

POINT TOWNSHIP

Date received: \_\_\_\_\_

759 Ridge Road, Northumberland, PA 17857

Permit #: \_\_\_\_\_

**APPLICATION FOR ZONING PERMIT**

Please print legibly – failure to do so may result in a denial, delay or rejection of this application.

**PROPERTY/SITE INFORMATION:**

Property/Site Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Zoning District of adjacent property: \_\_\_\_\_

Land Use: ☐ Residential ☐ Commercial

**LAND/PROPERTY OWNER:** ☐ Check here if applicant

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

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**BUILDING/STRUCTURE OWNER:** ☐ check here if same land/property owner ☐ check here if applicant

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

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRACTOR INFORMATION:** ☐ check here if applicant

Business Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Direct/Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

**TYPE OF PROJECT:**

☐ New Structure ☐ Addition ☐ Alteration ☐ Pool ☐ Deck Replacement

☐ Sign ☐ Fence/Wall ☐ Use (New/Change) ☐ Roof Replacement

**DESCRIPTION OF PROJECT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost of Project: \$\_\_\_\_\_ (Must be fair market value, including materials and labor)

Sewage: ☐ Public ☐ Private

Water Supply: ☐ Public ☐ Private

Does this Property contain wetlands? \_\_\_\_\_

Is this property within a federally designated flood plain? \_\_\_\_\_

Is this property within a planned community subject to association rules & regulations and/or deed restrictions? \_\_\_\_\_ If yes, name of the community: \_\_\_\_\_

For new structures, additions, signs, decks:

Height: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_

Floor area of new construction (sq ft): \_\_\_\_\_

(based on exterior dimensions, include full basement, porch, deck, attached garage)

### **CERTIFICATION:**

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record. I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction and agree to conform to all applicable local, state, and federal laws governing the execution of this project. I certify that the Zoning Official or their representative shall have the authority to enter the areas in which this work is being performed at any reasonable hour to enforce the provisions of the codes governing this project. I further certify that this information is true and correct to the best of my knowledge and belief.

This permit is issued only for the purpose applied for and may not be occupied for this purpose until a Certificate of Compliance has been granted. Any alteration or change of use requires an additional Zoning Permit.

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*If applicant is not landowner/building owner/contractor/architect/engineer named above*

Business Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Direct/Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

### **REQUIRED DOCUMENTS:**

- Site Plan drawn to scale showing the following:
  - Actual Dimensions and Shape of Lot
  - Location of all structures on the property (including: well; septic; & accessory structures)
  - Location and height of proposed structure in relation to property lines and structures.

### **FEE CALCULATIONS:** (office use only)

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Total Permit Fees: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

Less Deposit: \$50.00 \_\_\_\_\_

Balance Due: \_\_\_\_\_

\_\_\_\_\_

## Do I need a Permit?

### **Zoning Permits** are required for:

- New homes, additions, porch or porch enclosure, deck, garage, swimming pool, hot tub, shed, portable shed, fence
- Home based business or occupation, commercial business
- Property change of use (example: storage building to retail store)
- Signs: free standing, attached to buildings, window sign

### **Building Permits** are required for:

- New homes, additions, garage, new roofing, structural change to building
- To install, alter, or repair heating and cooling systems
- To install, alter, or repair plumbing or electrical systems
- Swimming Pools
- Demolition of building or structure

### **Driveway Permits** are required for:

- New driveways or alterations to driveways
- Paving of new or existing driveways (asphalt or concrete)
- Replacement of drainage pipe under driveway

### **Sewage Permits** are required for:

- New septic systems
- Repairs or alterations to septic systems (replacing pipe, adding riser, etc.)
- Home addition that includes a new bedroom
- **Pumping septic tank does NOT require a permit**

Some projects will only require a Zoning Permit or Building Permit; other projects will require both or multiple permits. Contact the Zoning Officer for guidance.

**Zoning and Building Permits:** Jackie Hart 570-441-2856; [Jackie@neic.us](mailto:Jackie@neic.us)

**Sewage Permits:** Bill Toth 570-458-0140; [dstinc24@gmail.com](mailto:dstinc24@gmail.com)

**Driveway Permits:** Twp Roads 570-473-3198 [roadmaster@pointtownship.org](mailto:roadmaster@pointtownship.org)

State Roads 570-275-0441



### **ZONING PERMIT FEES**

The following fees shall be paid to Point Township at the time application is made for a Zoning Permit or Zoning Hearing before the Point Township Zoning Hearing Board. No permit shall be issued, or no hearing shall be scheduled until the applicant has paid such fees to the Township.

| <b>CATEGORY</b>           | <b>DESCRIPTION</b>                                                  | <b>FEES</b>     |                                              |
|---------------------------|---------------------------------------------------------------------|-----------------|----------------------------------------------|
| <b>APPLICATION FEE</b>    | If permit is approved, fee included                                 | \$50.00         |                                              |
|                           | If disapproved - pay as minimum                                     |                 |                                              |
| <b>COMMERCIAL</b>         |                                                                     |                 |                                              |
| Commercial Structures     | Construction costs \$0-\$50,000                                     | \$200.00        |                                              |
|                           | Over \$50,000                                                       | \$200.00        | Plus \$2 per each \$1,000                    |
| <b>NON-COMMERCIAL</b>     |                                                                     |                 |                                              |
| Single Family Detached    | Construction costs \$0-\$100,000                                    | \$150.00        |                                              |
|                           | Over \$100,000                                                      | \$150.00        | Plus \$2 per each \$1,000                    |
|                           |                                                                     |                 |                                              |
| Accessory Additions       | Patio/Patio Roof/Porch/Deck                                         | \$50.00         |                                              |
|                           |                                                                     |                 |                                              |
| Free Standing Accessory   | Shed/Garage/Pole Barn/Carport                                       | \$50.00         |                                              |
|                           |                                                                     |                 |                                              |
| Additions or Alterations  | Shed/Garage/Pole Barn/Carport                                       | \$50.00         |                                              |
|                           |                                                                     |                 |                                              |
| Change of Use Residential | As needed                                                           | \$50.00         |                                              |
| Change of Use Commercial  | As needed                                                           | \$200.00        |                                              |
|                           |                                                                     |                 |                                              |
| Swimming Pools            | Above or in ground                                                  | \$50.00         |                                              |
|                           | Over \$1,000                                                        |                 | Plus \$5 per each \$1,000                    |
| Demolition/Razing         | Private                                                             | \$50.00         |                                              |
|                           | Business                                                            | \$100.00        |                                              |
|                           |                                                                     |                 |                                              |
| Zoning Hearing Board      | Denied permit-application fee paid - must accompany ZHB application | \$750.00        |                                              |
|                           |                                                                     |                 |                                              |
| Zoning Verification       |                                                                     | \$50.00 deposit | \$60 an hour after the \$50 deposit is used. |
|                           |                                                                     |                 |                                              |
| Signs                     |                                                                     | \$40.00         |                                              |
| Roadside Stands           | Operated on land owned by others                                    | \$50.00         |                                              |

**Multiple actions may be accomplished on a single permit, but each requires full fee as listed.  
No single action fee (Private or Commercial) will exceed \$10,000**

### **Conditional Use Hearing:**

A fee of \$600.00 payable in advance shall accompany each request for Conditional Use.  
Conditional Use Hearings are held by Point Township Supervisors.

# SITE PLAN ILLUSTRATION



