

# HARTLEY TWP.

Date \_\_\_\_\_

Fee: \_\_\_\_\_

Date Paid \_\_\_\_\_

Construction Cost \_\_\_\_\_

## Application for Zoning Permit

Tax Parcel # \_\_\_\_\_

### I. This is to certify that:

A. Name: \_\_\_\_\_

B. Address: \_\_\_\_\_

C. Phone Number: \_\_\_\_\_

### has applied for a Zoning Permit to:

- |  |   |
|--|---|
| 1. <input type="checkbox"/> Erect a sign                     | 6. <input type="checkbox"/> Construct a new structure |
| 2. <input type="checkbox"/> Establish a new business         | a. Number of dwelling units _____                     |
| 3. <input type="checkbox"/> Construct an addition            | b. Proposed Use _____                                 |
| 4. <input type="checkbox"/> Construct an accessory structure | 7. Other _____  |
| 5. <input type="checkbox"/> Relocate a structure             |   |

Location of Project: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Estimated Starting Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

Approximate Construction Cost: \$ \_\_\_\_\_

### II. Complete the appropriate section(s)

#### A. Business Permit

- |  |   |
|--|---|
| <input type="checkbox"/> Retail                      | <input type="checkbox"/> Shopping Center                                |
| <input type="checkbox"/> Professional Service        | <input type="checkbox"/> Club or Lodge                                  |
| <input type="checkbox"/> Restaurant                  | <input type="checkbox"/> Business, Professional or<br>Government Office |
| <input type="checkbox"/> Automotive Sales or Service | Other _____   |
| <input type="checkbox"/> Motel or Hotel              |   |

#### Proposed Parking

Total number of spaces \_\_\_\_\_

Size of each parking space \_\_\_\_\_

Total area of parking lot \_\_\_\_\_

Permit No. \_\_\_\_\_ Project \_\_\_\_\_ Applicant \_\_\_\_\_

B. Sign Permit

1. Building Frontage \_\_\_\_\_ feet
2. Type of Sign:
  - \_\_\_ Flush mounted on the wall
  - \_\_\_ Mounted perpendicular to supporting wall (Projecting Sign)
  - \_\_\_ Freestanding
    - distance from lot line and/or public right-of-way \_\_\_\_\_
3. Size of Sign      Height \_\_\_\_\_      Width \_\_\_\_\_
4. Wording of Sign \_\_\_\_\_  
\_\_\_\_\_

C. New Construction

Lot Information

1. Road or street frontage (measured at front building line) \_\_\_\_\_ feet
2. Proposed building setback from right-of-way \_\_\_\_\_ feet
3. Side yard clearance(s) \_\_\_\_\_ feet and \_\_\_\_\_ feet
4. Rear yard clearance \_\_\_\_\_ feet
5. Area of the lot \_\_\_\_\_ square feet

Structure Information

1. Proposed Structure

- a. Width \_\_\_\_\_ feet x depth \_\_\_\_\_ feet
- b. Height \_\_\_\_\_ feet
- c. Number of stories (including basement) \_\_\_\_\_
- d. Contractor Name \_\_\_\_\_  
Address \_\_\_\_\_

2. Existing Structure(s): house, garage, shed, etc.

- Width \_\_\_\_\_ feet x depth \_\_\_\_\_ feet
- Width \_\_\_\_\_ feet x depth \_\_\_\_\_ feet
- Width \_\_\_\_\_ feet x depth \_\_\_\_\_ feet
- Width \_\_\_\_\_ feet x depth \_\_\_\_\_ feet

Sewage Disposal (Check one)

1. Public Sanitary Sewer \_\_\_\_\_
2. Private Sanitary Sewer \_\_\_\_\_
3. Individual On-lot Disposal System \_\_\_\_\_

Water Supply (Check one)

1. Public Water System \_\_\_\_\_
2. Private Water System \_\_\_\_\_
3. On-lot Well \_\_\_\_\_

Flood-Prone Area (check one)

- Site located outside identified Flood-Prone Area \_\_\_\_\_
- Site located within identified Flood-Prone Area \_\_\_\_\_
- Lowest Flood Elevation: \_\_\_\_\_
- 100 year Flood Elevation: \_\_\_\_\_

FAIR MARKET VALUE OF PROPERTY-----

III. Certifications (must be completed by owner before permits will be issued):

- a. That all information set forth in the above application is true and correct.
- b. That all construction activity will comply with all applicable codes and ordinances, including but not limited to: zoning, floodplain, subdivision and land development, erosion and sedimentation control, etc.
- c. It shall be the responsibility of the permit applicant to contact all utility providers (water, sewer, electric, TV, telephone) for this property. The applicant shall be required to meet any or all utility location or re-location requirements of the respective utility provider. By signing this application, the applicant agrees and understands that issuance of this permit does not approve or waive the applicant from meeting all requirements of utility providers.

