

HONEY BROOK TOWNSHIP

ZONING PERMIT APPLICATION INFORMATION PACKET UNROOFED DECK* / PATIO CONSTRUCTION

*for deck less than 30" off the ground. If deck is 30" or higher off the ground at any point, please fill out a Residential Building Permit Application

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

PAGES 5-6 OF THIS 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 THE ZONING PERMIT HAS BEEN APPROVED AND PAID FOR (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 year's Fee Schedule.

REQUIREMENTS FOR OBTAINING AN UNROOFED DECK / PATIO 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 DECK / PATIO CONSTRUCTION SHALL BEGIN UNTIL THE PERMIT HAS BEEN APPROVED AND PAID FOR (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-V found on pages 5 and 6:

Section I:

- Site address is for the project address. If your mailing address is separate from the site address, please provide it in the mailing address section, only if applicable.
- If contractor information is applicable, please fill in that information in section I. This information includes the contractor's name, phone number, address, and estimated cost. If you are the contractor, please put "self".
- Only fill out the subdivision and lot number 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 and proposed structures and the distances from each to all property lines. ***Please see the Site / Plot Plan Requirements on pages 3 & 4. If necessary, please attach a separate sheet of paper.***

Section III:

- Completely fill out section III if looking to build a deck. All parts of section III must be completed in order to obtain a deck permit. If this section does not apply, write "n/a" (for "not applicable").

Section IV:

- Completely fill out section IV if looking to build a patio. All parts of section IV must be completed in order to obtain a patio permit. If this section does not apply, write "n/a" (for "not applicable").

Section V:

- You must sign and date this form. Please be sure to sign, date, and legibly print your name.

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.

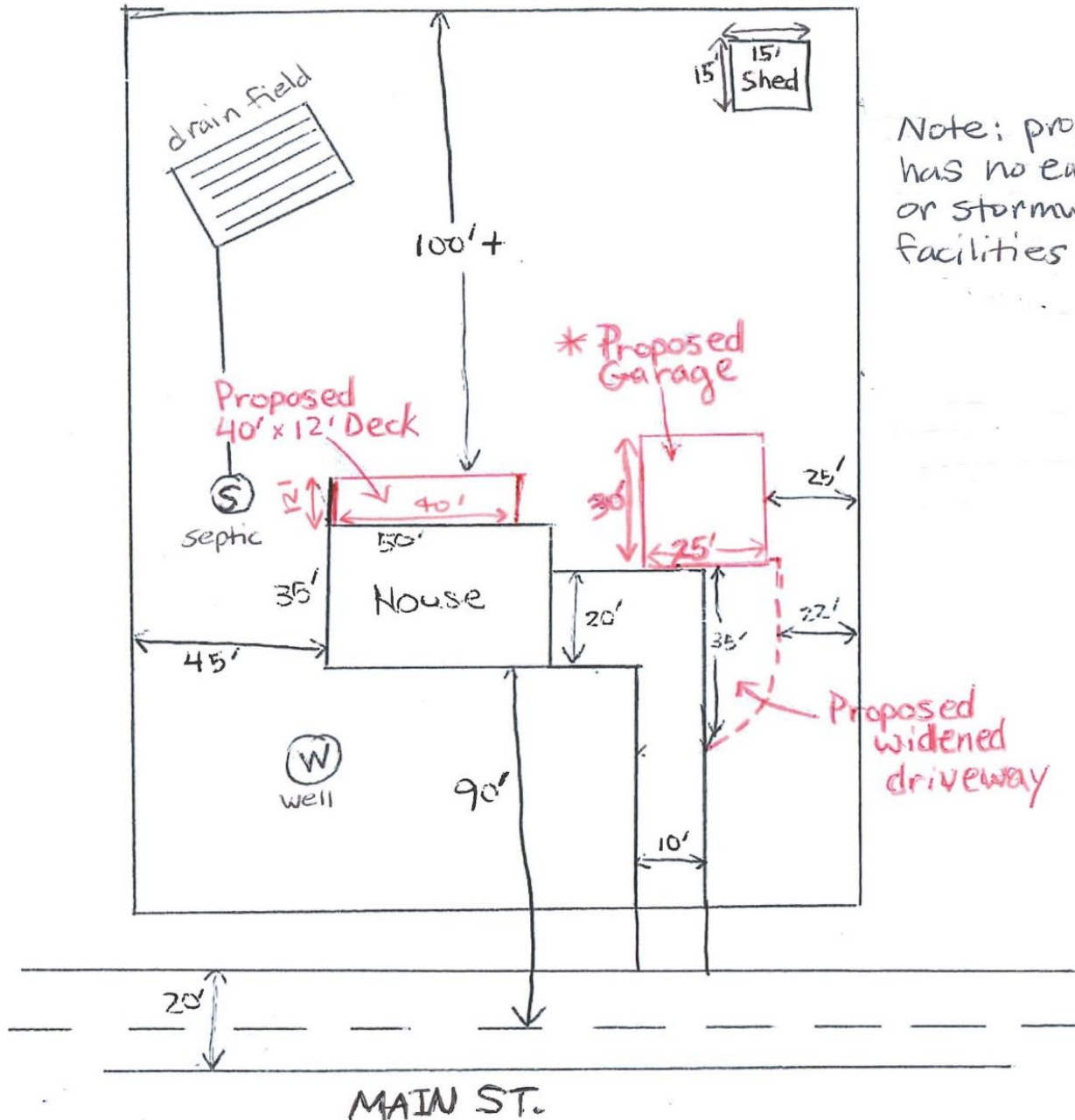
For Building / Zoning Permits, please:

