



# 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)

## New Construction/Large Additions 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.

Septic and well permit fees are required to be paid when application is received by the Township. Sewage applications can be picked up at the Township.

Payment of fees in the form of cash or check are payable to POLK TOWNSHIP.

**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](mailto:zoning@polktwp.org)**

**Office Hours:**  
**Monday- Friday**  
**8am-2pm**  
Appointments are encouraged.

### Requirements:

1. 3 copies of all required documents are to be submitted:
  - a. Building Plans
  - b. Complete plot plan with property lines, setbacks, street names, well and septic locations
  - c. Approved Septic Permit and design
2. Driveways proposed to enter onto a Township Road must be constructed to meet Polk Township Driveway Ordinance. Driveways proposed to enter onto a State Road requires an approved Highway Occupancy Permit

### 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

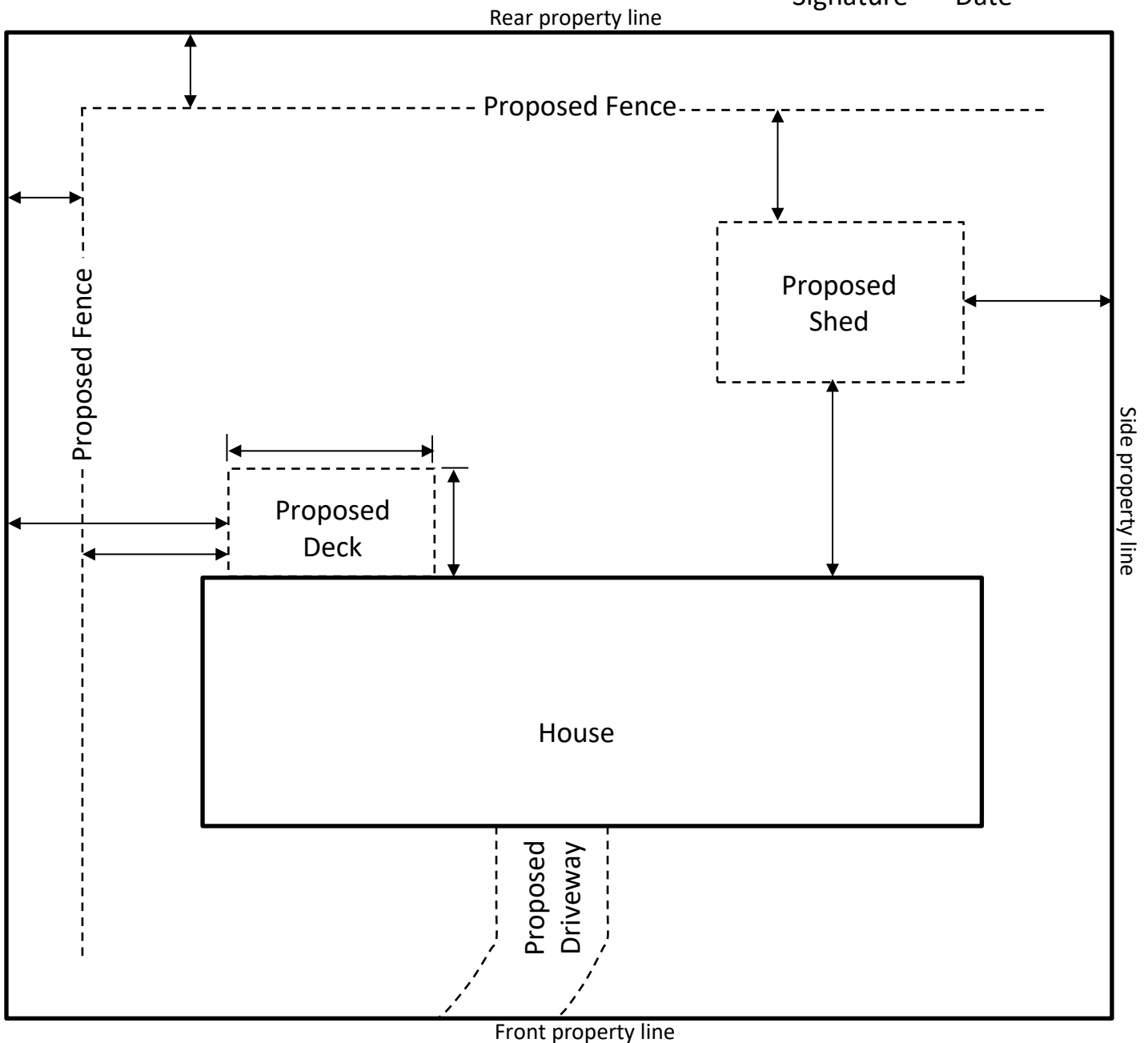
Minimum Setbacks by Lot Width				
Lots are Less Than an Acre				
Lot Width	Front	Rear	Side	Maximum Building Coverage
45'-59'	30'	20'	15'	25%
60'-79'	35'	25'	15'	25%
80'-99'	40'	30'	15'	25%
100'-150'	40'	40'	15'	25%
Over 150'	40'	40'	15'	25%