I, or we, acknowledge that all the information provided in this Application and in the Plan and documents are true and factual. I, or we, understand that false statements herein are made subject to the penalties of 18 PA. CS—Section 4904, relating to unsworn falsification to authorities, and I or we, shall comply with all ordinances of Union County as they apply.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IV. Application Review Record - For office use only:

Approved \_\_\_\_\_  
Zoning Officer \_\_\_\_\_

A. Sign  
Meets: 1. District Requirements \_\_\_\_\_  
2. Size Requirements \_\_\_\_\_  
3. Setback Requirements \_\_\_\_\_  
4. Height Requirements \_\_\_\_\_

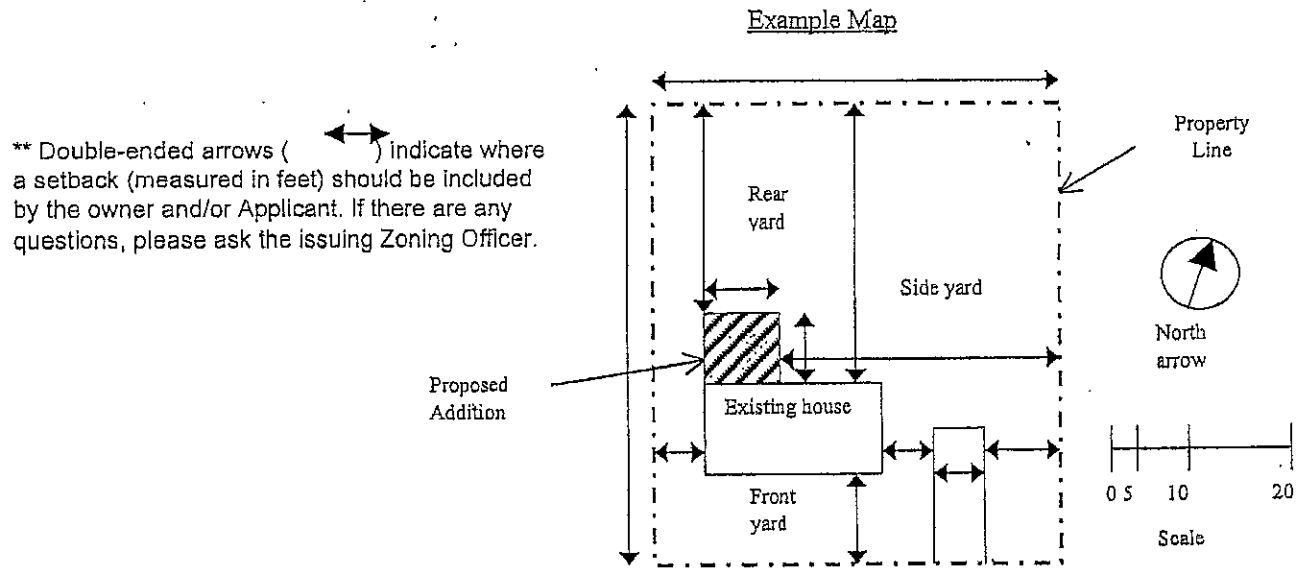
B. Business  
Meets: 1. Zoning District Requirements \_\_\_\_\_  
2. Parking Requirements \_\_\_\_\_

C. New Construction  
Meets: 1. Setback Requirements \_\_\_\_\_  
2. Frontage Requirements \_\_\_\_\_  
3. Impervious Coverage \_\_\_\_\_ %  
4. Structure Dimension Requirements \_\_\_\_\_  
5. Floodplain Requirements (if applicable) \_\_\_\_\_  
6. PennDOT Access approval (if required) \_\_\_\_\_ Date: \_\_\_\_\_

D. Variance Required -- Reason \_\_\_\_\_

E. Special Exception Required -- Reason \_\_\_\_\_

Scaled drawing showing all existing structures, proposed construction, and relation to all existing private or public roads. Show all setbacks and all existing boundary lines.



---

**Place your scaled drawing here**  
For sign projects, a scaled drawing of the sign is required.