certificate of Compliance $50
There shall be no fee charged for the issuance of a certificate of compliance where the request for such certificate is preceded by the issuance of a zoning permit for the use. A fee shall be charged for a certificate of compliance where the request for such certificate is not preceded by the issuance of a zoning permit for the use. This fee is also for Zoning Verification letters.

Certificate of Nonconformance $25
The fee for the issuance of a Certificate of Nonconformance.