



## ZONING PERMIT APPLICATION

Zoning Permit No.: \_\_\_\_\_

### PART 1 - INSTRUCTIONS

The following items are required to apply for a Sadsbury Township Zoning Permit. Failure to submit the required items may result in permit denial.

1. This Zoning Permit Application must be made by the property owner or by their agent but signed by both.
2. All Applications must include two sets of site plans or plot plans.
3. The Property Use, existing and proposed, must be noted in this application. "Use" is per the definition in the Sadsbury Township Zoning Ordinance, Section 112 – Definitions.
4. The site or plot plans must include the information itemized on page 6 of this application.
5. Applicant must obtain Stormwater Management Permit Approval prior to issuance of a Building Permit or prior to constructing any improvements.
6. Applicant must obtain sanitary sewer approval from the Sadsbury Township Sewage Enforcement Officer (SEO) prior to issuance of a Building Permit and prior to constructing any improvements.
7. This application shall include all historical Zoning Variance and Special Exception decisions of the Sadsbury Township Zoning Hearing Board associated with the subject property.
8. The Zoning Permit Application Review Fee shall be collected at the time of application.
9. Fees for issuing a Zoning Permit will be collected if and when the Permit is issued.
10. No application will be accepted which is incomplete and/or does not include the required plans and Review Fee.
11. The Zoning Officer will review the Zoning Permit Application against the terms set forth in the Sadsbury Township Zoning Ordinance.
12. No existing or new building shall be changed in its use, in whole or in part, until the Sadsbury Township Zoning Officer has issued a Zoning Permit.

### PART 2 – PROPERTY LOCATION

Property Street Address:

City, State, and Zip Code of Property:

Zoning District:

Tax Parcel ID Number:

Existing Use(s) of Property:

Proposed Use(s) of Property:



## ZONING PERMIT APPLICATION

<b>PART 3 – PROPERTY OWNER</b>	
Name (person or entity that owns the property where the construction is proposed):	
Street Address (if different than location of proposed work):	
City, State and Zip Code:	
Telephone Number(s):	Email Address:

<b>PART 4 – APPLICANT or AGENT (if Applicant/Agent is different than property owner)</b>	
Name:	
Street Address (if different than address(es) provided above):	
City, State and Zip Code:	
Telephone Number(s):	Email Address:

<b>PART 5 – ZONING HEARING BOARD</b>
<p>Was this property subject to a Variance or Special Exception issued by the Sadsbury Township Zoning Hearing Board? (If yes, attach a copy of all Board decisions)</p> <p style="text-align: center;"> <input type="checkbox"/> Yes           <span style="margin-left: 200px;"><input type="checkbox"/> No</span> </p>



## ZONING PERMIT APPLICATION

### PART 6 – TYPE OF WORK

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Single-Family Dwelling | <input type="checkbox"/> Change in Use       | <input type="checkbox"/> Storage Shed         |
| <input type="checkbox"/> Commercial Building    | <input type="checkbox"/> Sign                | <input type="checkbox"/> Retaining Wall       |
| <input type="checkbox"/> Building Accessibility | <input type="checkbox"/> Deck                | <input type="checkbox"/> Fence                |
| <input type="checkbox"/> Building Addition      | <input type="checkbox"/> Swimming Pool       | <input type="checkbox"/> Driveway             |
| <input type="checkbox"/> Building Demolition    | <input type="checkbox"/> Patio               | <input type="checkbox"/> Solar or Wind Energy |
| <input type="checkbox"/> Building Relocation    | <input type="checkbox"/> Accessory Structure | <input type="checkbox"/> Other                |
| <input type="checkbox"/> Dawdy House            | <input type="checkbox"/> Echo House          |   |

### PART 7 – PROJECT DESCRIPTION

Identify and describe all proposed changes in use, proposed additional buildings and other structures, interior and exterior improvements to existing buildings, building and structure removals, and other site improvements:

### PART 8 – CONSTRUCTION COST

Estimated construction cost of all property improvements:



## ZONING PERMIT APPLICATION

### PART 9 – IMPERVIOUS COVERAGE WORKSHEET

In accordance with Sadsbury Township Ordinances, all projects must meet the requirements of the applicable Maximum Impervious Lot Coverage percentage as described in the applicable Zoning District.