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.

# POLK TOWNSHIP

## NEW CONSTRUCTION- ZONING PERMIT APPLICATION

**Fee:** New Construction Building Assessment:

- Under 2,500 sq.ft. **\$250 + \$0.20 per sq. ft.**
- Over 2,500 sq.ft. **\$300 + \$0.20 per sq. ft.**

Certificate of Occupancy: **\$25.00**

*NOTE: Square Footage includes basements, attics, decks, porches, etc.*

**Application Date** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**14 Digit PIN** \_\_\_\_\_

<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> _____

**Proposed Use** \_\_\_\_\_

<b>Total Sq. Ft.</b> _____	<b># Floors</b> _____	<b># Baths</b> _____	<b># Bedrooms</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

## NEW CONSTRUCTION/ LARGE ADDITIONS

### BUILDING PERMIT APPLICATION

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

**Fee:** New Building/Construction & Large Additions

- Conventional Frame
  - up to 3500 sq.ft. \$1080.00
  - over 3500 sq.ft. \$84.00 per 500 sq.ft. additional to above amount
- Manufactured Home New or Used \$300.00
- Industrialized/Interior Alterations \$580.00
- Additions with full foundation or alternation \$690.00
- Sunrooms on existing slab or deck \$324.00

Zoning Application Fee: **\$50.00**  
 Certificate of Occupancy: **\$25.00**

*NOTE: Square Footage includes basements, attics, decks, porches, etc.*

**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 \_\_\_\_\_

<b>Cost:</b>		
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  _____
--	---	---

Brief Description of Work: \_\_\_\_\_

\_\_\_\_\_

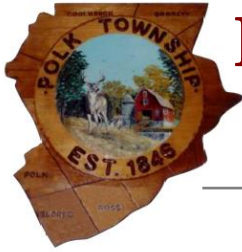
\_\_\_\_\_

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



# POLK TOWNSHIP SUPERVISORS

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

Phone: 610-681-5376 Fax: 610-681-3063 E-mail: polktwp@ptd.net

## Well Permit Application

Fee: New Well \$150.00

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

Address \_\_\_\_\_

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

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

Contractor \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Is a deed or bill of sale included in this application? Proof of ownership or agreement from Property owner must be provided. YES NO

When permits are ready, the Township will contact you. What is your preferred method of contact?

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

### Information Required:

1. Plot plan showing the entire lot, property lines, line dimensions, house, accessory structures, driveway, septic tanks, etc.
2. Well Distances must be a minimal of:
  - a. 100 feet from sewage disposal system
  - b. 50 feet from any storage tank
  - c. 10 feet from property line or road right-of-way

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. I agree to prepay all estimated services and any fees accrued due to additional services provided.

