



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

Addition Structures

Zoning and Building Applications

Permit applications and required documentation are to be submitted to the Township for processing. Zoning and building fees are due when permit is picked up by applicant. **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.

If you are adding bedrooms, please check with the Sewage Enforcement Officer before applying for any permits. Your current septic system must support additional bedrooms or a new system is required.

When permits are ready, the Township will contact you.

ZONING 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

Office Hours:

Monday-Friday 8am-2:30pm

Appointments are encouraged.

SEWAGE PERMITS will be submitted to: Polk Township Secretary, Rebecca Tippett

Office: (610) 681-5376

Email: rtippett@polktwp.org

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

Lot Minimum Setbacks by Zoning District				
Principal Building				
Zoning District	Front	Rear	Side	Max. Lot Coverage
RR	75'	60'	25'	20%
R-1	60'	60'	20'	25%
R-2	40'	40'	20'	25%
R-3	40'	40'	15'	30%
C	40'	40'	15'	60%
I	40'	40'	15'	60%

Notes:

- 1) Maximum height is 2.5 stories or 35 feet for all buildings in all districts.
- 2) Minimum lot area and setbacks may increase when other provisions require larger setbacks or more restrictive standards as specified in this ordinance.
- 3) Buffer setbacks: refer to Section 704 of this Ordinance.
- 4) Lot Coverage for all non-residential uses in the R Districts is a maximum of 40%.

Non-Conforming Lot

Minimum Setbacks by Lot Width				
Lots are Less Than an Acre				
Lot Width	Front	Rear	Side	Maximum Building Coverage
45'-59'	30'	20'	15'	25%
60'-79'	35'	25'	15'	25%
80'-99'	40'	30'	15'	25%
100'-150'	40'	40'	15'	25%
Over 150'	40'	40'	15'	25%

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.

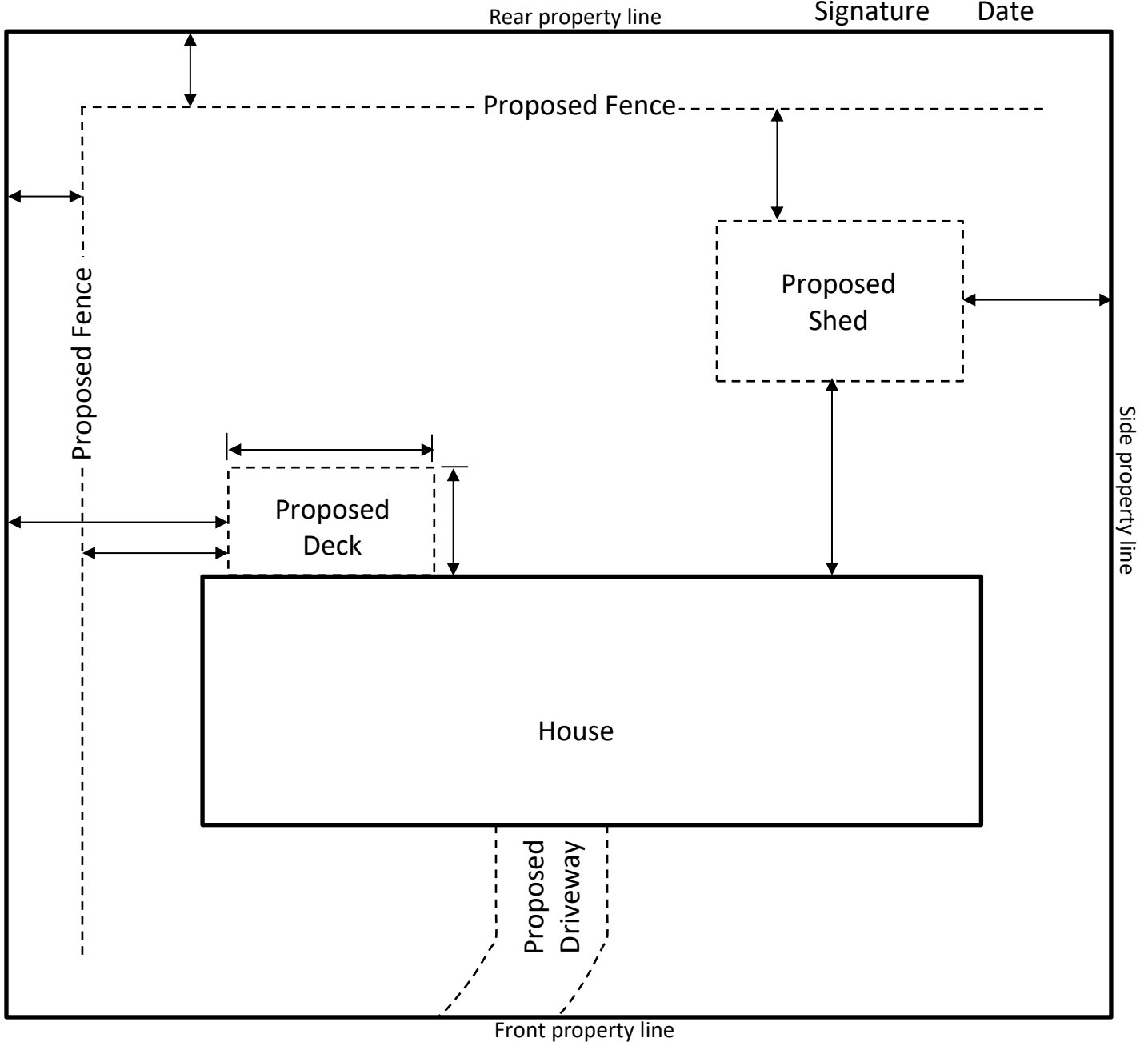
Example of a Plot Plan

Name

Address

Phone Number

Signature Date



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.

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ADDITION- 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**

Application Date _____

Address _____

14 Digit PIN _____

Owner of Property _____

Phone _____

Address _____

Email _____

Applicant _____

Phone _____

Address _____

Email _____

Contractor _____

Phone _____

Address _____

Email _____

Proposed Use _____

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

Lot Size _____

Lot Coverage _____

Total Sq. Ft. _____

Is the structure in a flood zone? *Floodplain maps can be found online : www.floodmaps.fema.gov* 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? *Note: Certificate of Occupancy may be delayed if E-911 is not correct.* 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.

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ADDITIONS-BUILDING PERMIT APPLICATION

- Fee:** Additions with full foundation or alternations **\$690.00**
 Sunrooms on existing slab or deck **\$324.00**
 Basement **\$330.00**
 Deck **\$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 _____

Cost:

Building \$ _____

Roofing \$ _____

Electrical \$ _____

Electrical Work Order # _____

Plumbing \$ _____

Heating/AC \$ _____

Other \$ _____

Total cost \$ _____

Type of Sewage System:

- Public or private company
 Private on-lot

Type of Water Supply:

- Public or private company
 Private (Well)

HVAC:

- Central Air
 Heating

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