

# HONEY BROOK TOWNSHIP

## ZONING PERMIT APPLICATION INFORMATION PACKET RESIDENTIAL ACCESSORY BUILDING/ STORAGE SHED (STRUCTURES UNDER 500 sq. ft. ONLY)

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

**PAGES 5-6 OF THIS PERMIT DATA 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., ll 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 AN ACCESSORY BUILDING ZONING PERMIT (STRUCTURES UNDER 500 Sq ft)

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 CONSTRUCTION OF THE STRUCTURE OR PLACEMENT OF A SHED SHALL BEGIN UNTIL THE PERMIT HAS BEEN APPROVED AND ISSUED (paid for).** 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." If paying by credit card online, please note "processing fee" in the notes field.
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-VI 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, estimated cost, and the total existing impervious\*\* (sq. ft.). If you are the contractor please put "self" on the contractor name line.
- Only fill in the subdivision and lot number if it is applicable.

**\*\*impervious coverage is all ground covered by buildings, sidewalks, and driveways, both stone and paved.**

### 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 and 4.**

### Section III:

- Clearly fill out all parts of section III.
- Please provide the exact measurements and the number of stories in the build. Do not leave any part of section 3 blank.

### Section IV:

- Please mark every box that applies to your build.
- Do not leave section IV blank.

### Section V:

Please select whether or not your build will have electricity. *If the answer is yes*, please fill out a separate **UCC electrical permit application** and submit it alongside this application.

### Section VI:

Clearly sign and date this application in the provided space in section VI. Print the name legibly.

## **Site / Plot Plan Requirements for Building & Zoning Permit Applications**

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

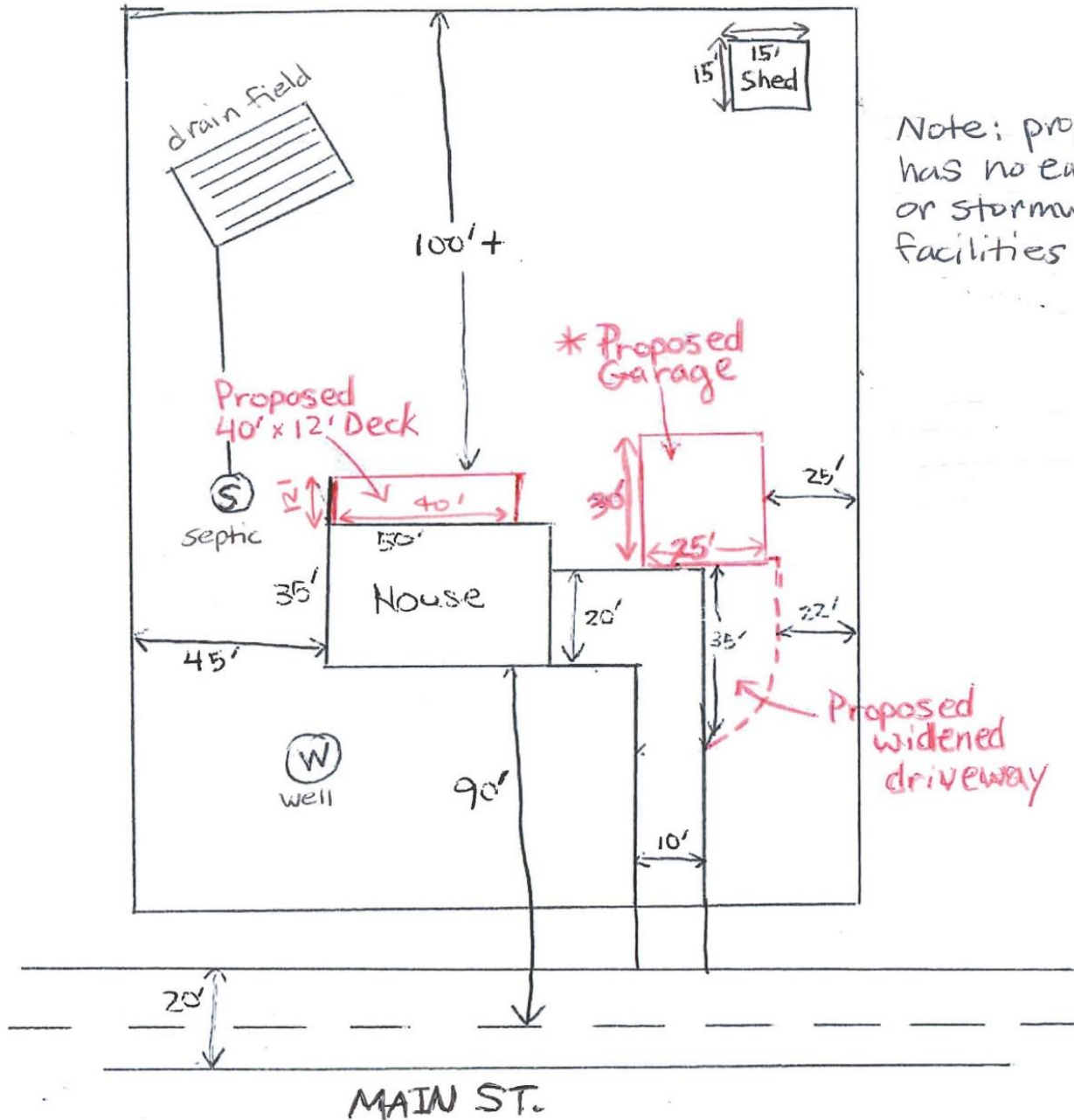
### **For Building / Zoning Permits, please:**