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

#### Sewage Enforcement Officer

Jonathan Shupp  
Phone: 570-350-4706  
Email: jonathan\_shupp@yahoo.com

#### Alternate Sewage Enforcement Officer

Scott Policelli  
Phone: 610-588-5232  
Email: policellisurveyor@gmail.com

### FOR OFFICAL USE:

Payment Date \_\_\_\_\_ Amount \$ \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_

Received by \_\_\_\_\_

# POLK TOWNSHIP

## ENCROACHMENT/DRIVEWAY PERMIT APPLICATION

- |  | Fee:                  | Escrow:  |
|--|-----------------------|----------|
| <input type="radio"/> New Driveway             | \$100.00              | \$500.00 |
| <input type="radio"/> New Encroachment         | \$100.00              | \$500.00 |
| <input type="radio"/> Blacktopping             | \$50.00               |          |
| <input type="radio"/> Excavation onto Twp. Rd. | \$100.00 per road cut |          |

*Escrow checks MUST be separate from fees! Permit may be denied if 2 separate checks are not received.*

DATE: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

ROAD NAME \_\_\_\_\_

Cash/Check#: \_\_\_\_\_

SUBDIVISION \_\_\_\_\_

Escrow Fee: \_\_\_\_\_

PIN # \_\_\_\_\_

Cash/Check#: \_\_\_\_\_

LOCATION OF DRIVEWAY: \_\_\_\_\_

Work will begin on: \_\_\_\_\_ Work completed by \_\_\_\_\_

APPLICANT/OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTRACTORS NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTRACTORS ADDRESS: \_\_\_\_\_

(Include plot plan showing exact location of driveway on property and site distances in both directions; owner or applicant must mark location of driveway on property.)

### Polk Township Conditions and Requirements

- A. The existing drainage patterns and shoulder slope SHALL be maintained.
- B. Any additional drainage SHALL be directed to road drainage swales.
- C. Driveway sight lines and clear sight triangles shall be established and maintained always.
- D. Proper shoulder grades and drainage flow lines shall be established.
- E. Driveway shall be constructed of stable materials, stone etc. that will not wash away.
- F. The applicant shall be responsible for any damage to the roadway and shoulders caused by this installation.
- G. Three inspections are required: preliminary, when working in right-of-way and final.
- H. Applicant must follow attached design specifications as part of this permit.
- I. Minimum pipe size if required is 15 inches in diameter with one foot of cover.
- J. The Township Roadmaster or Zoning Officer may at any time revoke this permit for nonperformance with any conditions, regulations or requirements hereof.

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

### POLK TOWNSHIP SPECIAL REQUIREMENTS

1. Refer to Figures A. B. & C. Attached
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Preliminary Inspection Date: \_\_\_\_\_ ROADMASTER: APPROVED DENIED Signature: \_\_\_\_\_

Notes: \_\_\_\_\_

Final Inspection Date: \_\_\_\_\_ ROADMASTER: APPROVED DENIED Signature: \_\_\_\_\_

Notes: \_\_\_\_\_



Figure A

M-950S  
(03-04)  
PENNDOT

# DRIVEWAY SIGHT DISTANCE MEASUREMENTS

(FOR LOCAL ROADS, USE PENNDOT PUB 70)

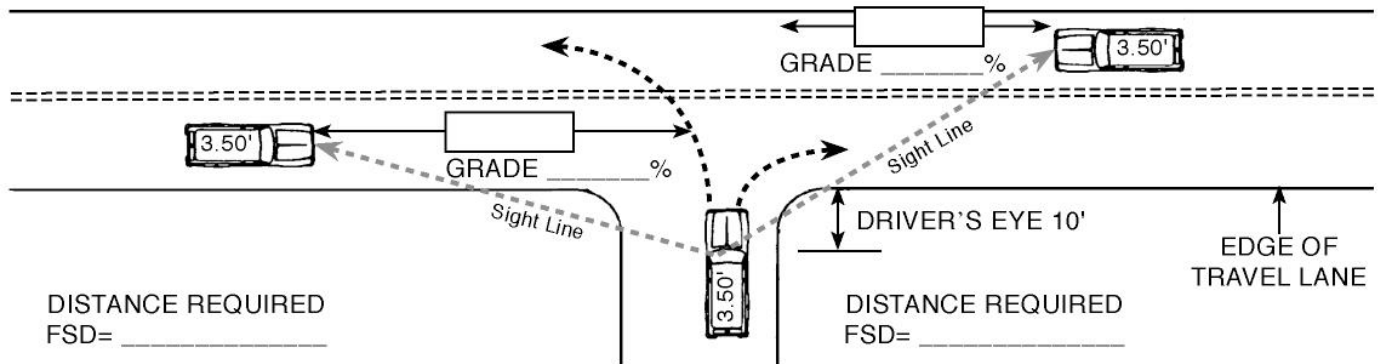
APPLICANT \_\_\_\_\_ APPLICATION NO. \_\_\_\_\_

