

# HONEY BROOK TOWNSHIP

## ANNUAL COMPLIANCE CHECKLIST FOR A KENNEL / BOARDING KENNEL / ANIMAL SHELTER

Honey Brook Township has Zoning requirements for kennels / boarding kennels / animal shelters, as contained in Section 1035 of Chapter 27 of the Township Code of Ordinances. This annual checklist is sent by the Township each spring to established kennels with a U&O permit number.

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

**PAGE 4 SERVES AS THE CHECKLIST AND IS TO BE RETURNED TO THE TOWNSHIP ALONG WITH THE ANNUAL RENEWAL FEE.** The renewal fee is according to the current year's Fee Schedule. Published permit fees assume the submitted checklist is 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.

*Please note: the U&O is for the use only and does not serve as a building permit. If any alteration to the approved use or any new construction is proposed, a separate building permit may be required. **NO CHANGE IN USE SHALL BEGIN UNTIL THE PERMIT HAS BEEN APPROVED.** Anyone identified as having commenced an activity without acquiring the necessary permit(s) shall be charged **DOUBLE** the normally assessed fees.*

**THIS IS AN ORIGINAL CHECKLIST.** Once you submit it, it will not be returned to you. Therefore, you are advised to make a copy of this application once you have completed it and keep it for your records.

You may wish to refer to your originally-approved application to help you fill out the checklist.

## ANNUAL COMPLIANCE CHECKLIST

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 required items will result in stoppage of the review and denial of the U&O renewal until the required items are received. ***THE U&O IS GOOD FOR ONE YEAR'S TIME; NO USE MAY CONTINUED WITHOUT THE ANNUAL RENEWAL***

The Kennel Use & Occupancy (U&O) is for the use as a kennel only and does not serve as a building permit. A separate application for building new or renovating existing space for use of a kennel may be required. ***Anyone identified as having continued their kennel use activity without acquiring the necessary annual permit shall 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:**

**A. Page 4 – the checklist - completely filled out.** Instructions below:

- 1) Please circle the appropriate type of facility.
- 2) Kennel Owner's Name(s): owner(s) of the kennel.  
**Please note:** if the applicant is not the property owner, an authorization letter from or a copy of the lease agreement with the property owner must accompany the application. Property owner information is required in items 6-8 below.
- 3) Name of Facility: name of the kennel
- 4) Facility Address: the address where the kennel will be operating. It may or may not differ from the address in item #5.
- 5) Mailing Address (if different): if mailing address and site address are the same, put "same" in this blank.
- 6) Phone and Email: Please provide at least a phone number where the kennel owner may be reached. If there is no associated e-mail address, put "none" in the blank.
- 7) Landowner's Name (if different): if the applicant and the property owner are one and the same, put "same" in this blank. If not, please indicate the owner's name.
- 8) Landowner's Mailing Address (if different): if the applicant's and the property owner's address are one and the same, put "same" in the blank. If not, please indicate the owner's mailing address.
- 9) Landowner Phone / Email: please provide at least a phone number where the landowner may be reached. If the applicant and property owner are one and the same, put "same" in the phone number blank. If there is no associated e-mail address, please put "none" in the blank.
- 10) State license number: this number is on the license issued by the Pennsylvania Department of Agriculture.
- 11) Residential Use: are any people living on the property? Please check the appropriate line.
- 12) Agricultural Use: is there any agricultural activity on the property (farming or livestock, for example)? Please check the appropriate line.
- 13) Any Other Use: If yes, this could include a home occupation or commercial use, for example. Mark that other use in the space provided. If no, mark that line and move on to item #14.
- 14) **Answer yes or no to each of the following items as to whether or not they have changed since the last inspection (in the previous year):**

2

- a) Location of all buildings intended for primary enclosures (housing of the dogs)

- b) Location(s) of disposal for waste
- c) Location of all outdoor exercise areas
- d) Location of employee (if applicable) and customer parking
- e) Supplies delivery location
- f) Fencing
- g) Buffering / screening
- h) Ingress/egress locations (where people and animals go in and out of the property and structures used for the kennel)

If you marked “yes” for any of the items, note the changes on the attached site plan or provide a new one. Also note the new distance to property lines for items a) and c) if either of those changed.

