

SALEM TOWNSHIP

38 Bomboy Lane Berwick, PA 18603
Phone 570-752-4399 Fax 570-752-4661

Salem Township
Application Fees
\$25.00 Residential
\$50.00 Commercial
\$100.00 Industrial, Public Uses

** OFFICE USE ONLY **	
Date Received:	_____
Zoning District:	_____
Tax Parcel No.:	_____
Permit Number:	_____

ZONING APPLICATION

Application is hereby made for a permit in conformity with requirements of the Pennsylvania Municipalities Planning Code, Current Local Zoning Ordinance and any amendments thereto for the following described work:

I. PROPERTY INFORMATION

Municipality: _____ Address/Lot No.: _____

Lot Width: _____ Lot Depth: _____ Acres/Square Feet: _____

Located in a Floodplain Yes No If Yes, Market Value of Property: _____

Do you have an elevation certificate Yes No If Yes, please attach a copy with submission

Property located in Historic District Yes No If Yes, also complete the Application for COA

II. APPLICANT & OWNER INFORMATION

Applicant Name: _____ Phone: _____

Signature: _____ Email: _____

Address: _____

(If different than Applicant)

Owner Name: _____ Phone: _____

Signature: _____ Email: _____

Address: _____

III. CONTRACTOR INFORMATION

Contractor Name: _____ Phone: _____

Address: _____

IV. CONSTRUCTION

Erect a Structure Principal Accessory

Add to Structure Principal Accessory

Alterations to Structure Principal Accessory

Change of Use Existing Use: _____ Proposed Use: _____

Erect a Fence Install a Swimming Pool In-ground Above-ground

Erect a Sign (Provide sign proof along with plot plan) Sign Copy Change (Provide sign proof)

Install Off-street Parking Area or Parking Lot

Establish a Home Occupation

Other (Please Specify): _____

V. PROJECT DESCRIPTION

Provide a narrative which explains the proposed use of the property based upon the item checked in the previous section (IV):

Cost of Construction: _____

Sewage Disposal: Public Sewer On-lot

Lot Coverage (Sq. Ft.): _____

Water Supply: Public Water Well

Max. Height of Structure: _____

Area of Construction (Sq. Ft.): _____

Street Access: Municipal

State

Other _____

If you are grading/excavating or filling a site, provide the following information:

Area of: Excavation (sq. ft.) _____ Fill (sq. ft.) _____

Type of Fill Material _____

Depth at deepest point of either fill or excavation (ft.) _____

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I hereby authorize the Municipality Staff to perform inspections related to this application as may be required between the hours of 8 AM and 8 PM. The applicant understands and agrees to comply with the Pennsylvania Municipal Planning Code and Zoning Ordinance, as amended. All information supporting this application shall become part of the records of the Municipality, cannot be returned and may be examined by the public at any time during the normal working hours of the Municipal Office.

Application is hereby made for a permit to erect or alter a structure which shall be located as shown on the attached diagram/plot plan and/or to use the premises for the purposes herewith. The information which precedes, together with the plot plan/diagram, is made part of this application by the undersigned. It is understood and agreed by the applicant that any error, misstatement or misrepresentation of material, fact, either with or without intention on the part of this applicant, such as might of would operate to cause a refusal of this application or any change in the location, size or use of structure or land made subsequent to the issuance of this permit without approval of the Zoning Officer, shall constitute sufficient ground for the revocation of this permit.

Applicant's Signature: _____ **Date:** _____

Owner's Signature: _____ **Date:** _____
(If different than applicant)

.....
All items below this line to be completed by Code Official

Meeting Dates (if applicable)