- Draw a plan relatively to scale
- For accessory buildings, indicate the intended use of 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 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

Unroofed Deck* / Patio

Date Received: _____ \$50 Processing & Retention Fee**: _____ Permit # _____
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*under 30" off the ground. If deck is 30" or more off the ground at any point, please use the Residential Building Permit Application.

**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 _____	Contractor Address _____
_____	_____

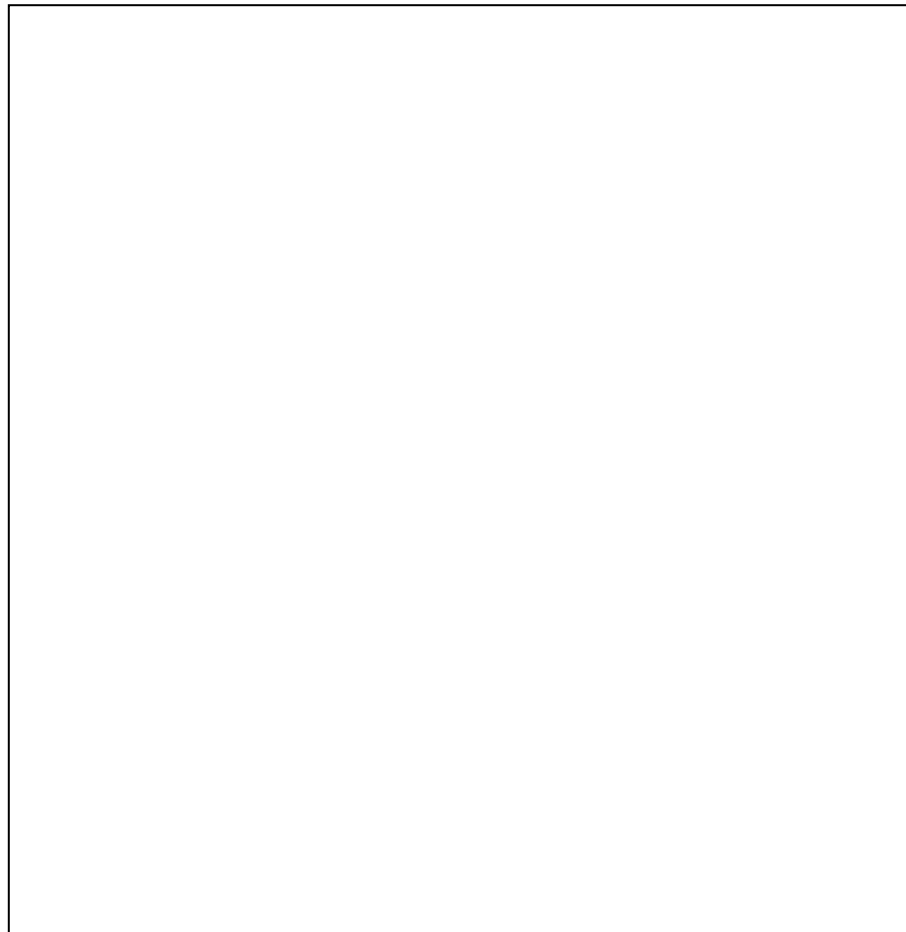
Mailing Address (if different) _____

Subdivision _____ Lot No. _____ Estimated Cost _____ Lot Size _____

Tax Parcel Number: 22-_____ Zoning District: _____

II. Provide a detailed site plan with the dimensions of all existing and proposed structures and the distances from each to all property lines. If applicable, you must show the location of the on-lot septic system. Please refer to pages 3-4 for guidance. Attach a separate sheet if necessary.

Rear Property Line



Side Property Line

Side Property Line

Front Property Line

III. **Deck (Information required for a deck permit)**

- 1. Size of deck: _____
- 2. If attached to house – how joists will be supported: Ledger Hangars
- 3. Type of Lumber: Pressure Treated Redwood Other Describe: _____
- 4. Size of Lumber: Support Post Floor Joist
- 5. Spacing of floor joist center: 16" 24"
- 6. Height of deck above ground at each corner: Front Left ____ Front Right ____ Rear Left ____ Rear Right ____
- 7. Height of railing: above finished deck _____above finished steps: _____

IV. **Patio (Information required for a patio permit)**

- 1. Size of Patio: _____
- 2. Construction: Brick/Pavers Concrete

V. **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

Date Issued: _____

Date Expires: _____

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

**Inspection

SETBACK REQUIREMENTS: _____' FROM FRONT, _____' FROM SIDE, & _____' FROM REAR PROPERTY LINES

INSPECTION APPROVED SIGNATURE/DATE _____/_____

INSPECTION DISAPPROVED