

HONEY BROOK TOWNSHIP

ZONING PERMIT APPLICATION INFORMATION PACKET SIGN CONSTRUCTION

EVERYTHING IN THIS PACKET IS IMPORTANT. Please read everything carefully and completely before filling out the permit application.

PAGES 5-6 OF THIS INFORMATION PACKET SERVE AS THE PERMIT APPLICATION AND ARE TO BE RETURNED TO THE TOWNSHIP ALONG WITH A \$50 PROCESSING AND RETENTION FEE. The permit fee will be due after the application is approved, according to the current year's Fee Schedule. Published permit fees assume the submitted permit is complete and will not require additional review time above and beyond what is customary for such a permit application's review. The applicant will assume all additional costs for the review time of deficient permits.

NO WORK SHALL BEGIN UNTIL A BUILDING PERMIT HAS BEEN ISSUED. Any resident identified as having commenced construction or use activity without acquiring the necessary permits shall be charged **DOUBLE the normally assessed fees.**

A stormwater management (SWM) plan may be required upon review of the submitted information. Stormwater requirements are found under chapter 20 of the Township Code of Ordinances. If a (SWM) plan is required, your permit will be denied / held until the plan is provided, and additional fees will apply.

Please submit three (3) sets of site plans and construction documents (if applicable) with the application.

Include any supporting documentation necessary. The documents are part of the submission, and they will not get returned to you. We suggest making a copy for your records prior to submission.

Again, everything listed in this application is required. Please follow the directions.

If you have any questions, please call Technicon Enterprises inc., II at (610) 286-1622 x100. Please note that consulting with the engineers at Technicon could result in the applicant being billed per the current years Fee Schedule.

REQUIREMENTS FOR OBTAINING A SIGN PERMIT

A 15-business day review period is permitted by State Code. A typical review period is 5 to 10 business days.

Listed below are the items required to be submitted to Honey Brook township. Failure to submit the requested items will result in denial of the application and stoppage of the review until the required items are received. **NO SIGN CONSTRUCTION SHALL BEGIN UNTIL THE PERMIT HAS BEEN ISSUED. Anyone identified as having commenced use activity without acquiring the necessary permit will be charged DOUBLE the normally assessed fees.**

If you have any questions, please call Technicon Enterprises inc., II at (610) 286-1622 x100. Please note that consulting with the engineers at Technicon could result in the applicant being billed per the current year's Fee Schedule.

Please Submit:

- 1. The \$50 processing and retention fee.** Checks may be made payable to "Honey Brook Township"
- 2. Pages 5-6 of the permit application completely filled out.** Please note that the application must be signed by the Owner(s) or lessee of the building or structure. (See below for specific instructions).

Please complete sections I-IV found on pages 5 and 6.

Section I:

- If your mailing address is different from the site address, please enter both addresses one in the mailing address space and the other in the site address space located in section I.
- If contractor information is applicable, please fill in that information in section I. This information includes the contractor's name, phone number, address, and the estimated cost. (If you are the contractor please put "self")
- Only fill out the subdivision and lot number information if it applies.

Section II:

- In the box located in section II, you must provide a detailed site plan with the dimensions of all existing structures, the proposed sign, and the distances from each to all property lines. **If necessary, please attach a separate sheet of paper.** ***Please see the Site / Plot Plan Requirements on pages 3 & 4.***
- Please be sure that the plan is detailed and shows all pre-existing and proposed (if applicable) structures on the property.
- Please note that if the sign is free standing, a commercial building permit will be necessary alongside this zoning permit.

Section III:

- Clearly fill out all parts of section III.
- In areas where a box is available to mark, please be sure to mark all applicable boxes.
Ex: if both glass and wood are being used for the sign, please check both the glass box and the wood box.

Section IV:

- You must sign and date this form. Please be sure to legibly print your name also.
- A sketch of the sign must be included with this form. Please be sure to attach the sketch before submitting the form. Failure to attach the sketch may result in additional fees.

Site / Plot Plan Requirements for Building and Zoning Permit Applications

All plot plans that accompany an application for a building / zoning / driveway permit shall include the following information.