- 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 the 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 the 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



Note: property has no easements or stormwater facilities

**HONEY BROOK TOWNSHIP ZONING PERMIT APPLICATION**  
**Residential Accessory Building/Storage Shed**  
(Structures under 500 sq. ft. only)

Date Received: \_\_\_\_\_  
\$50 Processing & Retention Fee\*: \_\_\_\_\_  
Permit # \_\_\_\_\_

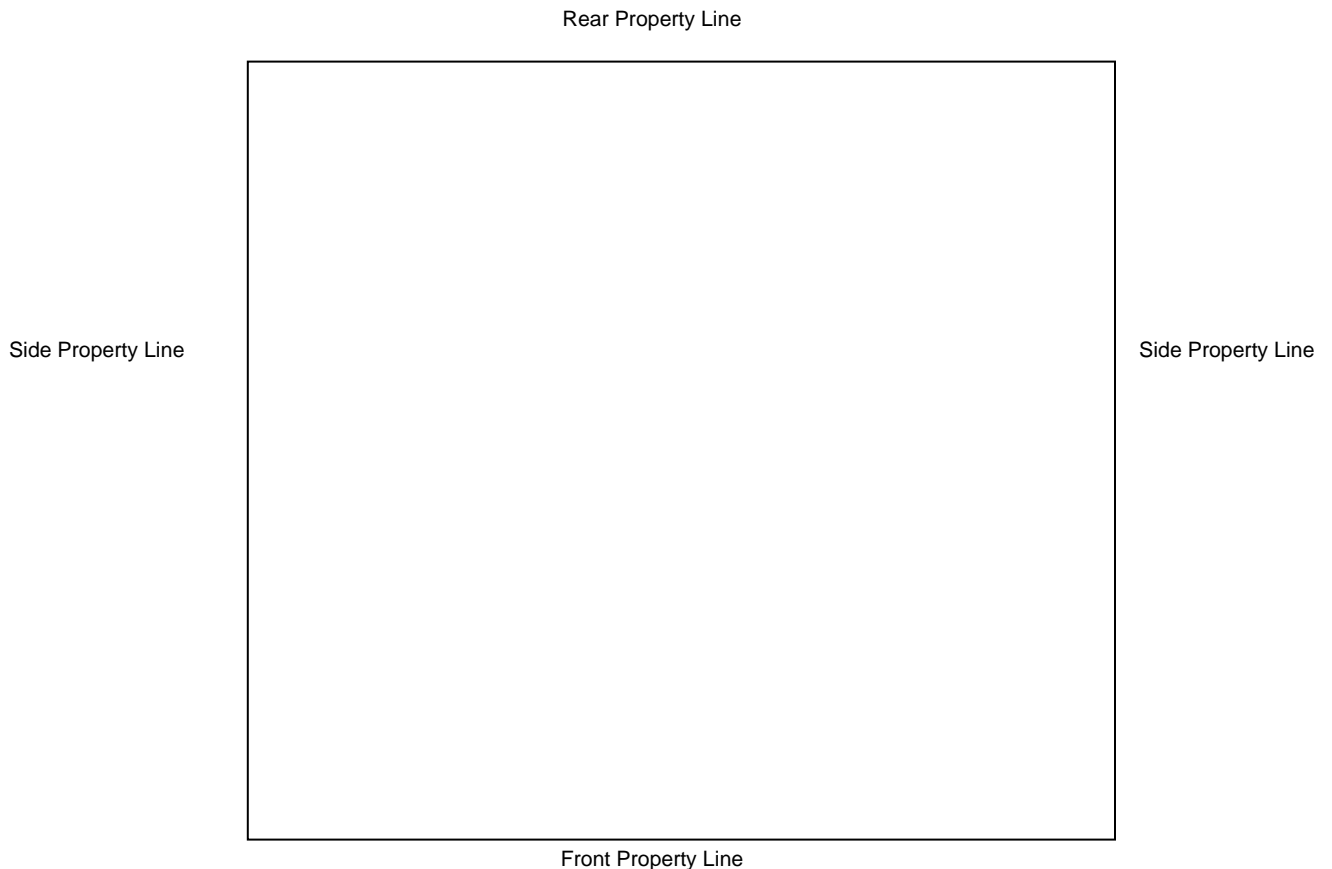
\*Additional fee due upon permit insurance per current years fee schedule

