

After completion of this checklist you must submit this with all other appropriate permit applications and supporting documents to the Municipality. Thereafter the Municipality will process the paperwork and provide further direction as needed and/or required.

► LAND USE PERMIT CHECKLIST ◀

Fee: \$25

Additional Sheets Attached: # _____

NOTE TO APPLICANT: Applicable items on this checklist shall be completed prior to your submission of an application for a building permit. Failure to complete any applicable item on this checklist shall be sufficient grounds for denial of the building permit application. Please contact your local municipal office or the local Pa Municipal Code Alliance, Inc. office if you have any questions about the process for obtaining a building permit.

Municipality _____

County _____

Tax Parcel I.D. _____

Land Use Permit # _____

Location of Property/Work Site (Complete Address Street City Zip) _____

NAME AND CONTACT INFORMATION OF THE APPLICANT:

Print Full Name _____

Phone (Cell and/or Land line) _____

Email Address _____

Complete Mailing Address: Street/P.O. Box _____

City _____

State _____

Zip _____

PROJECT DESCRIPTION:

Type of Construction: ☐ Single-Family Dwelling / Duplex ☐ Multi Family ☐ New Manufactured Home ☐ Relocated Manufactured Home

☐ Commercial ☐ Other _____

Total Square Footage of Earth Disturbance: _____

Improvement Type: ☐ New ☐ Addition ☐ Alteration ☐ Repair/Replacement ☐ Relocation ☐ Other _____

Estimated start date _____

Estimated date of completion _____

Estimated value of construction _____

Number of Additional Bedrooms _____

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, and I agree to conform to all applicable local, state, and federal laws governing the execution of this project. I certify that the Code Official or his 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 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 laws of this jurisdiction. I further certify that this information is true and correct to the best of my knowledge. Ref. 18 Pa. Cons. Stat. § 4903.

Applicant's signature _____ Date _____

Checklist of preliminary requirements for obtaining a building permit, approvals to be obtained prior to applying for a building permit. All items must be addressed. Mark N/A for those that are not applicable. Attach extra sheets if necessary to identify special requirements or conditions.

☐ Sewage facilities planning module, DEP Planning Code # _____

Date of approval _____

☐ Sub-division & Land Development, Municipal resolution # _____

Date of approval _____

☐ Sewage permit from Sewage Enforcement Officer, Permit # _____

Date of approval _____

☐ Storm water management module. Approved by: _____

Date of approval _____

☐ Conservation District notification per Chapter 102.

Date of approval _____

☐ NPDES Permit # _____ for earth disturbances 1 acre or more,

Date of approval _____

☐ Driveway Permit, Penn DOT # _____ or Local # _____

Date of approval _____

☐ Public water tap, Permit # _____

Date of approval _____

☐ Public sewer tap, Permit # _____

Date of approval _____

☐ Historical Architectural Review Board, ☐ Check here for Special conditions.

Date of approval _____

☐ Zoning, Permit # _____ ☐ Check here for Special conditions

Date of approval _____

☐ Other; sluice pipe, road alteration, etc. ☐ Check here for Special conditions.

Date of approval _____

☐ Floodplain mapping _____ Project may contain flood plain.

Date of review _____

☐ Municipal setback clearances, ☐ Check here for Special conditions.

Date of approval _____

☐ Aviation Flight Path or Airport Impact Possible ☐ Check here for FAA or Pa DOT approval

Date of approval _____

☐ Extra Pages attached to describe special conditions or circumstance. How many extra pages are attached? _____

Approved - Municipal Official's Signature & Title _____

Date _____

{SEAL}

► This Signature indicates Municipal verification & approval of the Land Use Project

as described along with approval of all items on the checklist. ◀

{Rev. 9.0 04-29-20}