ZHB: _____ Approved: Yes No

Planning: _____ Approved: Yes No

Other: _____ Approved: Yes No

Action Taken: Approved Denied

Zoning Officer Signature: _____ Date: _____

Zoning Fee: _____ Application Fee: _____

Balance Due: _____ Date Paid: _____

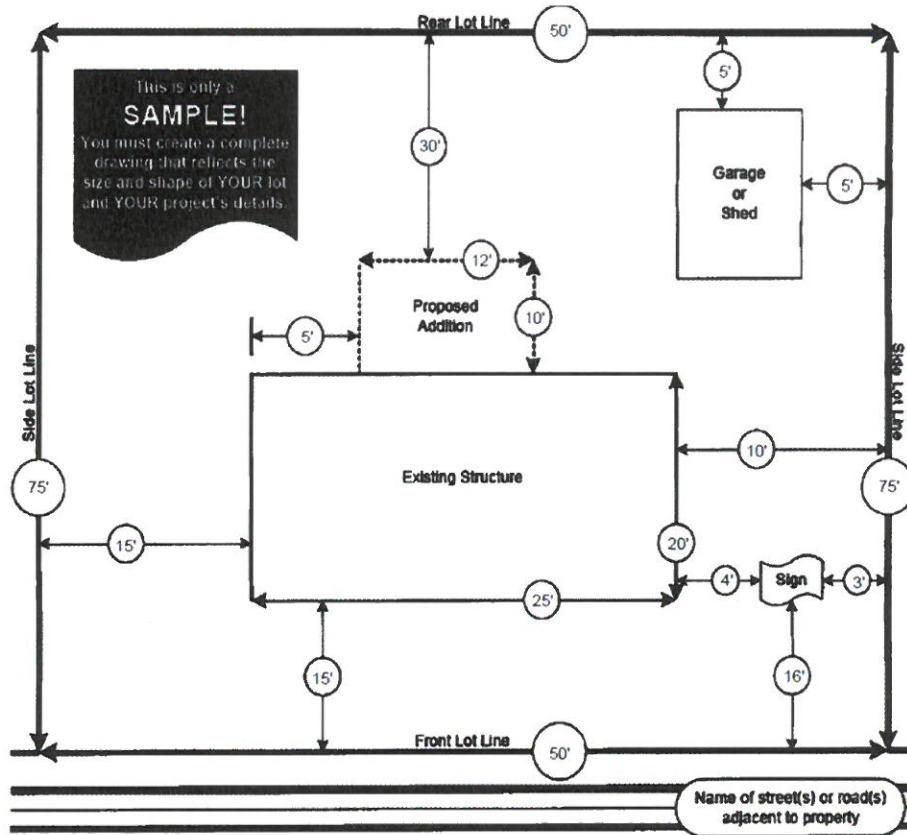
If the permit is denied, the zoning officer shall note the applicable sections/basis of denial below:

A copy of the zoning officer's official letter of denial shall be attached to this application.

VI. PLOT PLAN MUST BE INCLUDED WITH THIS APPLICATION

PLEASE INCLUDE THE FOLLOWING:

1. Indicate the length of all property lines
2. Show all existing and proposed structures on property and the distance from the structure to the property lines
3. Indicate name of streets abutting property
4. Identify all bodies of water and show distance to proposed structure(s)
5. Show septic, well, and driveway locations
6. Label distances from principal structure to proposed accessory structure(s)
7. Physically mark property lines & proposed structure onsite prior to submitting zoning application



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PLOT PLAN

Approved by: _____

Date: _____

Submission Checklist

- Application Fee Payable to Municipality
- Application completed in ink and signed by **applicant and property owner** if the applicant is not the property owner
- Completed plot plan with all required information attached. (Please refer to sample provided)
- 3 sets Building Plans, as applicable. Include a floor plan and elevation plan for all new construction, including additions and decks.
- Ground Coverage Percentage for new primary structures and/or additions to primary structures (impervious coverage divided by lot area), if applicable
- Contractor Certificate of Insurance naming the municipality as certificate holder
- Contract or Sales Agreement/Sales Receipt
- Copy of recorded deed (if required)
- Copy of Septic Permit or Application (if required)
- Copy of Water Supply Approval/Permit or Application (if required)
- Copy of Driveway Permit or Application (if required)
- Highway Occupancy Permit or Application (if required)
- County Conservation District Approval (if required)
- Copy of Storm Water Approval/Permit or Application (if required)
- Copy of Elevation Certificate (if required)
- Copy of Floodplain Permit (if required)

Review all sections of each page.

Incomplete applications will be returned to the applicant resulting in permitting delays.