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

**I. APPLICANT INFORMATION**

Name \_\_\_\_\_ Contractor \_\_\_\_\_  
Phone No. \_\_\_\_\_ Phone No. \_\_\_\_\_  
Site Address \_\_\_\_\_ Address \_\_\_\_\_  
Mailing Address (if different) \_\_\_\_\_  
Subdivision \_\_\_\_\_ Lot No. \_\_\_\_\_ Estimated Cost \_\_\_\_\_  
Lot Size \_\_\_\_\_ Total Existing Impervious (sq.ft.) \_\_\_\_\_  
Tax Parcel No. 22- \_\_\_\_\_ Zoning District: \_\_\_\_\_

**II. Complete the diagram.** Show all dimensions from property lines and easements for all existing structures – house, garage, and proposed building location. If applicable, you must show location of on-lot septic system. Use additional sheet if required. **Sheds cannot be placed in any easements.** Refer to Chapter 27, Section 1033.A., C., and D.



**(NOTE: See Chapter 20, Section 105 of the Township Code of Ordinances for applicability of stormwater management that may be required. If required, stormwater management is at the applicant's expense, per the current year's Fee Schedule.)**

**III. BUILD DETAILS**

Dimensions: (Information required for a permit)

Building Size: Width (W) \_\_\_\_\_ ' Length (L) \_\_\_\_\_ ' Sq. Ft. of structure (WxL) \_\_\_\_\_

Height \_\_\_\_\_

Total Impervious to be added (sq. ft., if different than sq. ft. of structure): \_\_\_\_\_ No. of stories \_\_\_\_\_

**IV. SHED & PAD INFORMATION**

Shed Type (check one): Prefabricated  Built on-site  Pole-building

To be placed on (check one): Concrete Block  Gravel Bed  Concrete Slab   
6x6 ties w/stone  Concrete Foundation

**V. ELECTRIC SERVICE**

Electric: Yes  (If yes, please fill out a separate UCC Electrical Permit Application) No

**VI. ACKNOWLEDGEMENT AND SIGNATURE**

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 the 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Permit Fee: \_\_\_\_\_ (per current year's fee schedule)

Permit Issue Date: \_\_\_\_\_

Paid by:  Cash  Check (# \_\_\_\_\_)  Credit card (attach receipt)

Permit Expiration Date: \_\_\_\_\_

**SETBACK REQUIREMENTS:** \_\_\_\_\_ ' FROM FRONT, \_\_\_\_\_ ' FROM SIDE, & \_\_\_\_\_ ' FROM REAR PROPERTY LINES

INSPECTION APPROVED SIGNATURE/DATE \_\_\_\_\_ / \_\_\_\_\_

INSPECTION DISAPPROVED