

**CONEWAGO TOWNSHIP
APPLICATION FOR ZONING PERMIT**

Tax Parcel ID: _____	Permit #: _____	
Date Received: _____	Fees: _____	Date Paid: _____
Date Approved: _____	Date Permit Issued: _____	

LOCATION OF PROPERTY

Site Address: _____ _____	
Present Use: _____	
Owner's Name: _____	
Owner's Mailing Address: _____ _____	
Home #: _____	Cell #: _____
Owner's Signature: _____	

PROPOSED USE/WORK

Type of Construction: _____ _____	
Purpose of Construction: _____ _____	
Approximate cost of Work: \$ _____	
Amount of New Impervious Surface: _____	
Number of Structures Proposed _____	Height of Proposed Structures _____
Written Description of Use/Work (Attach Sketch of Proposed Work): _____ _____ _____ _____ _____	

OWNER/CONTRACTOR INFORMATION

Contractor's Name: _____	<input type="checkbox"/> Owner <input type="checkbox"/> Contractor
E-mail: _____	
Mailing Address: _____	
Phone #: _____	Fax #: _____
Contractor's Certificate of Insurance Attached	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Worker's Comp. Insurance Coverage Info Attached	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Contractor's Signature _____	Date: _____

PROPOSED PLOT PLAN OF LOT/STRUCTURE
(Either Draw or Attach Plan)

FOR TOWNSHIP USE ONLY

ZONING DISTRICT: _____		
CERTIFICATE OF USE REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO		
PERMITS AND/OR APPROVALS REQUIRED		DATE RECEIVED
EROSION AND SEDIMENTATION CONTROL	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
STORM WATER MANAGEMENT	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
TOWNSHIP DRIVEWAY PERMIT	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
SEWAGE PERMIT (SEO)	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
PennDOT PERMIT	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
OTHER		
_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
FIRST REVIEW: _____	BY: _____	
FINAL REVIEW: _____	BY: _____	
PERMIT APPROVED: _____	BY: _____	
CERT. OF USE ISSUED: _____	APPROVED BY: _____	

WORKERS' COMPENSATION INSURANCE COVERAGE INFORMATION
(ATTACH TO PERMIT APPLICATION)

A. The Applicant is:

A contractor within the meaning of the Pennsylvania Workers' Compensation Law?

- YES NO

If the answer of "YES",. Complete Sections B and C below as appropriate.

B. Insurance Information

Name of Applicant _____

Federal or State 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 worker's compensation insurance under the provisions of Pennsylvania Workers' Compensation Law for one of the following reasons:

- 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.

Signature: _____

Address: _____

County of: _____

Municipality of: _____

INSTRUCTIONS FOR SUBMITTING AND IMPLEMENTING A PERMIT

After a permit has been granted by the Township, the following steps must be followed for Compliance with the Township Zoning Ordinance, Article XVII and/or Building Ordinance #1986-2.

1. It is the responsibility of the Owner and/or Applicant to provide to the Township all necessary information, including plans, drawings, specifications, sketch plans and field locations, in order that the Permit application may be acted upon.
2. Actions taken upon the Permit application will be based on the accuracy or inaccuracies of the information provided by the Owner and/or Applicant. The Owner and/or Applicant is solely responsible for the accuracy or inaccuracies of the information. Actions by the Township, its officials and/or agents in no way imply verification of information provided.
3. No changes of any kind shall be made to the construction, plans, specifications, etc., during the life of Permit without written approval. Requests for changes shall be in writing and submitted to the Township for approval. Changes not approved will delay issuance of a Certificate of Use until a written request for approval is submitted and approved by the Zoning Officer. Any changes constructed without approval will be at the owner's risk.
4. The Zoning Officer must make a site review at the beginning of construction. The permittee must notify the Township at least 48 hours before when work is to begin. A written record shall be made of the time and date of the inspection and the findings of the Zoning Officer regarding the conformance of the construction with the Permit application.
5. If the construction in progress does not conform to the Permit application, a written notice of violation will be issued by the Zoning Officer and construction will be stopped. Upon correction of the violation and receipt of written notice from the Zoning Officer, construction may proceed.
6. The Zoning Officer will make another site review at the end of construction. The permittee must notify the Township at the completion of work. A written record of the time and date of the site review and the findings of the Zoning Officer regarding the conformance of the building to the Zoning Ordinance will be made and placed in the permit file.
7. After final site review and prior to occupancy, a Certificate of Use shall be issued by the Zoning Officer. Occupancy may not take place until the Certificate is issued. The Certificate will set forth that the building, structure, parcel and/or use of land complies with the provisions of the Zoning Ordinance.
8. All Permits are good for one (1) year. Applicants have the right to request a time extension. Extensions should be requested in writing thirty (30) days prior to the expiration of the permit.

CONTINUED

9. Failure to comply with the provisions of the Township Ordinances will result in a written notice being issued by the Zoning Officer. Any person violating the Township Ordinances may be subject to a fine of not more than five hundred dollars (\$500) plus court fees and reasonable attorney's fees. Each day that a violation is continued will constitute a separate offence.

A COPY OF THESE INSTRUCTION SHALL BE PROVIDED TO EACH PERMIT APPLICANT AND IF THE APPLICANT IS NOT THE OWNER, SHALL BE MAILED TO THE OWNER, AT THE OWNER'S ADDRESS AS REFLECTED ON THE PERMIT APPLICATION.

I/WE HAVE READ, UNDERSTAND, AND RECEIVED A COPY OF THE FOREGOING INSTRUCTIONS.

Contractor

Date

Owner(s)/Applicant(s)

Date

Witness

Date

OR

Copy mailed to owners on _____