



# ZONING PERMIT SUBMITTAL PROTOCOL

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1. Provide plot plan showing all existing & proposed construction. No application will be accepted without the above information. Provide setback dimensions from any structure (new or existing, i.e., – sheds, walls < 4 ft., deck < 30”, fences, signs) or paved surface to all property lines.
2. Sign permit shall include plot plan. Building dimension with size & location of all new and existing signs. Freestanding signs – show height.
3. Keeping of Animals permits in compliance with Ordinance 2015-06.
4. The minimum fee will be collected at time of application. Caln Township Code Official will calculate total fee. Any additional fees will be collected prior to issuance of Permit. Fee schedule is available on line at [www.calntownship.org](http://www.calntownship.org)
5. Caln Township reserves the right to reject any permit application that does not comply with above referenced requirements
6. The Zoning Officer has thirty (30) days to review applications.
7. Pennsylvania Home Improvement Contractor License number required.
8. Forestry Application - Please provide two (2) detailed plot plans showing extent of forestry/grading. Plot plan must show property dimensions as well as all structures (if any) located on same with distances to property line. The applicant must also show limits of disturbances as it pertains to existing structures. Locate all easements, swales, berms, etc. that exist on the property and indicate location of erosion and sedimentation control measures to be used.

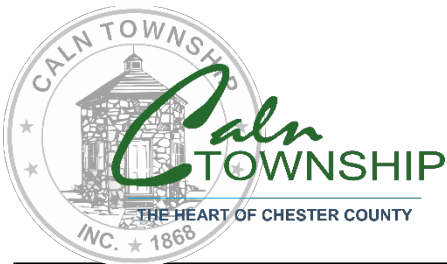
Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

### DEPARTMENT OF BUILDING & LIFE SAFETY

253 Municipal Dr, Thorndale, PA 19372 | Phone: 610-384-0600 | Fax:

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# ZONING PERMIT APPLICATION

**PROPERTY LOCATION**

**DATE**

**PLOT PLAN REQUIRED. Shall include dimensions of all structures in relation to property lines, street right-of-way and any easements. ACCESSORY SHED STRUCTURES less than 300 sq. ft. shall provide a minimum 6 inch thick stone (2A) base 1 foot longer than building footprint to be considered pervious.**

**REQUIRED INFORMATION**

Building Lot Area \_\_\_\_\_ sq. ft.  
 Building Coverage \_\_\_\_\_ sq. ft.  
 Total Impervious Coverage \_\_\_\_\_ sq. ft.

**OWNER and/or TENANT**  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_

**REQUIRED INFORMATION**

**CONTRACTOR INFORMATION: PA. Lic. #** \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_

Patio  Chicken Coop   
 Shed  Deck Under 30"   
 Forestry Grading  
 (Provide forestry management & E & S plan)

**SIGNS**

Wall	<input type="checkbox"/>	<input type="checkbox"/> Special Event
Freestanding	<input type="checkbox"/>	(date of event) _____
Banner	<input type="checkbox"/>	<input type="checkbox"/> Grand Opening

Signs illuminated

# Existing Signs \_\_\_\_\_ Size of ea. Sign \_\_\_\_\_  
 Type of Signs \_\_\_\_\_  
 Dimensions \_\_\_\_\_  
 Wall Frontage \_\_\_\_\_

Sidewalk/Walkway  
 Dimensions \_\_\_\_\_

**WALL Type** \_\_\_\_\_ **Hgt.** \_\_\_\_\_  
 ( less than 4' in height )  
 Provide material detail \_\_\_\_\_

**FENCE** **Type:** \_\_\_\_\_  
**Height:** \_\_\_\_\_  
 Provide material detail \_\_\_\_\_

No wall shall be erected within a floodway, street right -of-way, utility easement, drainage or sewer easement. Please show all easements that exist on your property

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY**

Permit #	Approved By: _____	Permit Fee: _____
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Date Issued: \_\_\_\_\_ Zoning District : \_\_\_\_\_

**REMARKS:**



# PERMIT PROCESSING FOR ALL APPLICATIONS INVOLVING NEW IMPERVIOUS COVERAGE

Issued: August 15, 2015

1. Once the Application (Zoning and/or Building) and the Impervious Coverage Worksheet (“Worksheet”) are reviewed and verified by the Township Zoning Officer, if both the Total Project Area of Earth Disturbance are less than 2,000 square feet and the Total Cumulative Impervious Coverage Installed since January 1, 2014 is less than 1,000 square feet, the Zoning Officer will process the applications as follows:
  - a. The Zoning Officer will notify the Township Engineer that an application for new impervious coverage has been received and it is exempt from the Act 167 requirements based on the amount of square footage proposed.
  - b. The Zoning Officer will review the Application and once all zoning/building criteria are met, issue the applicable permit along with notation being placed on the permit regarding the amount of new impervious coverage created as part of the application.
  - c. Construction of the project may commence.
  - d. Once the work is completed, the Zoning Officer will inspect the work and either verify the amount of impervious coverage installed. If the amount is within the permitted amount, the Zoning Officer will issue a Use and Occupancy Permit for the new construction. If the amount is over the permitted amount, the Zoning Officer will notify the Township Engineer of the discrepancy.
  - e. The Township Zoning Officer and Township Engineer will coordinate resolution of the discrepancy.
2. Once the Application (Zoning and/or Building) and Worksheet are reviewed and verified by the Township Zoning Officer, if either the Total Project Area of Earth Disturbance is greater than 2,000 square feet and/or the Total Cumulative Impervious Coverage Installed since January 1, 2014 is greater than 1,000 square feet, the Zoning Officer will process the applications as follows:
  - a. the Zoning Officer will notify the Township Engineer of one/both of these conditions being met;
  - b. the Township Engineer will contact the Applicant to arrange a meeting to discuss the proposal;
  - c. If it is determined that a SWM/G/ESC Permit is required, the Township Engineer will forward the SWM/G/ESC Permit Application to the Applicant to fill out and return, along with the fees as established by the Resolution of the Board of Commissioners, to the Township Engineer.

