

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).**

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

Permit and Inspection Fees will be collected at the time of permit issuance. Permit fees are based on the fee schedule resolution and are generally 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):

Zoning Permit Administration Fee	\$ 30.00 plus
New Principal Use	\$100.00
Change to Principal Use	\$100.00
New Accessory Use	\$ 30.00
Change to Accessory Use	\$ 30.00
Certificate of Use	\$ 25.00

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

Building Permit Administration Fee	\$ 55.00 plus
(Remittance to Commonwealth of \$4 per Building Permit is included in Building Permit Administrative Fee.)	
Building Permit	\$10.00 plus \$2.00/thousand, or portion thereof, of construction value with a minimum of \$100.00
Extension fee for additional year	\$55.00
RAS Inspection Fees are Additional	

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 BUILDING SITE STAKE-OUT INSPECTION IS REQUIRED PRIOR TO CONSTRUCTION.
CONTACT TOWNSHIP ZONING OFFICER FOR INSPECTION A MINIMUM OF TWO BUSINESS
DAYS BEFORE CONSTRUCTION COMMENCES.**

**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.

Applicant

Date

Applicant

Date

Address and Phone

BUILDING PERMIT
MONAGHAN TOWNSHIP BUILDING PERMIT APPLICATION AND PERMIT
 202 South York Road, Dillsburg, PA 17019

Building Permit # _____	Zoning Permit # _____	*OFFICE USE ONLY*
C/O # _____	Demolition Permit # _____	State Training Fee \$ 4.00

Application is hereby made for a building permit in accordance with the requirements of the building Ordinances and amendments. Please complete the following sections that apply to your project.

Date of Application _____
 Expiration Date _____

A. APPLICATION INFORMATION

Property Owner _____ Address _____
 Phone (H) _____ (W) _____
 Applicant _____ Phone _____
 Development Name _____ Phase _____ Lot No. _____
 LIV. SPACE _____ ATT. GAR _____ UNFIN. BASEMENT _____ ACCESS. _____
 Zoning District _____ Tax Map & Parcel # _____ Total Sq.Ft. _____

Of Projects Including All Areas
 Use Group Class. _____

Construction Location _____

Contractor _____ Address _____
 Phone # _____ Worker's comp. Certificate No. _____

B. LOT INFORMATION

Width _____ Length _____ Total Area in Square Feet _____

C. LOT SETBACKS

Front _____ Rear _____ One Side _____ Other Side _____

D. TYPE OF OCCUPANCY

Residential _____ Commercial _____ Industrial _____ Multi-unit _____ Other _____

E. TYPE OF CONSTRUCTION

Single Family Dwelling _____ Duplex _____ Townhouse _____ Multi-family _____ Addition _____
 Garage: Detached _____ Attached _____ Accessory Structure _____ Pool: Ingrd. _____ Abovegrd. _____

Building is to be _____ ft. wide by _____ ft. long by _____ ft. in height

Variance Granted? _____ Yes _____ No _____ Date: _____

Sewage On Lot Septic Permit No. _____ Public Sewer Permit No. _____

Estimated Cost of Construction: _____ Cost by Resolution: _____

F. OTHER

All plans and specifications attached _____ No. of parking spaces (commercial/business) _____

Signature of Applicant: _____ Date: _____

Issued By: _____ Date: _____

MONAGHAN TOWNSHIP, YORK COUNTY, PA

INSPECTIONS

It shall be unlawful for any person to construct any building and/or structure within the limits of Monaghan Township, York County, Pennsylvania, without first obtaining a building permit to do so hereinafter provided.

No building permit shall be issued unless an application is made to the Building Code Official of Monaghan Township, signed by the owner or by a duly authorized agent or contractor, if any. The application shall contain such information as is required by the Building Permit.

It will be the duty of the permittee to see that the permit is posted in a conspicuous place where the work is being performed and that it is maintained hereon until a completion certificate has been filed.

Any permit issued shall become invalid if the authorized work is not commenced within six (6) months after issuance of the permit, or if the authorized work is suspended or abandoned for a period of six (6) months after the time of commencing of work. All work must be completed within twelve (12) months of issuance of permit.

The Owner or Contractor must file within thirty (30) days from the completion of the work, with the Building Inspector, the standard certificate provided for that purpose.