Impervious Coverage: Material which is or is likely to become impervious to stormwater infiltration, including but not limited to buildings, structures, and paved or graveled areas, driveways, parking lots, sidewalks, terraces, patios, swimming pools, tennis courts, etc. All measurements in Square Feet (SF)

<u>Buildings</u>	<u>Existing</u>	<u>Adding</u>	<u>Removing</u>	<u>Proposed</u>
House		+	-	=
Porch		+	-	=
Garage		+	-	=
Storage Buildings		+	-	=
Barn		+	-	=
Other		+	-	=
<b>Total</b>	A _____	X	X	C _____
<u>Other Impervious</u>	<u>Existing</u>	<u>Adding</u>	<u>Removing</u>	<u>Proposed</u>
Deck		+	-	=
Patio		+	-	=
Walkway		+	-	=
Driveway		+	-	=
Pool & Apron		+	-	=
Other		+	-	=
<b>Total</b>	B _____	X	X	D _____

<b>Net Proposed Buildings &amp; Other Impervious Coverage = (A + B) – (C + D) = SF ( + or - )</b>
( _____ + _____ ) – ( _____ + _____ ) = _____ SF



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Impervious Coverage Percentages Per Zoning Ordinance (To be completed by Sadsbury Township)		
	Net Proposed	Maximum Permitted
Impervious Coverage		

PART 10 – SIGNATURES	
Property Owner Signature	Date
Applicant or Agent Signature (if applicable)	Date

PART 11 – ZONING PERMIT APPROVAL (to be completed by Sadsbury Township)		
Approved <input type="checkbox"/> Denied <input type="checkbox"/>		
Conditions of Approval/Reasons for Denial: <hr/> <hr/>		
Zoning Officer	Signature	Date
Fees Paid	Check Number	Received By/Date



## ZONING PERMIT APPLICATION

### ZONING SITE & PLOT PLANS

**The following information must be included on all Zoning Application site and plot plans:**

1. Adjacent roads and sidewalks.
2. All property lines including their lengths.
3. Property size in acres and square feet.
4. Building setback lines per Sadsbury Township Zoning Ordinance.
5. All existing buildings and other existing improvements, including (but not limited to) driveways, garages, decks, patios, porches, sheds, hot tubs, swimming pools, fences, and any other outbuildings.
6. All proposed buildings and other proposed improvements with dimensions to property lines.
7. Existing and proposed on-lot sewage disposal systems.
8. Wells.
9. Forested areas.
10. Watercourses.
11. 100-year flood plain boundary and elevation, if applicable.
12. Public and private easements including their dimensions.



## **ZONING PERMIT APPLICATION**

### **Frequently Asked Questions**

#### **What is a Zoning Permit?**

Sadsbury Township is divided into ten (10) different zoning districts with one (1) Floodplain Zone (FP) overlay district within several of the ten zoning districts. The Zoning Permit procedure was established to ensure that uses specifically proposed in a particular district meet the standards for that district.

The Sadsbury Township Zoning Ordinance describes the uses permitted in each zoning district and establishes the land and building use standards to protect and facilitate the public health, safety, morals, general welfare, coordinated and practical community development, and other considerations, in accordance with Ordinance Section 102 – Purpose.

#### **Do I need a Zoning Permit?**

The Sadsbury Zoning Officer will help applicants determine if a Zoning Permit is required. A Zoning Permit approval is required before the issuance of all building permits.

#### **How do I apply and how much does it cost?**

Application forms and filing information are available at:

Sadsbury Township Administrative Offices  
7182 White Oak Road  
Christiana, PA 17509.

A Zoning Permit administrative review fee is required upon submittal of the Zoning Permit Application. A separate Permit fee is required upon the issuance of the Permit, as established each year by Township resolution which can be obtained at the Township Building.

#### **How are Zoning Permits reviewed and decided?**

The Zoning Officer checks the Zoning Permit Application and all supporting plans and documentation to determine if the subject of the application complies with all provisions of the Zoning Ordinance. If the Zoning Officer finds that the application does comply, a Zoning Permit will be issued.

If the Zoning Officer finds that the application does not comply, the Zoning Permit will be denied and all reasons for denial will be indicated.

#### **What happens if my Zoning Permit is denied?**

If the Zoning Officer decision is to deny a zoning permit request, the decision may be appealed to the Zoning Hearing Board as provided for in the Sadsbury Township Zoning Ordinance.