

HONEY BROOK TOWNSHIP

ELDER COTTAGE HOUSING OPPORTUNITY (ECHO) APPLICATION INSTRUCTIONS

ECHOs are subject to the regulations outlined Section 27-1027 of the Township Code of Ordinances, available on the Township website, www.honeybrooktp.com. If you require a hard copy of these regulations, please contact the Township Administration Office at 610-273-3970. This zoning permit is for the ECHO **use**. A separate building permit will be required for the **structure**.

Please submit:

1. **The application form (page 3) with all the information filled out:**

- a) Property Owner's Name(s): name(s) of the property owners on which the ECHO is located
- b) Site Address: of the property where the ECHO will be placed. Please note that this will NOT be the address of the ECHO (see page 2).
- c) Property Owners' Mailing address: fill this out **only if** it differs from the site address.
- d) Phone Number and Email: where the property owner can be reached by phone or e-mail. If there is no e-mail address, please put "none" in the blank.
- e) Circle the answer to the question as to whether or not a hearing was required. If no, move on to the next question. If yes, please put the Zoning Hearing number in the blank. If you are unsure, please contact the Township Administration Office at 610-273-3970.
- f) - Zoning District: choose from A, MUC, MUR, NR, or RC. If unsure, please contact the Township Office.
- Tax Parcel Number (TPN): for the property where the ECHO is located (**NOT** the TPN of the mobile home, if applicable). If unsure, please refer to your application or compliance checklist from last year or contact the Township Administration Office.
- Property size: please note the size of the property, in acres, where the proposed ECHO is to be located. If you are unsure of the acreage of your property, please contact the Township Administration Office.
- g) Name(s) of occupant(s) of the ECHO: please provide the name(s) of the occupants of the ECHO. There shall be no more than two names listed, as per the regulations in Section 27-1027 of the Township Code of Ordinances.
- h) Relation to Property Owner(s): state the relation of the occupants of the ECHO to the property owners.
- i) - Circle the type of ECHO. **Please note that additional permits will be required.**
- Please write the square footage of the **primary** dwelling in the appropriate blank
- Please write the proposed ECHO's square footage in the appropriate blank. Please note that this must not exceed 1,250 square feet.
- j) Please circle the answer that applies to where the proposed ECHO will be placed on the property noted in b) above.
- k) Please circle the appropriate item with respect to water service for the proposed ECHO.
- l) Please circle the appropriate item with respect to on-lot sewage planning through the Pennsylvania Department of Environmental Protection (PA-DEP) for the proposed ECHO.
- m) Please circle the appropriate item with respect to sewage approval by either the Chester County Health Department (CCHD) or Northwestern Chester County Municipal Authority (NCCMA).
- n) Sign and date the form. Print your name legibly in the blank below your signature.

2. **The \$50 processing & retention fee.** You may pay by cash, check, or credit card, either in person at the Township Administration Building or via the online payment portal on the Township website.

3. **A site map** showing the location of the proposed ECHO in relation to all other structures on the property. *If new construction, you may use a copy of the site map you intend to provide for the permit application.*

Please return the application (page 3) along with the renewal fee and site plan, by either:

- Mailing (check made payable to “Honey Brook Township”) to:

**Honey Brook Township
500 Suplee Road
Honey Brook, PA 19344**

- E-mailing (payment via the Township online payment portal; please type “processing fee in the notes field):

info@honeybrooktwp.com

Next steps:

- Once your applications have been reviewed and approved, the Township Solicitor will prepare and send an ECHO Agreement to the property owner(s) under separate cover. This document is to be fully executed (signed before a notary) and returned to the Township Administration Office. The document will be signed by a representative of the Township and recorded at the Chester County Recorder of Deeds. The recording fees will be charged to the property owner(s).
- The ECHO Agreement requires an escrow to be posted with the Township to ensure that the ECHO will be removed after it is no longer being used. When it is removed, the escrow will be returned to you upon confirmation of the removal.
- If required, a Holding Tank Agreement will also be similarly prepared by the Township Solicitor to follow the same process as the ECHO agreement outlined in the steps above.
- As noted under item i), a separate permit will be required for the structure of the ECHO.
- An address for the ECHO will be assigned by the Addressing Coordinator for the Township. This address will be vetted with the Chester County Department of Emergency Services. You will receive a letter under separate cover with the assigned address.
- Once all required agreements are returned to the office, all escrows are posted, and all approvals from outside agencies have been granted, the permit will be considered issued once the permit fee is paid.

HONEY BROOK TOWNSHIP

APPLICATION FOR NEW ELDER COTTAGE HOUSING OPPORTUNITY (ECHO)

*additional fee due at the time of permit approval according to the current year's Fee Schedule.

Twp Use Only

Date Rec'd:

\$50 Proc &
Retention Fee*:

☐ Cash ☐ Check (#____)
☐ Credit card (attach
Receipt)

Instructions: answer the questions below and return this form along with any applicable building permit application(s) and processing and retention fee to: Honey Brook Township, 500 Suplee Road, Honey Brook, PA 19344.

a) Property Owner Name(s): _____

b) Proposed ECHO's Site Address (of the parcel): _____

c) Property Owners' Mailing Address (if different): _____

d) Phone: _____ Email: _____

e) Was a hearing required (circle one)? Yes No If yes, Hearing # _____

f) Zoning District: _____ Tax Parcel #: 22 Property Size (acres) _____

g) Name(s) of occupant(s) of ECHO (max. 2 persons): _____

h) Occupant(s) is/are (circle): elderly / handicapped / disabled person related to primary dwelling occupant by blood / marriage / adoption **OR** caregiver of elderly / handicapped / disabled

i) ECHO is a(n) (circle one): Addition* Mobile/Manufactured Home*

***Note:** separate Residential Building Permit **or** Mobile Home Placement Permit Application is required at the time of ECHO application. The site plan accompanying the permit application must include the location and dimensions of all existing and proposed structures, including the ECHO, as well as driveway and parking areas and water and sewage (see below).

Size of Primary Dwelling _____ square feet Size of ECHO _____ sq. ft. (max 1250)

j) Location of ECHO (circle one): Addition to primary dwelling Side Yard Rear Yard

k) Water approval (CCHD or Aqua PA/HBBA) is (circle one): Approved / In progress / Not started / Unknown

l) Sewage planning (PADEP) is (circle one): Approved / In progress / Not started / Unknown

m) Septic (CCHD) or Sewer (NCCMA) approval is (circle one): Approved / In progress / Not started / Unknown

n) **By my signature on this application, I agree to conform to all requirements of the Zoning Ordinance Section 27-1027 and regulations of applicable governmental agencies and authorize the Zoning Officer to inspect the use as necessary (including prior to establishing the ECHO and annually thereafter).**

Signed: _____ Date: _____

Print Name: _____

Township Office Use Only

ECHO agreement recording date: _____

Holding Tank needed? Y / N

If Y, Holding Tank agreement date: _____

Address for ECHO: _____

Approved by: _____

Date: _____

Permit Fee: _____

Signature

Paid by: cash _____

Print name of Approving Official _____

check # _____

credit card _____