



# POLK TOWNSHIP SUPERVISORS

165 Polk Township Rd., PO Box 137, Kresgeville, PA 18333

Phone: 610-681-5376 Fax: 610-681-3063 E-mail: [info@polktwp.org](mailto:info@polktwp.org)

## Accessory Use Structures

### Zoning and Building Applications

Permit applications and required documentation are to be submitted to the Township for processing. **A nonrefundable \$50 fee must accompany the applications.** The total permit fees will be due upon pick up of any issued permit. The zoning officer will email you the final fees and the status of your permit. If the \$50 nonrefundable fee is not submitted with an application, the application will be rejected.

Accessory Structures under 1,000 sq. ft. without electric only require a Zoning Permit. If electric will be added to accessory structures under 1,000 sq. ft., a building application will be needed for the electric service.

Accessory Structures over 1,000 sq. ft. require a zoning and building application.

Payment of fees in the form of cash or check are payable to POLK TOWNSHIP. **When permits are issued by the Zoning Officer, Building Inspector or Sewage Enforcement Officer, the Township will contact you.**

**Please note that if a permit is not obtained prior to work, fees will be doubled.**

**ZONING AND BUILDING PERMITS** will be submitted to Tracy Herman at Polk Township. For any Zoning questions, please contact: **Tracy Herman, Polk Township Zoning and Codes Enforcement Officer**

Office: (610) 681-5376

Fax: (610) 681-3063

Email: [zoning@polktwp.org](mailto:zoning@polktwp.org)

Office Hours:

**Monday- Friday 8am-2:30pm**

Appointments are encouraged.

### Requirements:

1. Markers must be placed where proposed structure will be placed. Zoning Officer will verify at initial inspection.
2. Copies of all required documents are to be submitted:
  - a. 3 sets building plans ( Structures over 1,000 sq. ft. only)
  - b. Complete plot plan with property lines, setbacks, street names, well and septic locations

### Building Setbacks

#### Conforming Lot

Minimum Setbacks by Zoning District			
Accessory Buildings			
Zoning District	Front	Rear	Side
RR	75'	25'	25'
R-1	60'	20'	20'
R-2	40'	20'	20'
R-3	40'	15'	10'
C	40'	15'	10'
I	40'	15'	10'

Notes:

- 1) For any new detached accessory building or structure it must be a minimum of 20 feet away from the principal building and any existing or proposed accessory structure.

#### Non-Conforming Lot

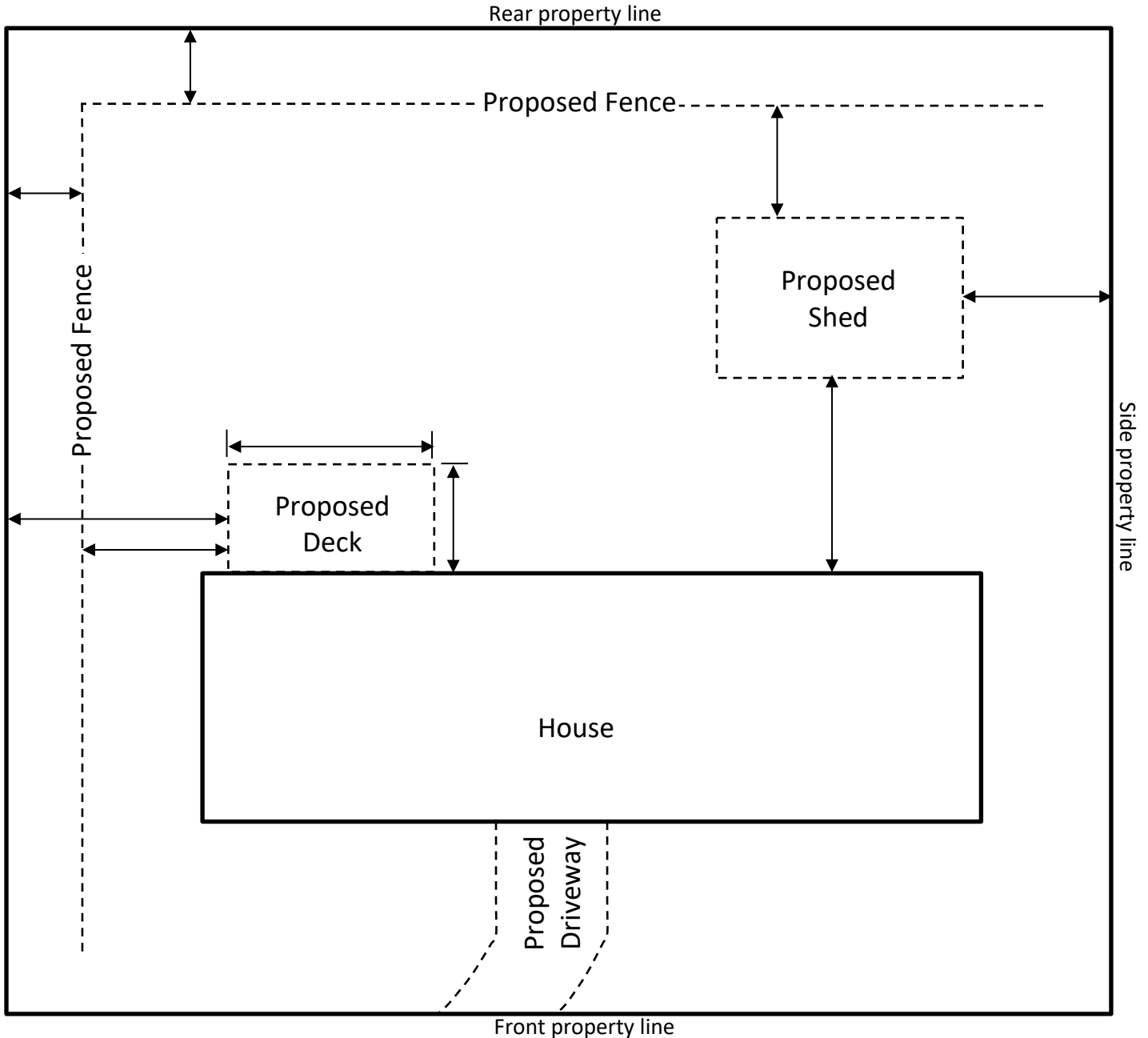
Minimum Setbacks				
Accessory Buildings				
Lot Width	Front	Rear	Side	Maximum Lot Coverage
All Lots	40'	15'	15'	40%