Type of Inspection	Inspectors Initials	Date Inspected
Footer		
Under slab		
Foundation (damp proofing/ Drainage)		
Framing -Firewall/Firestop -Chimney Clearance -Masonry		
Rough in Electrical		
Rough in Plumbing		
Mechanical		
Wall Board		
Final		
Occupancy		

TAX MAP _____ PARCEL _____

NAME OF PROPERTY OWNER _____

APPLICATION FOR ZONING PERMIT

Ordinance No. 80

MONAGHAN TOWNSHIP

202 South York Road, Dillsburg, PA 17019 (717) 697-2132

THIS SECTION FOR TOWNSHIP USE ONLY

Date Application Received _____

Date Application Complete _____

Date Application Incomplete _____

Approved By: _____ Title _____ Date _____

Zoning Permit No. _____ Fee \$ _____ Date Issued _____

Application Fee \$ _____

Total Fee \$ _____

Sewage Permit No. _____ Date Issued _____

OWNER INFORMATION:

Name of the Property Owner(s): _____

Mailing Address: _____

Phone Number: _____ Cell Number: _____

Email: _____

Address or Location of the Property (including Tax Map and Parcel): _____

APPLICANT INFORMATION (if not owner):

Name of the Business: _____

Name of the Contact Person: _____

Mailing Address: _____

Phone Number: _____ Cell Number: _____

Email: _____

CONTRACTOR INFORMATION:

Name of the Business: _____

Name of the Contact Person: _____

Mailing Address: _____

Phone Number: _____ Cell Number: _____

Email: _____

PROPERTY INFORMATION:

Tax Map/Parcel: _____ Zoning District: _____

Subdivision Name: _____ Subdivision Number: _____

Lot Area: _____ Lot Coverage: _____

Ownership	Sewage	Water	Drainage	Road/Driveway
____ Private	____ On-Lot	____ Private	____ Adequate	____ Township
____ Public	____ Sewer	____ Public	____ Flood Plain	____ State
			(Yes/No)	____ Private

Sewer Provider _____

ZONING/BUILDING INFORMATION:

IMPROVEMENT TYPE:

- New Construction
- Addition
- Alteration
- Repair/Replacement
- Demolition
- Relocation
- Change to or Addition of Use

USE TYPE:

- Residential
- Single Family Unit
- Duplex Family Unit
- Multiple Units
- # of Units _____
- Accessory

- Commercial
- Industrial
- Public
- Institution
- Recreational
- Other (Specify) _____

Driveway or Modification of Driveway Required: Yes No

Description of Work: _____

Dimensions of proposed structure: _____ height _____ length _____ width

Est. Start ___/___/___ Est. Finish ___/___/___

NOTE: IF WORK IS BEING PERFORMED BY ANYONE OTHER THAN THE PROPERTY OWNER, A WORKERS' COMPENSATION INSURANCE COVERAGE INFORMATION FORM IS REQUIRED FOR EACH CONTRACTOR OR SUB-CONTRACTOR OR A WAIVER OF COVERAGE MUST BE EXECUTED.

SITE PLAN: A site plan **MUST BE SUBMITTED**, showing all structures and improvements (existing and proposed) with all dimensions, set-backs, location of wells, septic systems, drive-ways and distances to property lines indicated.

PLEASE NOTE: A BUILDING LOCATION INSPECTION IS REQUIRED PRIOR TO CONSTRUCTION. PLEASE CONTACT ZONING OFFICER FOR INSPECTION.

CERTIFICATION:

I, as the applicant and property owner /agent for the property owner, understand that I shall proceed with construction at my own risk and peril during the thirty (30) day appeal period allowed by Pennsylvania Statute, during which time the Township or any aggrieved citizen may appeal the issuing of any permit under this application. I agree to comply with all Ordinances of this Municipality as well as the Laws and Statutes of the Commonwealth of Pennsylvania, in regards and respect to any work that may be performed on any permit issued under this application.

I further certify that no proposed construction/use shall be located in Flood Hazard Areas nor in areas identified as wetland areas as defined by the Laws and Statutes of the Commonwealth of Pennsylvania.

Signature of Applicant Date

APPLICATION WILL BE REJECTED IF ALL REQUIRED MATERIALS ARE NOT SUBMITTED

**Workers' Compensation Insurance Coverage Information
(Attach to Building Permit Application)**

A. **The Applicant is:** _____
A contractor within the meaning of the Pennsylvania Workers' Compensation Law

Yes No

If the answer is "Yes" complete Sections B and C below as appropriate.

=====

B. Insurance Information

Name of Applicant: _____

Federal or State Employer Identification No.: _____

Applicant is a qualified self-insurer for workers' compensation.

Certificate attached

Name of Workers' Compensation Insurer: _____

Workers' Compensation Insurance Policy No.: _____

Certificate attached

Policy Expiration Date: _____

=====

C. Exemption

Complete Section C if the applicant is a contractor 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 Pennsylvania Workers' Compensation Law for one of the following reasons, as indicated:

Contractor with no employees. **Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the township.**

Religious exemption under the Workers' Compensation Law.

Subscribed and sworn to before me this
__ day of _____ 20__.

Signature of Applicant: _____

Address: _____

(Signature of Notary Public
My Commission expires: _____

Monaghan Township, York County, Pennsylvania

**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 or York County Conservation District 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.

