



# 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)

## Building & Zoning Application

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. Septic 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. **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.

**When permits are ready, the Township will contact you.**

**BUILDING & ZONING PERMITS** will be submitted to Tracy Herman at Polk Township. For any Building/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-2:00pm***

***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
3. A nonrefundable fee of \$50 payable by cash or check with submission.
4. Markers must be placed where proposed structure will be placed. Zoning Officer will verify at initial inspection.

**Building Permits** will be submitted to Base Engineering Inc. Please note: You will not be able to schedule any inspection without a building permit tracking number. You will receive all the information to schedule inspections when you receive your building permit packet. If an inspection is scheduled without a building permit, a \$65 penalty per inspection will be imposed.

## Conforming Lots

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%.

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 Lots

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.

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.



<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>	<b>Type of Water Supply:</b>	<b>HVAC:</b>
<input type="radio"/> Public or private company	<input type="radio"/> Public or private company	<input type="radio"/> Central Air
<input type="radio"/> Private on-lot	<input type="radio"/> Private (Well)	<input type="radio"/> Heating

Is the structure in a flood zone? *Floodplain maps can be found online: [www.floodmaps.fema.gov](http://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 \_\_\_

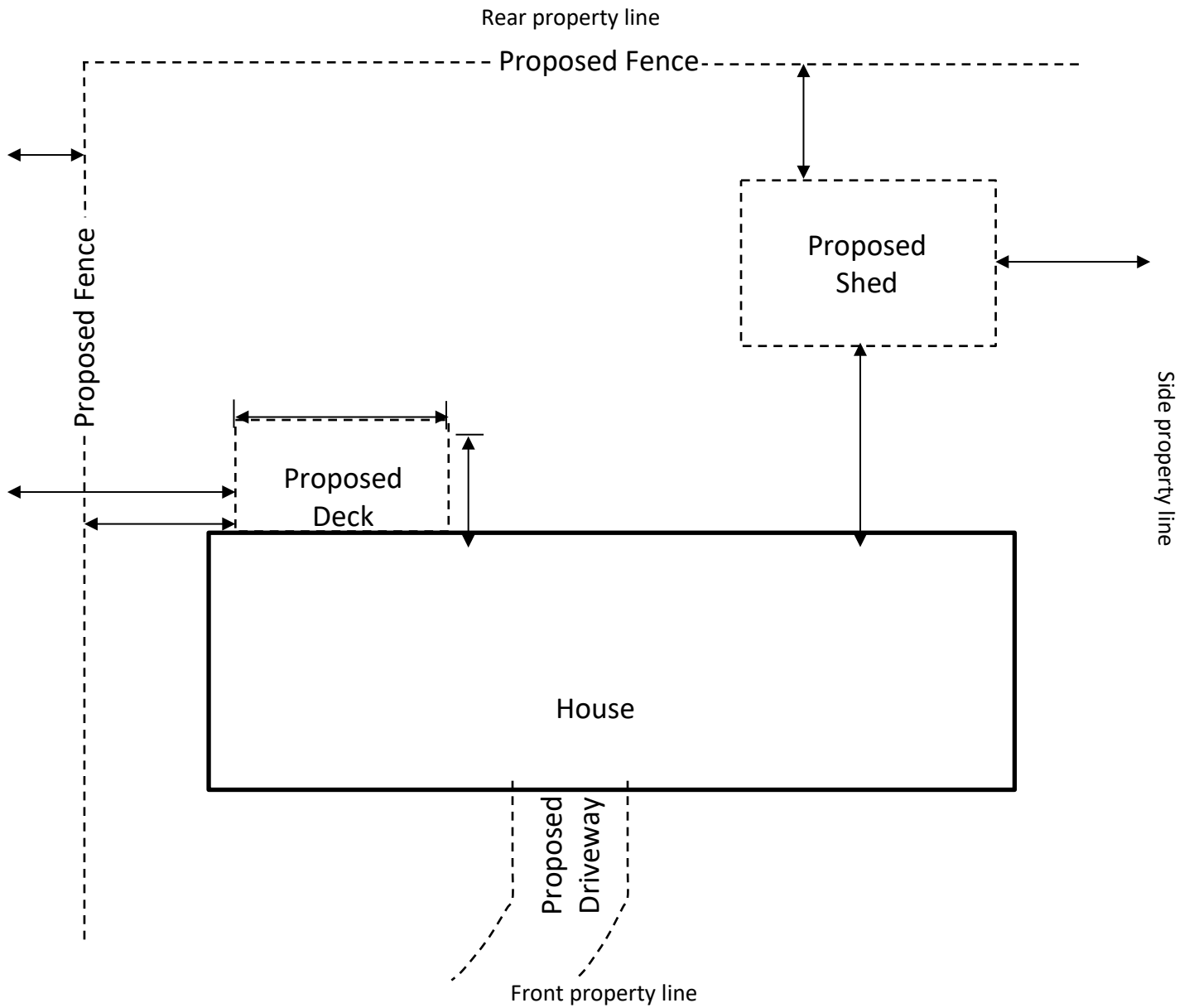
**I fully understand the provisions of this application and hereby certify that all information submitted is true and correct to the best of my knowledge.**

**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



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.

# 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.