

Dear Orwigsburg Borough Zoning Permit Applicant:

Pursuant to your request, I have enclosed an application to receive an approved Zoning Permit. Along with the completed application and fee (see attached fee schedule) please forward a copy of the following supplemental information (indicated by a check):

1. Plot Plan:

- A. Dimensions and shape of property being built upon.
- B. Size and location of all existing and proposed buildings, structures, or signs.
- C. Setbacks to proposed and if applicable existing structures or the property.
- D. Parking spaces provided and/or loading facilities.

2. Construction drawings:

- A. Construction drawings.
- B. Elevations of proposed structure

3. Miscellaneous Information:

- A. Act 222 Compliance (energy)
- B. Department of Labor and Industry Approval (if required for Commercial Structures)
- C. Sewer and Water Connection/Permit
- D. Contractors estimate or estimated cost of materials by property owner.

4. Additional Permits Required – applications enclosed

- A. Driveway Permit
- B. Street Excavation Permit
- C. Well Construction & Water Use Permit
- D. Occupancy Permit
(Note: An occupancy permit must be issued prior to occupying a structure for residential use.)
- E. UCC Construction Building Permit

5. The Zoning shall be issued or refused within thirty (30) days from the date of application. If refused, the applicant may request a Hearing before the Orwigsburg Borough Zoning Hearing Board. The application for this request can be obtained by contacting the undersigned.
6. The Zoning shall expire within six months if the permitted work has not begun or after two (2) years if the work has not been completed.
7. The Zoning/Code Enforcement Officer will make compliance inspections during the construction process to determine compliance with all permits and ordinances.
8. If compliance is confirmed by inspection a Use and Occupancy Certificate shall be issued. It is unlawful to use and/or occupy any structure, building, and/or land or portion thereof without this certificate.

If you have any questions regarding the application process do not hesitate to contact me at 570-366-9534.

ALL APPLICATIONS AND FEES MUST BE FORWARDED TO:

Shannon Darker, Building Code Official
c/o ARRO Consulting, Inc
1239 Centre Turnpike
Orwigsburg, PA 17961

Any questions can be directed to Shannon Darker, BCO at 570.366.9534

ALL FEES MUST BE PAID BY CHECK OR MONEY ORDER (Cash will not be accepted.)

ALL CHECKS MUST BE MADE PAYABLE TO: "ORWIGSBURG BOROUGH"

Orwigsburg Borough

Zoning Permit Application

Fee: \$ _____

PERMIT # _____ - _____ - **Z**

Paid: _____

1. Type of Improvement

Erect a Structure Add to a Structure Add a Use Change a Use

2. Present use of structure or property: _____

3. Proposed use of structure or property: _____

4. Location of Property (Street, Etc.): _____

5. Lot Size: _____ **6. Zoning District:** _____

7. Tax Parcel # (located on tax bill above name): 26 - _____ - _____

8. Work Description: _____

Length:	Width:	Height:
Stories:	Floor Area:	Parking Spaces:
Sewage Permit#:	Type of Sewer (Public / Onsite)	Type of Water (Public / Onsite)
Estimated Cost:		Located in floodplain (Y/N)
Impervious coverage (SF):		Building coverage (SF):
Contractor:	Address:	Phone#:
		Email:

9. Property Plan – REQUIRED (Use attached sheet or separate sheet)

Attached is a dimensioned plan of the proposed work and parcel indicating north, property lines, streets, easements, right-of-ways, existing structures, proposed structures, existing setbacks, proposed setbacks, size of proposed and existing structures.

10. Applicant Information:

Applicant:	Address:	Phone #:
		Email:
Owner:	Address:	Phone #:
		Email:

I, the Undersigned, do hereby certify that the information contained in this application is true and correct and that the proposed work, as outlined will conform to the standards of all applicable ordinances / regulations. In addition, I have reviewed and agree to all items contained in the Application Supplement provided by the municipality with this Application.

11. Signature: _____ **Date:** _____

(FOR BOROUGH USE ONLY)

Application is hereby: APPROVED DENIED INCOMPLETE

Remarks: _____

Approved by: _____, Zoning Officer Date: _____

ORWIGSBURG BOROUGH
ZONING PERMIT FEE SCHEDULE

(Effective January 11, 2017)

	VALUE	ZONING PERMIT FEE
Construction Value Under	\$50.00	No Fee
Construction Value Under	\$500.00	\$5.00
Construction Value Under	\$5,000.00	\$10.00
Construction Value Under	\$10,000.00	\$20.00
Construction Value Under	\$15,000.00	\$30.00
Construction Value Under	\$20,000.00	\$50.00
Construction Value Under	\$30,000.00	\$70.00
Construction Value Under	\$40,000.00	\$90.00
Construction Value Under	\$50,000.00	\$110.00
Construction Value Under	\$60,000.00	\$130.00
Construction Value Under	\$70,000.00	\$150.00
Construction Value Under	\$80,000.00	\$170.00
Construction Value Under	\$90,000.00	\$190.00
Construction Value Under	\$100,000.00	\$190.00
Construction Value Over	\$100,000.00	\$190.00 Plus \$2.00 Per
		Thousand dollars over \$100,000.00
Mobile Home Park		\$150.00 Per Site
Billboards and Signs		\$50.00
Application before the Zoning Hearing Board		\$600.00 Single Unit Residential \$1500.00 Commercial & Multi Unit Residential Application