TOWNSHIP OF MONAGHAN

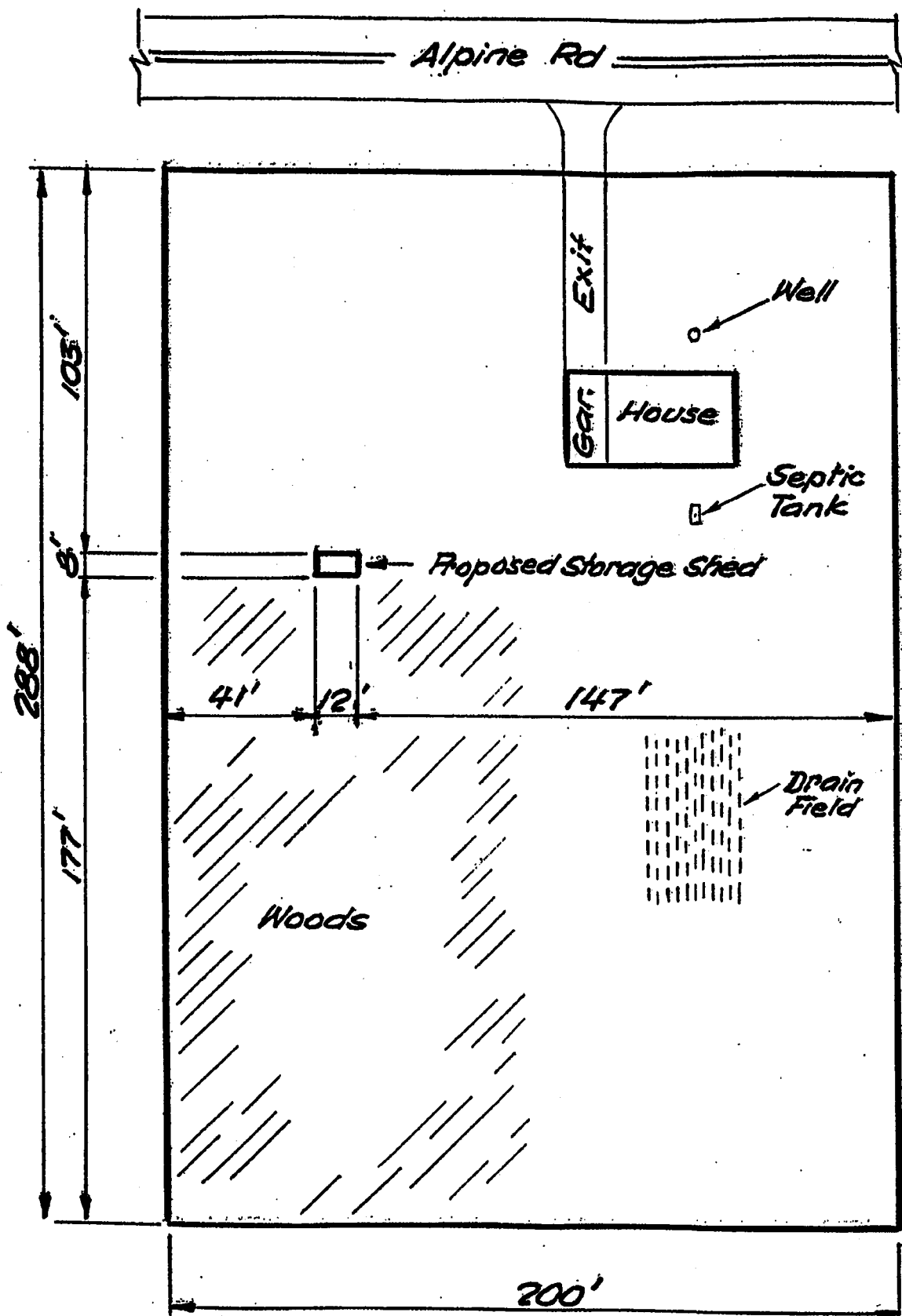
202 S. YORK ROAD DILLSBURG, PENNSYLVANIA 17019 YORK COUNTY
 PHONE (717) 697-2132 FACSIMILE (717) 795-0604

THE FOLLOWING SETBACK GUIDELINES ARE PROVIDED FOR PLANNING PURPOSES ONLY:

	FRONT	SIDE	REAR
RURAL RESIDENTIAL ZONE			
	<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
RESIDENTIAL ZONE			
	<u>Single-family detached dwellings & Other principal uses</u>		
	40 feet	20 feet *	40 feet*
	<u>Accessory uses</u>		
	40 feet	10 feet*	5 feet
		* variations w/public utilities	
VILLAGE ZONE			
	<u>Single-family detached dwellings & Other principal uses</u>		
	15 feet	10 feet	5 feet
	<u>Accessory uses</u>		
	15 feet	10 feet	5 feet
COMMERCIAL/INDUSTRIAL ZONE			
	<u>Principal uses</u>		
	50 feet	25 feet	20 feet
	<u>Accessory uses</u>		
	20 feet	15 feet	20 feet
CONSERVATION ZONE			
	<u>Single-family detached dwellings & 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.

Pinchot State Park



Scale: 1" = 40'