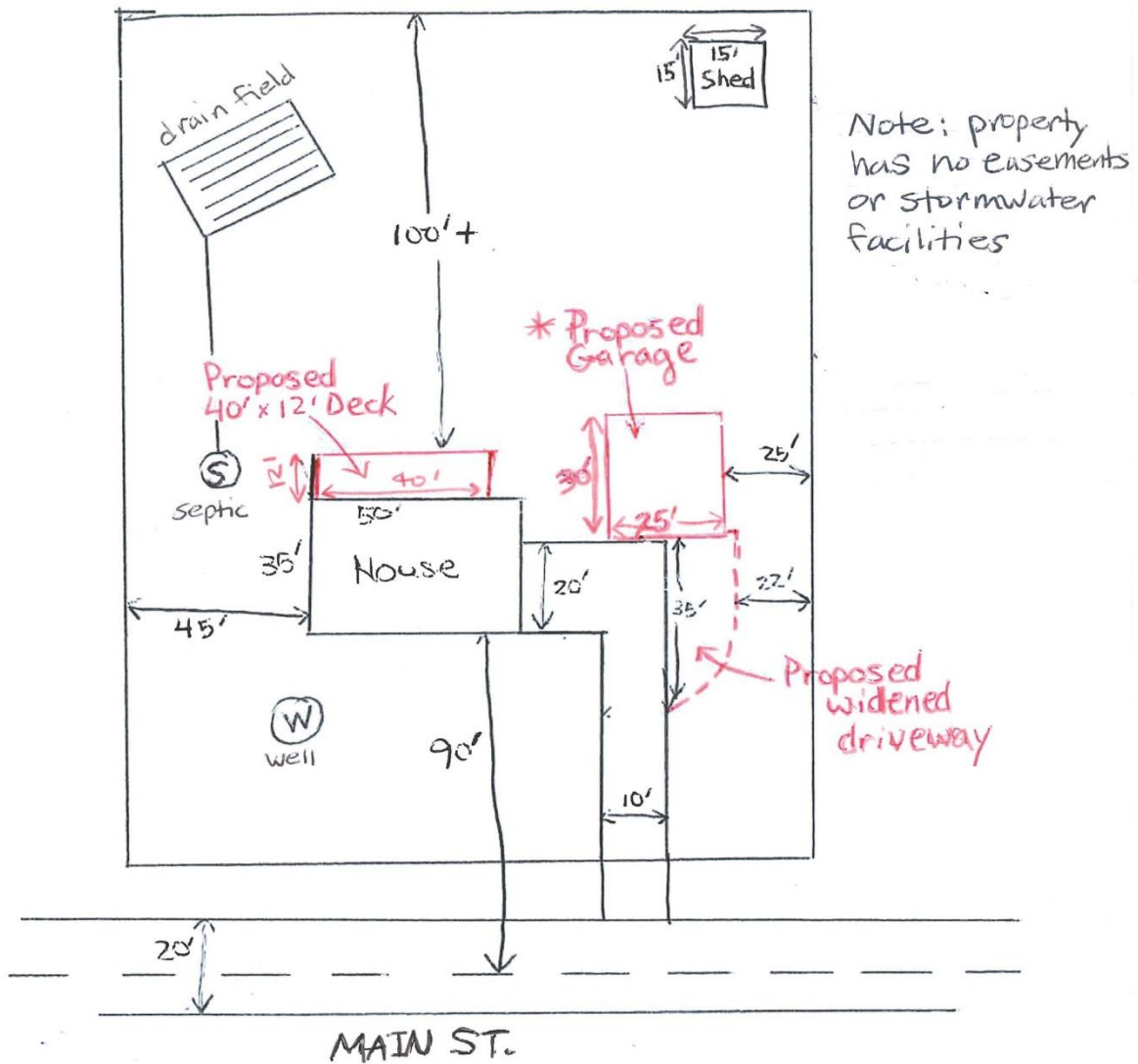
For Building / Zoning Permits, please:

- ☐ Draw a plan relatively to scale
- ☐ For accessory buildings, indicate the intended use of the building and whether any animals will be housed in the structure.
- ☐ Show the location of all existing buildings / structures - this includes driveways/parking areas, sheds, detached garages, decks, pools, patios, accessory buildings, etc.
 - Indicate the size (dimensions) of all buildings / structures
 - Show distance from dwelling (and any structures in front of dwelling) to the centerline of the road
- ☐ Show the location of proposed buildings / structures
 - Indicate the size (dimensions) of proposed buildings / structures
 - Show dimensions from proposed buildings / structures to property lines
 - If in the front yard, show dimension to the centerline of the road
- ☐ Show approximate locations of any stormwater management features (basins, underground stone infiltration beds, swales, etc.)
- ☐ Show the locations and widths of any utility or stormwater easements

Please see the example on the next page.

Example site plan for Building & Zoning Permit Applications

* Proposed garage: for cars & storage



Honey Brook Township Zoning Permit Application

Sign Construction

Date Received:

**\$50 Processing
& Retention Fee*:** _____

Permit # _____

***Additional fee due upon permit issuance
per current year's Fee Schedule**

Instructions: Please fill out the items below and return to Honey Brook Township, 500 Suplee Road, Honey Brook PA 19344.

