

## **SUBMISSION REQUIREMENTS FOR RESIDENTIAL ZONING AND BUILDING PERMIT APPLICATIONS**

### **FEES:**

Permit and Inspection Fees will be collected at the time of permit issuance. Permit fees are based on the fee schedule resolution and are calculated as follows (round up all construction costs to the next \$1,000):

Residential Zoning Permits (including sheds and detached garages under 1,000 S.F., fences, paving of existing driveways, non-structural renovations of existing structures including finishing of basements):

<b>Zoning Permit Administration Fee:</b>	<b>\$ 30.00 plus</b>
▪ <b>New Principal Use</b>	<b>\$100.00</b>
▪ <b>Change to Principal Use</b>	<b>\$100.00</b>
▪ <b>New Accessory Use</b>	<b>\$ 30.00</b>
▪ <b>Change to Accessory Use</b>	<b>\$ 30.00</b>
▪ <b>Certificate of Use</b>	<b>\$ 25.00</b>

Residential Building Permits (including all new dwellings or additions, renovations with structural changes, swimming pools or spas, accessory structures over 1,000 S.F.):

<b>Building Permit Administration Fee:</b>	<b>\$ 55.00 plus</b>
<b>Building Permit:</b>	<b>\$10.00 plus \$2.00/thousand, or portion thereof, of construction value with a minimum of \$100.00</b>
<b>Building Permit Extension:</b>	<b>\$55.00</b>

### **RAS ENGINEERING REVIEW AND INSPECTION FEES ARE ADDITIONAL**

(Remittance to Commonwealth of \$4 per Building Permit is included in Building Permit Administrative Fee.)

### **REVIEW TIME FRAME:**

Applications and plans will be reviewed on a first come, first serve basis, Permits will be issued as promptly as possible. New residential construction as well as commercial and industrial construction may require additional time. Every effort will be made by the Township staff to expedite permits in an efficient and timely manner. Construction documents submitted for building regulated by the Uniform Construction Code (PA Act 45/1999) will be reviewed within 15 working days or less for one and two family dwellings and within 30 working days or less for others. If residential permit drawings have been prepared by design professionals who are licensed or registered under the laws and regulations of the Commonwealth and the **application contains a certification by the licensed or registered design professional that the plans meet the applicable standards of the Uniform Construction Code and ordinance as appropriate**, action shall be taken within five business days of the filing date.

### **IMPORTANT! PLEASE READ**

**A CERTIFICATE OF USE AND OCCUPANCY IS REQUIRED FOR ALL STRUCTURES BEFORE  
USE OR OCCUPANCY. UPON COMPLETION OF THE REQUIRED BUILDING INSPECTIONS,  
THE BUILDING INSPECTOR SHALL PERFORM A FINAL INSPECTION FOR THE ISSUANCE OF  
THE CERTIFICATE OF USE AND OCCUPANCY.**

**GENERAL NOTES:**

- A. Plans and documents that are not legible **will not be accepted.** Incomplete applications and documents **will not be accepted.**
- B. Permit fees will be calculated and are collected at the time of permit issuance. A permit will not be issued until complete fees are paid.
- C. Refunds – In the case of non-issuance or a revocation of a permit or abandonment or discontinuance of a building project (prior to construction); the cost of work performed under the permit shall be estimated and any excess fee for the incomplete work shall be returned to the permit holder upon written request; except that all plan examination and permit processing fees and all penalties that have been imposed on the permit holder under the requirements of this code shall be first collected. Moreover, no such excess fee shall be refunded after construction commences, nor hereunder unless said written request is received by the Township before the earlier of thirty (30) days following said revocation, abandonment or discontinuance (as the case may be) or one (1) year from the date of issuance of said permit.
- D. Permit applications, plans, and documents that were submitted may be picked up at the Township office within ten (10) days after a permit is denied. Plans, documents, and applications not picked up within ten (10) days following a permit being denied will be disposed of. The Township will retain one copy of all documents in accordance with state records laws.

THIS IS ONLY TO BE USED AS A GUIDE. REVIEW THE ZONING ORDINANCE AND UCC PRIOR TO SUBMITTING AN APPLICATION.