Notes:

- 1) For any new detached accessory building or structure it must be a minimum of 20 feet away from the principal building and any existing or proposed accessory structure.

# POLK TOWNSHIP

## Example of a Plot Plan



This is an example of a plot plan. Please create a plan for the property in which you are applying by showing:

1. Show all roads that are next to the lot.
2. Lot Dimensions
3. Septic and Well location
4. All existing structures including porches, decks and pools. Dimensions of all structures must be included.
5. Show the driveway and the size, along with any parking areas.
6. Include any proposed structures in which you are applying for.
7. Any other information that the Zoning Officer may request to make an informed decision.
8. Your drawing should be as close as you can to scale. This drawing should be an accurate portrayal of an overhead view of your property.

# POLK TOWNSHIP

## Accessory Use - ZONING PERMIT APPLICATION

- Fee:**  Building Structure Assessment:  
 Under 1,000 sq.ft. **\$0.20 per sq. ft.**  
 Over 1,000 sq.ft. **\$0.20 per sq. ft.** (+ U.C.C.)  
 Zoning Application Fee: **\$50.00**  
 Certificate of Occupancy: **\$25.00**  
 Chicken Coop **\$35.00** (Zoning only)

*NOTE: Accessory structures include decks, patios, porches, sheds, pole buildings, etc.*

<b>Application Date</b> _____	
<b>Address</b> _____	
<b>14 Digit PIN</b> _____	
<b>Owner of Property</b> _____	<b>Applicant</b> _____
<b>Phone</b> _____	<b>Phone</b> _____
<b>Address</b> _____	<b>Address</b> _____
<b>Email</b> _____	<b>Email</b> _____
<b>Contractor</b> _____	<b>Zoning District</b> RR ( ) R1 ( ) R2 ( ) R3 ( )
<b>Phone</b> _____	C ( ) I ( )
<b>Address</b> _____	<b>Lot Size</b> _____
<b>Email</b> _____	<b>Lot Coverage</b> _____
<b>Proposed Use</b> _____	<b>Total Sq. Ft.</b> _____

Is the structure in a flood zone? <i>Floodplain maps can be found online : <a href="http://www.floodmaps.fema.gov">www.floodmaps.fema.gov</a></i>	YES_	NO_
Will there be any fill or encroachment of wetlands?	YES_	NO_
Does the property have a proper E-911 (green) sign with 4" white numbers been placed so the bottom of the sign is 48" from the ground and at least 6-8' from road? <i>Note: Certificate of Occupancy may be delayed if E-911 is not correct.</i>	YES_	NO_
Is a deed or bill of sale included in this application?	YES_	NO_
Have you confirmed with Monroe County Conservation District the requirements needed for the proposed project?	YES_	NO_
Has the required driveway or septic permits that are required for building and zoning permits been obtained previously or has been applied for?	Septic Permit: _____	Driveway Permit: _____

