

## **ZONING PERMIT REQUIREMENTS**

1. Page 2 of the permit application must be signed and dated.
2. The issuance of a Zoning Permit is based upon the facts stated and representations made in this Application. A Zoning Permit may be revoked if the use and/or structure for which it has been issued violate any applicable Township, County, State or Federal law or regulation, including but not limited to the West Donegal Township Zoning Ordinance. This Permit may also be revoked if it has been issued in error or if issuance was based upon any misrepresentations or errors contained in the Application or otherwise made by the Applicant.
3. Before a permit will be issued, proof of Worker's Compensation (Certificate of Insurance from the contractor) or a Worker's Compensation Affidavit must be submitted to the Township. If the contractor is self employed, then the contractor must provide us with a letter stating this and if sub-contractors are used they are required to provide proof of insurance.
4. Prior to the occupancy or use of the property for which a zoning permit application has been made, the permit holder must apply, in writing, for a certificate of use and occupancy. The application for a certificate of use and occupancy must be made at least fourteen (14) days prior to the date the permit holder wishes to commence use or occupancy of the property. Moving personal property into the property constitutes use and is a violation of the Zoning Ordinance.
5. No excavation can begin until the Township issues the zoning permit. No change in use can be made until the Township issues a zoning permit. Any excavation or change in use prior to issuance of a zoning permit constitutes a violation of the Zoning Ordinance.
6. Attach a sketch of the property showing the existing building, the dimensions of the existing building in relationship to the property lines and the location and dimensions from the property lines for the new structure and location of driveway, decks or any other structures.
7. All other permits required for the project, such as Highway Occupancy Permit from Penn DOT, public sewer permit from ERSA, on-lot sewer permit etc. must be obtained prior to issuance of any Zoning Permit. The applicant must show a sewer permit and water permit if applicable, please place this number on the permit application.
8. If this application is for a sign permit, attach a drawing indicating the wording on the sign, the proposed location, and a description of the type, construction, and manner and method of installation. If the applicant is other than the owner or lessee of the building, a written authorization from them is required.
9. Permits are valid for one year and are non-transferable. Extensions may be granted in accordance with the Zoning Ordinance, upon written request.
10. **If sidewalks are required on your property, there will a \$40 sidewalk inspection fee. There is a 24 hour notice required for inspections.**