## INFORMATION SHEET

### ALL PERMITS (ZONING AND BUILDING):

A Plot Plan of the Property with the following information as per Monaghan Township Zoning Ordinance:

#### 701.2. Application for All Zoning Permits:

1. Applications shall contain a general description of the proposed work, development, use or occupancy of all parts of the structure or land and shall be accompanied by plans in duplicate with sufficient detail to demonstrate compliance with this Ordinance which may include:
  - A. Actual dimensions, shape and acreage of lot to be developed;
  - B. Exact location and dimensions of any structures to be erected, constructed and altered or uses to be established;
  - C. Existing and proposed uses, including the number of occupied units, businesses, etc., all structures are designed to accommodate;
  - D. Off-street parking and loading spaces and outdoor display or storage areas;
  - E. Utility systems affected and proposed, including, but not limited to, any alternate on-lot sewage disposal system sites as required under Section 316 of this Ordinance;
  - F. Other proposed alteration of any improved or unimproved real estate;
  - G. The number of anticipated employees;
  - H. Any other lawful information that may be required by the Zoning Officer to determine compliance with this Ordinance; and,
  - I. Copies of any applicable approved subdivision or land development plans; and,
  - J. For the construction of principal use structures, a grading plan illustrating existing and proposed grades through the use of topographic contours and/or spot elevations. Elevations of existing watercourses, drainage ways, storm sewer facilities and general land topography and elevations of proposed finished floors of structures and door locations shall be identified.
2. If the proposed development, excavation or construction is located within the Floodplain Zone, the following information is specifically required to accompany all applications, as prepared by a licensed professional engineer:
  - A. The accurate location and elevation of the floodplain and floodway;
  - B. The elevation, in relation to the National Geodetic Vertical Datum of 1929 (NGVD), of the lowest floor, including basements;

- C. The elevation, in relation to the NGVD, to which all structures and utilities will be flood proofed or elevated; and,
  - D. Where flood proofing is proposed to be utilized for a particular structure, the zoning permit application shall be accompanied by a document certified by a licensed professional engineer registered by the Commonwealth of Pennsylvania, or a licensed professional architect registered by the Commonwealth of Pennsylvania certifying that the flood proofing methods used meet the provisions of Section 206.10.3. of this Ordinance.
3. Where the proposed construction is located on a lot created by a subdivision and/or land development plan which is subject to the provisions of the Monaghan Township Stormwater Management Ordinance, the applicant shall establish a performance guarantee in the amount approved by the Township to cover the cost of constructing on-lot stormwater management facilities and the fee for the Township Engineer to examine and approve the completed facility. Such guarantee shall be released upon the request of the applicant and approval of the Township in accordance with the provisions of Section 502.2 of the Subdivision and Land Development Ordinance.

The following information is required for applications for building permits only:

**Three (3) complete** sets of building plans, specifications, and related documents, including:

- Copy of the Sewer Connection Permit or the On-Lot Septic Permit** for new dwellings or renovations which propose an increase in the number of bedrooms.
- Foundation Plans** (including basements/crawl spaces/decks/etc.) – show dimensions and locations of all footings, foundation walls, and other support structures, including steel beams. Steel beam design must be signed and sealed by a professional engineer.
- Floor Plans** (including basements/crawl spaces/decks/etc.) – show dimensions of all rooms, corridors, and spaces and location of all smoke detector(s). Identify the size and direction of swing for all doors and the type of fire door assemblies where required by the building codes. Show location(s) of all windows with sizes and glazing, sizes of ventilation openings, and clear openings for emergency escape.
- Elevations of all Sides of the Building** or structures with dimensions, location of finished grade and building heights.
- Typical Sections** and with complete structural details of wall, floor and roof systems.
- Energy Conservation (Insulation) Specifications** and calculations, including, proposed method of complying with the UCC and “R” and “U” values of each wall, door and window assembly.
- Mechanical Plans**, including pipe and duct sizing, vent/return locations, and HVAC equipment specifications.
- Electrical Plans**, including outlet, switch, and fixture locations. GFI and AFI locations must be identified.
- Plumbing Plans**, including pipe sizing, vent locations, hot water heater specifications.
- Manufacturer’s Drawings for Engineered Systems**, such as roof and floor trusses, TJI’s, microlam beams, etc. Truss drawing must be signed and sealed by a professional engineer.
- Plans must be complete and drawn to scale (not less than 1/8” equals one foot).**

## Workers' Compensation Insurance Exemption

Applicant: \_\_\_\_\_

Permit No. \_\_\_\_\_

The applicant is claiming exemption from providing workers compensation insurance. The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of PA Workers' Compensation Law for one of the following reasons, as indicated:

\_\_\_\_\_ Owner Self-Performing Work

The property owner is performing the work on a property or structure for which he/she is the property owner of record. .