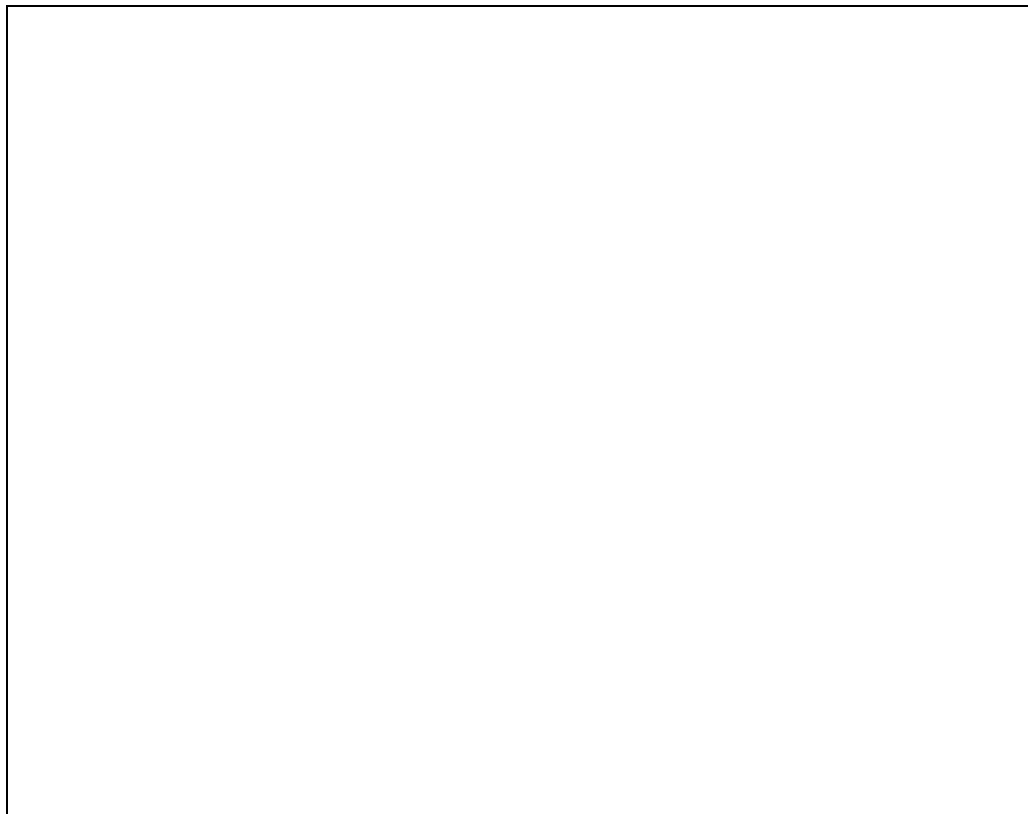
I. Applicant Name _____ Contractor _____
 Applicant Phone No. _____ Contractor Phone No. _____
 Project Site Address _____ Contractor Address. _____
 Applicant Mailing Address (if different) _____
 Subdivision Name _____ Lot No. _____ Estimated Project Cost _____
 Tax Parcel Number: 22- _____ Zoning District: _____

II. Complete the diagram. Show setback lines for existing structures – building, etc. and proposed sign construction.
 NOTE: If applicable, you must show the location of on-lot septic system. Refer to pages 3-4. If you need more
 room, attach a separate sheet.

Rear Property Line

Side property line

Side property line



Front Property Line

NOTE: A free standing sign requires a commercial building permit in addition to this zoning permit.

III. SIGN DETAILS

1. Type of Business*: _____

*If the business is not currently registered with the Township, additional permits may be required.

2. Purpose to: Erect ☐ Repair ☐

3. Type of sign: Wall ☐ Roof ☐ Post ☐ Ground ☐ Off-site ☐

4. Size of sign: _____' x _____' Total sq. ft. _____

5. Size of post or column _____ Depth of Footing _____

6. Clearance to grade _____ Overall height _____

7. Material used: Glass ☐ Wood ☐ Steel ☐ Plastic ☐

8. Illumination of sign? Yes ☐ No ☐ If yes, Type: Internal ☐ External ☐

9. Distance from edge of road _____

10. Number of existing signs _____ Size and type _____

11. Dimensions of building front: Height _____ Width _____

IV. A sketch of the sign must accompany this application.

I hereby certify that the information hereon and herewith is true and correct to the best of my knowledge and that I understand and will comply with all requirements required for this permit type.

Applicant Signature

Date

Print Name

****FINAL INSPECTION REQUIRED – CALL TECHNICON ENTERPRISES INC., II (610) 286-1622 x100**

TOWNSHIP USE ONLY – Permit not valid until signed below

Code Enforcement/Zoning Officer Signature

Permit Issue Date

Printed Name

Permit Expiration Date

Permit Fee: _____ (per current year's Fee Schedule)

****Inspection:**

☐ INSPECTION APPROVED SIGNATURE/DATE _____/_____
☐ INSPECTION DISAPPROVED