S.R. \_\_\_\_\_ SEG. \_\_\_\_\_ OFFSET \_\_\_\_\_ LEGAL SPEED LIMIT \_\_\_\_\_

MEASURED BY \_\_\_\_\_ DATE \_\_\_\_\_

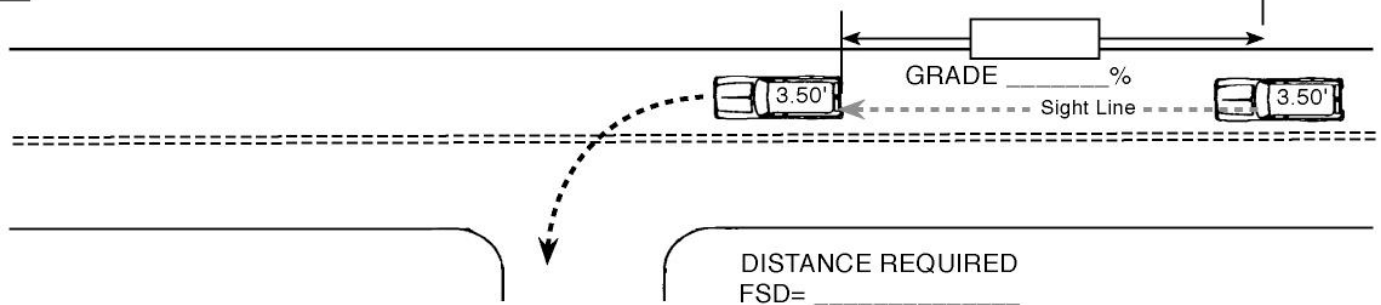
FOR DEPARTMENT USE ONLY: Safe-Running Speed \_\_\_\_\_ 85th Percentile Speed \_\_\_\_\_

**A**



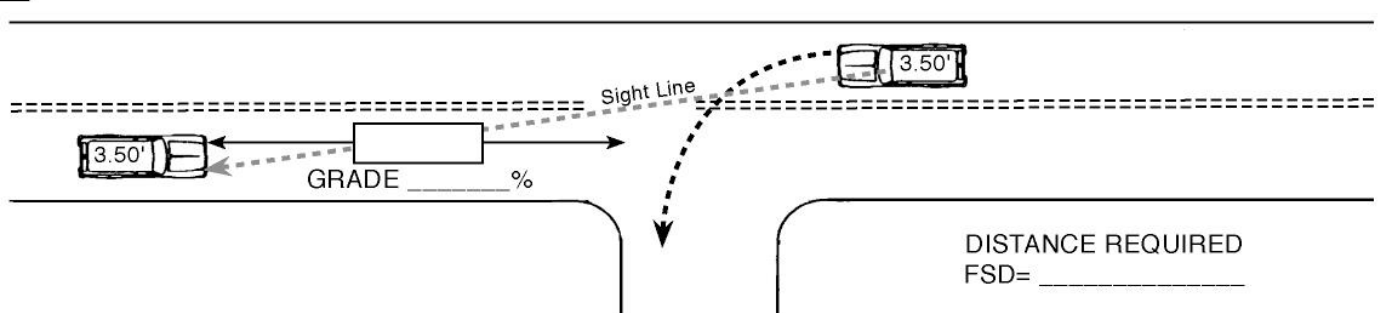
THE MAXIMUM LENGTH OF ROADWAY ALONG WHICH A DRIVER AT A DRIVEWAY LOCATION CAN CONTINUOUSLY SEE ANOTHER VEHICLE APPROACHING ON THE ROADWAY.