**I fully understand the provisions of this application and hereby certify that all information submitted is true and correct to the best of my knowledge.**

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



# A MATTER OF “LIFE” OR “DEATH”

**If we can’t find you, we can’t help you!**

**Polk Township Ordinance 2011-03 adopted 6/27/11** requires reflective E-911 sign be placed at all driveway entrances to all properties with principal structures. To view the entire Ordinance, please call the Polk Township Office during regular business hours.

**Certificate of Occupancies may be held if the property E-911 sign is not correct.** The Zoning Officer will require the E-911 sign to be installed or corrected before a Certificate of Occupancy can be issued.

## **E-911 Sign Requirements:**

- Signs may be *VERTICAL* or *HORIZONTAL*
- Signs must be REFLECTIVE GREEN BACKGROUND with 4” WHITE NUMBERS
- Must be adequately visible from both directions of travel
- Sign must be 42” off the ground and under 72” in height
- Sign posts must be on your 6’ to 8’ from the road pavement and not in Township right-of-way. They can be placed on mailboxes
- Do not place sign on a fence, utility pole, stone, tree or across the street.
- Call 811 (One Call) before you dig!

## **Mailbox requirements:**

- The front of the mailbox must be 4 ½ feet from the road pavement (This is the Township right-of-way)
- Mailboxes must be maintained by the homeowner. (snow must be removed in order to receive mail)
- Mailboxes in Township right-of-way that are damaged during snow and ice events are NOT reimbursed by the Township.

# POLK TOWNSHIP

## Accessory Use-BUILDING PERMIT APPLICATION

- Fee:  Detached Garage/Pole Barn:
- No Electric \$250
  - With Electric \$400.00
  - Roof Only Structure \$240.00
  - Other \_\_\_\_\_

ALL WORK SHALL CONFORM TO THE INTERNATIONAL BUILDING CODE AS APPLICABLE TO THE UCC

Application Date \_\_\_\_\_

Address \_\_\_\_\_

14 Digit PIN \_\_\_\_\_

Owner of Property \_\_\_\_\_

Phone \_\_\_\_\_

Alt Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Applicant \_\_\_\_\_

Phone \_\_\_\_\_

Alt Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Contractor \_\_\_\_\_

Phone \_\_\_\_\_

Alt Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Zoning District RR ( ) R1 ( ) R2 ( ) R3 ( )  
C ( ) I ( )

Lot Size \_\_\_\_\_

Lot Coverage \_\_\_\_\_

**Type of Improvement:**

- New Building/Construction –
- One family - Total Square Feet \_\_\_\_\_  
#of Stories \_\_\_\_\_ #of Beds \_\_\_\_\_ #of full Baths \_\_\_\_\_ #of ½ Baths \_\_\_\_\_
  - Two or more family - # of units \_\_\_\_\_ Total Square Feet \_\_\_\_\_ Number of Stories \_\_\_\_\_

**Cost:**

Building	\$ _____	
Roofing	\$ _____	
Electrical	\$ _____	Electrical Work Order # _____
Plumbing	\$ _____	
Heating/AC	\$ _____	
Other	\$ _____	
<b>Total cost</b>	<b>\$ _____</b>	

<b>Type of Sewage System:</b> <input type="radio"/> Public or private company <input type="radio"/> Private on-lot	<b>Type of Water Supply:</b> <input type="radio"/> Public or private company <input type="radio"/> Private (Well)	<b>HVAC:</b> <input type="radio"/> Central Air <input type="radio"/> Heating <hr/>
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Brief Description of Work: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Is there any additional drawings, plot plans, elevation drawings enclosed with this application that include: Proposed and existing structures, setbacks, septic tanks, drain fields, wells, driveways, and other required improvements? Yes\_ No\_

This permit application is a legal and public document. All items must be completed accurately. Falsification of information will result in revocation of permit(s). I agree to conform to all regulations of the Polk Township Zoning Ordinance, any other Ordinances of Polk Township, and any amendments. If anyone other than the property owner, applicant verifies by signing below that he/she is the agent that has legal authority to act in behalf of the owner. Submission of this form grants authorized representatives to access the property to conduct all inspections to Township Code.

\_\_\_\_\_  
 Print Name Date Signature