\_\_\_\_\_ Contractor with No Employees

Contractor prohibited by law from employing any individuals to perform work pursuant to this application unless contractor provides proof of insurance to the Township.

\_\_\_\_\_ Religious exemption under Workers' Compensation Law.

Where a contractor is required to provide workers' compensation insurance under the provisions of the PA Workers' Compensation Law, a copy of a current Certificate of Insurance shall be provided.

### NOTARY

Sworn to and subscribed before me this

\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Signature of Notary)

My commission expires: \_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name Here

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

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# TOWNSHIP            OF            MONAGHAN

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202 S. YORK ROAD

DILLSBURG, PENNSYLVANIA 17019

YORK COUNTY

PHONE (717) 697-2132

FACSIMILE (717) 795-0604

THE FOLLOWING SETBACK GUIDELINES ARE PROVIDED FOR PLANNING PURPOSES ONLY:

FRONT	SIDE	REAR
<b>RURAL RESIDENTIAL ZONE</b>		
<u>Agricultural, horticultural and forestry-related structures</u>		
50 feet	50 feet	50 feet
<u>Single-family detached dwellings</u>		
40 feet	40 feet	40 feet
<u>Other principal uses</u>		
40 feet	40 feet	40 feet
<u>Accessory uses</u>		
40 feet	10 feet	10 feet
<b>RESIDENTIAL ZONE</b>		
<u>Single-family detached dwellings &amp; Other principal uses</u>		
40 feet	20 feet *	40 feet*
<u>Accessory uses</u>		
40 feet	10 feet*	5 feet
	* variations w/public utilities	
<b>VILLAGE ZONE</b>		
<u>Single-family detached dwellings &amp; Other principal uses</u>		
15 feet	10 feet	5 feet
<u>Accessory uses</u>		
15 feet	10 feet	5 feet
<b>COMMERCIAL/INDUSTRIAL ZONE</b>		
<u>Principal uses</u>		
50 feet	25 feet	20 feet
<u>Accessory uses</u>		
20 feet	15 feet	20 feet
<b>CONSERVATION ZONE</b>		
<u>Single-family detached dwellings &amp; Other principal uses</u>		
40 feet	40 feet	40 feet
<u>Accessory uses</u>		
40 feet	10 feet	10 feet

**Note:** The Village and Commercial/Industrial Zones have additional dimensions for parking, access and loading areas. The information provided is in accordance with the guidelines established in the Monaghan Township Zoning Ordinance of 2010, however this material should not be construed as a Final Determination for Building/Zoning Permit purposes, final determinations shall be made by the Township Zoning Officer.

## **STATEMENT REGARDING EARTH DISTURBANCE ACTIVITY**

The total area of earth disturbance on the site will be: \_\_\_\_\_.

The total area of impervious (buildings, pavement, patios, etc.) and semi-impervious (stone pads or driveways) improvements will be: \_\_\_\_\_.

I understand that all earth disturbance activities must maintain Best Management Practices (BMP's) to minimize Erosion and Sediment Runoff (E&S), at the construction site. A written plan may be required to be present on the site. I also understand that a National Pollutant Discharge Elimination System (NPDES) permit will be required from York County Conservation District for earth disturbance activities of one (1) acre or more. Earth disturbance includes, but not limited to, site clearing, construction of buildings, driveways or access roads, utility lines, soil stockpiling, etc. Further information may be found at the Department of Environmental Protection website [www.dep.state.pa.us](http://www.dep.state.pa.us) or York County Conservation District [www.yorkccd.org](http://www.yorkccd.org).

A Stormwater Management Permit, in accordance with Ordinance No. 83, shall be required for new impervious or semi-impervious surfaces in excess of 2,500 square feet.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner/Contractor

## **GRADING YOUR NEW HOME'S LAWN**

Monaghan Township would like to take this opportunity to congratulate you on the construction of your new home and to offer some information regarding the grading of your lawn. This information should prevent your new lawn from being disturbed by the Township during a road maintenance project in the future.

Please note that the Township needs a shoulder leading out and down from the road surface to a ditch. This ditch should be a minimum of five (5) feet from the edge of the road. Water should not run on the road during a storm, but rather it should be in a ditch which is both away from and lower than the road.

When grading your lawn, please do not slope your lawn all the way to the street. We ask that you either construct a ditch line in your lawn or simply do not landscape the area within five (5) feet of the edge of the road.

If these suggestions are not followed, the Township might have to grade back your lawn, causing an inconvenience to you and extra work for us.

Please feel free to call the Township Office if you would like someone from the Township to meet with your contractor or landscaper.