**B**



THE MAXIMUM LENGTH OF ROADWAY ALONG WHICH A DRIVER ON THE ROADWAY CAN CONTINUOUSLY SEE THE REAR OF A VEHICLE WHICH IS LOCATED IN THE DRIVER'S TRAVEL LANE AND WHICH IS POSITIONED TO MAKE A LEFT TURN INTO A DRIVEWAY.

**C**



THE MAXIMUM LENGTH OF ROADWAY ALONG WHICH A DRIVER OF A VEHICLE INTENDING TO MAKE A LEFT TURN INTO A DRIVEWAY CAN CONTINUOUSLY SEE A VEHICLE APPROACHING FROM THE OPPOSITE DIRECTION.

Appendix I  
Desirable Sight Distances

Table 1 — Safe sight distance for passenger cars and single-unit trucks exiting from driveways onto two-lane roads

Posted Speed (mph)	Safe Sight Distance — Left <sup>1</sup> (feet)	Safe Sight Distance — Right <sup>1</sup> (feet)
25	250	195
25	250	195
35	440	350
45	635	570
55	845	875

NOTES:

<sup>1</sup> Measured from a vehicle 10 feet back of the pavement edge.

Table 2 — Safe sight distance for buses and combinations exiting from driveways onto two-lane roads

Posted Speed (mph)	Safe Sight Distance — Left <sup>1</sup> (feet)	Safe Sight Distance — Right <sup>1</sup> (feet)
25	400	300
25	400	300
35	675	625
45	1,225	1,225
55	2,050	2,050

NOTES:

<sup>1</sup> Measured from a vehicle 10 feet back of the pavement edge.

Table 3 — Safe sight distance for passenger cars and single-unit trucks exiting from driveways onto four- and six-lane roads

Posted Speed (mph)	Safe Sight Distance — Left <sup>1</sup> (feet)	Safe Sight Distance — Right <sup>2</sup> (feet)
25	175	195
25	175	195
35	300	350
45	500	570
55	785	875

NOTES:

<sup>1</sup> Measured from a vehicle 10 feet back of the pavement edge to a vehicle approaching in the outside lane.

<sup>2</sup> Measured from a vehicle 10 feet back of the pavement edge to a vehicle approaching in the median lane.

Table 4 — Safe sight distance for buses and combinations exiting from driveways onto four- and six-lane roads

Posted Speed (mph)	Safe Sight Distance — Left <sup>1</sup> (feet)	Safe Sight Distance — Right <sup>2</sup> (feet)
25	300	300
25	300	300
35	625	625
45	1,225	1,225
55	2,050	2,050

NOTES:

<sup>1</sup> Measured from a vehicle 10 feet back of the pavement edge to a vehicle approaching in the outside lane.

<sup>2</sup> Measured from a vehicle 10 feet back of the pavement edge to a vehicle approaching in the median lane.

Table 5 — Safe sight distance for passenger cars and single-unit trucks entering driveways by left turns

Posted Speed (mph)	Safe Sight Distance in Feet <sup>1</sup>		
	2-Lane	4-Lane	6-Lane
25	190	205	220
35	300	320	345
45	445	470	500
55	610	645	680

NOTES:

<sup>1</sup> Measured from the point where a left-turning vehicle stops to a vehicle in the outside lane.