15) Acknowledgement and Signature: the issuance of a Kennel Use & Occupancy permit requires you to comply with the zoning code in Section 1035 of Chapter 27 of the Township Code of Ordinances, which includes an annual inspection of the premises by the Township Zoning Officer. If alterations to the structure or new construction is proposed, the appropriate permit(s) must be obtained (separate from this one) Your signature on page 4 indicates you understand and will comply with these requirements.

**B. The Kennel Renewal Fee** according to the current year’s Fee Schedule. Checks may be made payable to “Honey Brook Township”.

**Page 4 comprises the actual compliance checklist. Please fill out and return together with the site plan and the renewal fee (check made payable to):**

**Honey Brook Township  
500 Suplee Road \* P.O. Box 1281  
Honey Brook, PA 19344**

**HONEY BROOK TOWNSHIP  
ANNUAL USE & OCCUPANCY CHECKLIST FOR  
1. (circle one) KENNEL / BOARDING KENNEL / ANIMAL SHELTER  
For Calendar Year \_\_\_\_\_**

Twp Use Only
Date Rec'd _____
Permit # K _____

**Instructions: Complete this form and return with the site plan and renewal fee (check made payable to):  
Honey Brook Township, 500 Suplee Road, P.O. Box 1281, Honey Brook, PA 19344.**

2. Kennel Owner(s) Name(s)\*: \_\_\_\_\_
3. Name of Facility: \_\_\_\_\_
4. Facility Address: \_\_\_\_\_
5. Mailing Address (if different): \_\_\_\_\_
6. Phone: \_\_\_\_\_ Email: \_\_\_\_\_
7. Landowner's Name (if different)\*: \_\_\_\_\_  
**\*letter of permission and/or copy of lease from landowner is required if the kennel owner does not own the property on which the kennel is operating**
8. Landowner's Mailing Address (if different): \_\_\_\_\_
9. Landowner's Phone: \_\_\_\_\_ Email: \_\_\_\_\_
10. State License #: \_\_\_\_\_ (please attach a copy of the current year's state license)
11. Is there a residential use on the property? Yes \_\_\_ No \_\_\_
12. Is there an agricultural use on the property? Yes \_\_\_ No \_\_\_
13. Is there any other use on the property? Yes \_\_\_ No \_\_\_ If Yes, state type: \_\_\_\_\_

**14. Please check the following on the attached site plan. Has any information changed\*\*?**

- |         |        |  |
|---------|--------|--|
| Yes ___ | No ___ | a) Location of all buildings intended for primary enclosures** |
| Yes ___ | No ___ | b) Location(s) for disposal of waste,                          |
| Yes ___ | No ___ | c) Location of all outdoor exercise areas**,                   |
| Yes ___ | No ___ | d) Employee and customer parking,                              |
| Yes ___ | No ___ | e) Supplies delivery location,                                 |
| Yes ___ | No ___ | f) Fencing,  |
| Yes ___ | No ___ | g) Buffering, and  |
| Yes ___ | No ___ | h) Ingress/egress location(s)                                  |

**\*\*If you answered "Yes" to any of the above, please note the change on the attached site plan. Provide dimensions to property lines for items a) and c) if the dimensions for either of those have changed.**

**15. Acknowledgement and Signature:** by my signature on this checklist, I agree to conform to all requirements of the Township Zoning Ordinance part 1035. I also authorize the zoning officer to inspect the use for Zoning compliance for this year's renewal of the U&O issued under the permit number above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Township Use Only			
Zoning District: _____	Tax Parcel #: <u>22</u> -_____	Lot Size: _____	Fee paid by: <u>Cash</u> _____
Approved by: _____		Date: _____	Check _____
Signature _____		Printed Name _____	
<b>Note: U&amp;O good for one year from inspection date.</b>			