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- d. The Township Engineer and/or the Township's Stormwater Management Consultant will review the Application and provide a review letter listing the outstanding comments.
- e. Once all comments have been resolved, the Township Engineer will issue a SWM/G/ESC Permit for the Project.
- f. Once the SWM/G/ESC Permit is issued, the Township Zoning Officer will finalize his review of the entire submission (Zoning and/or Building Permit and SWM/G/ESC Permit) and issue the Zoning and/or Building Permit.
- g. Once all applicable permits are issued, construction of the project may commence.

It is noted that no construction can commence prior to the Stormwater Management review being conducted, regardless if the proposed project is exempt or not. Also, as provided for in the Township's Stormwater Management Ordinance (Chapter 135), the Applicant shall reimburse all expenses incurred by the Township for any plan review, construction inspection, and legal assistance associated with the SWM/G/ESC Permit. The Township may require the establishment of an escrow account for these anticipated costs or said costs will be invoiced to the Applicant by the Township.

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## Public Education Information for Stormwater Management, Grading, and/or Erosion Control Permit Submittal

As part of the Township's Federal National Pollution Detection and Elimination System Municipal Separate Storm Sewer System (NPDES MS4) requirements, the Board of Commissioners adopted both the "Caln Township Stormwater Management Ordinance" and the "Grading, Erosion, and Sediment Control Ordinance" on December 19, 2013, with an effective date of January 1, 2014. With the adoption of these two ordinances, one of the many mandated requirements is the Township's need to track all impervious coverage added to any and all properties since January 1, 2014. Unless exempted by either of these Ordinances listed above, all activities proposing disturbance to the topography and/or vegetation of a property may be required to obtain a Stormwater Management, Grading, Erosion, and Sediment Control Permit (hereinafter "SWM/G/ESC Permit").

It is noted that the Zoning review for impervious coverage is separate from the Stormwater Management review for impervious coverage. The Zoning review will track impervious coverage from an intensity of the hard surfaces on a lot standpoint whereas the Stormwater Management review will track the impervious coverage from the ability of the water to get back into the ground (as opposed to running off). With this noted, some of the impervious coverage from a Stormwater Management standpoint may, on a case by case basis as determined by the Township Engineer, be reduced and/or omitted upon review whereas there will be no reduction nor omission of impervious coverage from a zoning standpoint.

Regarding the impervious coverage, each property is exempt from Stormwater requirements if the cumulative amount of new impervious coverage installed since January 1, 2014 is less than 1,000 square feet. Conversely, if the cumulative amount of impervious coverage installed since January 1, 2014 is over 1,000 square feet, stormwater controls are required. The Township understands the complexity of the stormwater requirements and is making efforts to reduce the timeframe associated with issuing zoning and building permits for those properties that are exempt from the stormwater requirements, meaning those properties where the new impervious coverage added since January 1, 2014 is less than 1,000 square feet.

With the above stated, it is imperative that all zoning and building permit applications submitted to the Township must be accompanied by a fully completed Impervious Coverage Worksheet for review. This completed Worksheet will help guide the review process and hopefully lead to a shorter turn around for the associated permits.

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## VIII. Impervious Coverage Worksheet

*For Caln Township Use and Record of Project Area*

Property Owner's Name \_\_\_\_\_

Address of Property \_\_\_\_\_

Parcel ID # \_\_\_\_\_ Phone Number \_\_\_\_\_

Total Project Area of Disturbance (square feet) \_\_\_\_\_ **A**

Previously Installed Impervious Coverage since January 1, 2014 \_\_\_\_\_ **B**

Total Project Area of New Impervious Surface Being Proposed \_\_\_\_\_ **C**

Total Cumulative Impervious Coverage Installed since January 1, 2014 \_\_\_\_\_ **D (B+C)**

Stormwater Management Submission Type:  Exempt  
 Minor Stormwater Site Plan  
 Stormwater Site Plan

Total New Impervious Area since January 1, 2014 \_\_\_\_\_ (Same as D above)  
 (This value to be used for "Previous Impervious Area prior to January 1, 2014 for subsequent permit applications".)

**Acknowledgement** - I declare that I am the property owner, or representative of the owner, and that the information provided is accurate to the best of my knowledge. I understand that stormwater may not adversely affect adjacent properties or be directed onto another property without written permission. I also understand that false information may result in a stop work order or revocation of permits. Municipal representatives are also granted reasonable access to the property for review and/ or inspection of this project if necessary.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**This form to be filled out for all projects requiring a Building Permit.**

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