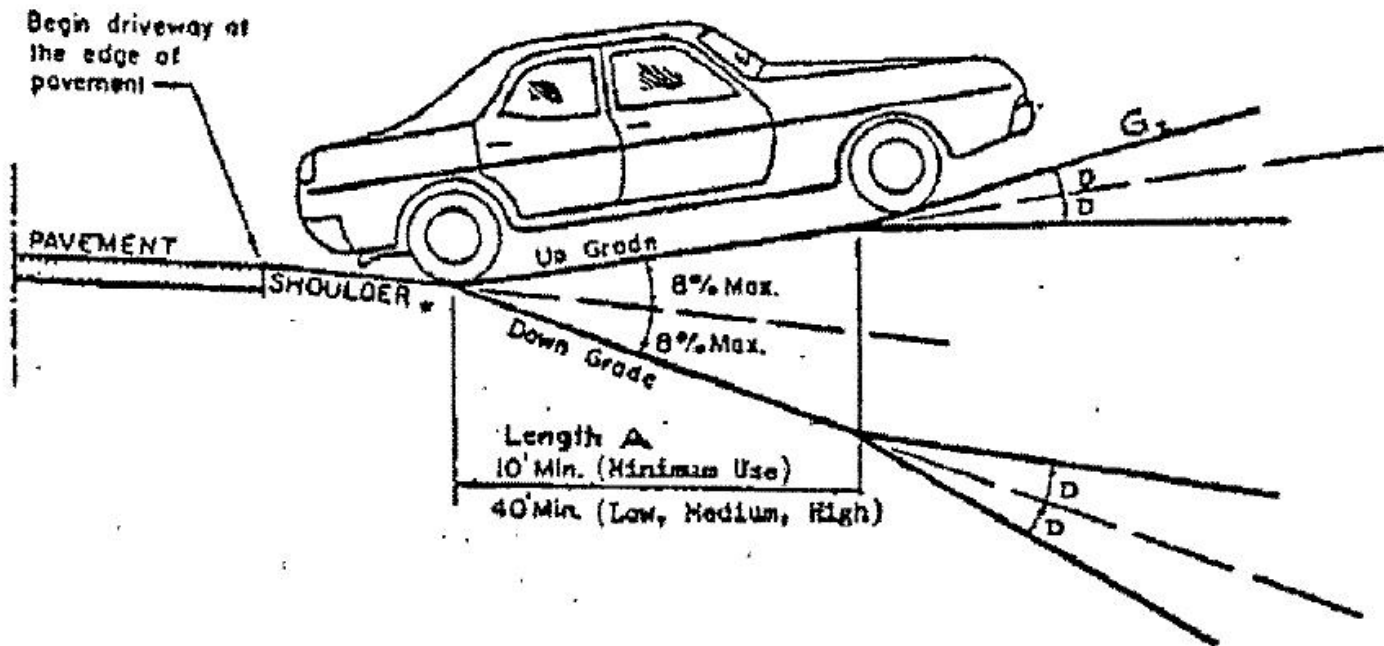
Table 6 — Safe sight distance for buses and combinations entering driveways by left turns

Posted Speed (mph)	Safe Sight Distance in Feet <sup>1</sup>		
	2-Lane	4-Lane	6-Lane
25	330	360	390
35	485	530	575
45	690	750	810
55	905	990	1,075

NOTES:

<sup>1</sup> Measured from the point where a left-turning vehicle stops to a vehicle in the outside lane.

**Attachment C**  
**Appendix IV**  
**Maximum Driveway Grade Within the Road Right-of-Way**



\* The shoulder slope normally varies from 4% to 6%. Maintain the existing shoulder slope when constructing the driveway unless it is less than 4%, which shall be maintained as a minimum.

For grade changes greater than those indicated, vertical curves with a minimum length of 10 feet shall be constructed and length "a" increased by the length of the curve.

Within the road right-of-way, grade G<sub>2</sub> shall be limited to 15% for minimum-use driveways and from 5% to 8% for low-, medium- or high-volume driveways.

	Maximum Grade Change	
	Desirable	Maximum
High-volume driveway	0%	±3%
Medium-volume driveway	±3%	±6%
Low-volume driveway	±6%	Controlled by vehicle clearance