

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. There is a thirty day appeal period afforded for all permits issued. Any work undertaken within the thirty day period is at the risk of the applicant/permit holder. Orwigsburg Borough is not liable for monetary or other damages stemming from a successful appeal of a permit.
7. 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.
8. The Zoning/Code Enforcement Officer will make compliance inspections during the construction process to determine compliance with all permits and ordinances. **Right of entry for inspection of the improvements is a condition attached to all permits issued.**
9. Non-residential construction may require Land Development Plan approval prior to approval of Zoning/UCC Permit Applications.
10. 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.
11. Failure to present true and correct information on any and all applications may result in the revocation of all permits.
12. Incomplete applications will be returned for revisions.
13. The permittee shall be responsible for establishing the property lines between his/her property and that of any adjoiner prior to constructing a fence/wall between the properties.

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: \$ _____

Paid: _____

PERMIT # _____ - _____ - **Z**

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): _____ - _____ - _____

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: _____

BOROUGH OF ORWIGSBURG

RESOLUTION No. 2020 - 18

ZONING PERMIT FEE SCHEDULE

(Effective January 1, 2020)

	VALUE	ZONING PERMIT FEE
Construction Value Under	\$5,000.00	\$35.00
Construction Value Under	\$10,000.00	\$55.00
Construction Value Under	\$15,000.00	\$70.00
Construction Value Under	\$20,000.00	\$90.00
Construction Value Under	\$30,000.00	\$110.00
Construction Value Under	\$40,000.00	\$130.00
Construction Value Under	\$50,000.00	\$150.00
Construction Value Under	\$60,000.00	\$170.00
Construction Value Under	\$70,000.00	\$190.00
Construction Value Under	\$80,000.00	\$210.00
Construction Value Under	\$90,000.00	\$230.00
Construction Value Under	\$100,000.00	\$250.00
Construction Value Over	\$100,000.00	\$250.00 Plus \$2.00 Per thousand dollars or portion over \$100,000.00
Mobile Home Park		\$250.00 Per Site
Billboards and Signs		\$2.00 per square foot (\$135.00 Minimum)

*Note: Construction value must be based on a minimum of \$50.00 per square foot of gross floor area for principal structures and \$15.00 per square foot of gross floor area for accessory structures or a signed contractor's proposal must be submitted.

Zoning Hearing Board Applications

Residential -Single Unit Application	\$ 600.00
Commercial – Multi Unit Application	\$1,500.00

Note: The applicant shall be responsible for all fees, permitted by the Municipalities Code, when expenses of the Zoning Hearing Board exceed that of the original submission fee.

Change or Addition of Use

(Based on Zoning Permit Fee above or schedule below, whichever is greater.)

Home Business	\$ 70.00
Commercial/Industrial	\$140.00

ZONING PERMIT FEES ARE PAYABLE TO "ORWIGSBURG BOROUGH"

DULY PRESENTED AND ADOPTED at the Reorganization Meeting of the Borough Council of the Borough of Orwigsburg this 6th day of January 2020.

By: Rex Beckel
Council President

SEAL

Sherry M Edwards
ATTEST: Secretary

I, Sherry Edwards, duly qualified Secretary of the Borough of Orwigsburg, Schuylkill County, Pennsylvania, hereby certifies that the foregoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Borough Council at a regular meeting held 6 January 2020 and said Resolution has been recorded in the Minutes of the Borough of Orwigsburg Council and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the Borough of Orwigsburg, this 6th day of January, 2020.

Name of Applicant: Borough of Orwigsburg

County: Schuylkill County

Sherry M Edwards
Secretary