

# Zoning Permit Application

Revised 12/2016



26 Firehall Road, 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. If the New Use is residential:
    - A. How many *Families* will occupy the premises: \_\_\_\_\_
    - B. How many *People* will occupy the premises: \_\_\_\_\_
    - C. Is everyone occupying the premises related by blood or marriage:  Yes  No
    - D. If **NO** is checked for question "C" please explain how many are not related: \_\_\_\_\_
  3. Please state the dimension of the property. If property is irregularly shaped please include a sketch drawing (on a separate piece of paper) of the property with all dimensions on the sketch.
    - A. Length: \_\_\_\_\_ ft.
    - B. Width: \_\_\_\_\_ ft.
    - C. Lot Area \_\_\_\_\_ Sq. Ft.
    - D. Lot Area \_\_\_\_\_ Acres
  4. 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.
    3. Name: \_\_\_\_\_ Length of frontage: \_\_\_\_\_ ft.
  5. How many parking spaces (Off street) are available: \_\_\_\_\_
  6. Sewer System Used:  Public Sewer System  On-Lot Sewer System  
(Attach a copy of the sewer permit if applicable)

7. Water Supply Used:  Public Water System:  On Site Well (Attach well permit if applicable)
8. If this application is for new construction or an addition to an existing structure, how many stories will it have (excluding the basement).  Stories
9. Will it have a basement:  Yes  No
10. 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.
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.



**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:

Make check payable to:

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

**Hemlock Township Supervisors**

Any problem with this application or 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 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

#### A. Principal and Accessory Buildings or Structures

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.

##### 1. 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 - \$ 25.00
- b) 151 - 600 sq.ft. of gross floor area - \$ 50.00
- c) 601 to 1,000 sq.ft. of gross floor area - \$ 150.00
- d) 1,001 to 2,000 sq.ft. of gross floor area - \$ 300.00
- e) 2,001 to 3,000 sq.ft. of gross floor area - \$ 450.00
- f) 3,001 to 4,000 sq.ft. of gross floor area - \$ 600.00
- g) 4,001 to 5,000 sq.ft. of gross floor area - \$ 750.00
- h) Over 5,000 sq.ft. of gross floor area - \$ 750.00 + \$ 0.15/sq.ft. of gross floor area above 5,000 sq.ft.

##### 2. Non-Residential 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 may be provided otherwise below*:

- a) 500 sq.ft. of gross floor area or under - \$ 100.00
- b) 501 to 1,000 sq.ft. of gross floor area - \$ 250.00
- c) 1,001 to 5,000 sq.ft. of gross floor area - \$ 500.00
- d) 5,001 to 15,000 sq.ft. of gross floor area - \$ 1,000.00
- e) 15,001 to 25,000 sq.ft. of gross floor area - \$ 2,000.00
- 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.

3. **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- \$50.00
- b) 1,001 to 5,000 sq.ft. of gross floor area- \$100.00
- c) 5,001 to 15,000 sq. ft. of gross floor area- \$200.00
- d) Over 15,001 sq.ft. of gross floor area- \$200.00+0.03/sq.ft. of gross floor area above 15,000 sq.ft.

- B. **Swimming Pools** - \$25.00 for the installation or placement of a swimming pool (whether situated above or below ground).
- C. **Kiosks** - \$50.00 for the erection or placement of a kiosk.
- D. **Fences and Other Incidental Uses or Structures** - \$25.00 for the erection or placement of a fence or for any other incidental use or structure not covered by this Fee Schedule.
- F. **Non-Construction/Change of Use** - \$50.00 for situations where no construction is involved, including a change of use or change of a nonconforming use.
- G. **Temporary Zoning Permits** - \$25.00 for a non-permanent use or structure governed by Section 433; \$50.00 + an additional \$25.00 for each unit to be used for the placement or utilization of non-permanent structures regulated by Section 432.
- H. **Seasonal Zoning Permits** - \$50.00 per year or season, as applicable for a Seasonal Zoning Permit for those uses set forth in Sections 423 D and 424 F.
- I. **Demolition** - \$25.00 for the demolition of any building or structure in the Township.
- J. **Penalty** - Zoning Permit fees shall be doubled for 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.)

**Certificate of Compliance** - No fee is 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; \$25.00 shall be charged where the request for such Certificate is not preceded by the issuance of a Zoning permit for the use.

**Certificate of Nonconformance** - \$25.00 for the issuance of a Certificate of Nonconformance.