

**LOWER HEIDELBERG TOWNSHIP
PROCEDURE FOR OBTAINING A ZONING PERMIT**

1. Fully complete the application for your zoning permit making sure to date and sign it and return it to the Township Office. The applicant for a permit may be the homeowner or homeowner's agent. No fee is required to submit your application.
2. For residential applications, the Building Inspector has a 3 week period to review and approve or deny your permit application. For non-residential, 6 weeks is allotted. Make sure there are daytime and evening telephone numbers for the Building Inspector to reach you should there be any questions about your application. Most permit applications are returned within 10 days of submission.
3. After the application has been reviewed and approved, you will receive a phone call telling you the permit fee and that the permit may be picked up at the Township Office. Checks should be made payable to Lower Heidelberg Township. The Township Office is typically open from 8:00 to 5:00 Monday through Friday. To verify that the Township Office is open you may call 610.678.3393.
4. If you have any questions concerning your application, please contact the Township's Engineering and Code Enforcement Office at 610.678.0818. If no one is available when you call, please leave a detailed message and your call will be returned as soon as possible.

PLEASE NOTE: No construction can begin without paying for and receiving your approved building permit. Performing work without a permit will result in the doubling of all permit fees.

APPLICATION FOR ZONING PERMIT

Property Information

Location: _____

Owner: _____

Owner address: _____

Owner Phone #: _____

Cost of improvement: _____

Use of property: Residential Commercial Industrial

Type of improvement:

- | | |
|--|--|
| <input type="checkbox"/> Single family detached dwelling | <input type="checkbox"/> Detached garage |
| <input type="checkbox"/> Single family semi-detached dwelling | <input type="checkbox"/> Shed |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Carport |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Covered porch |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Swimming pool |
| <input type="checkbox"/> Home Occupation (attach letter detailing proposed business) | |
| <input type="checkbox"/> Other: _____ | |

The proposed building or structure is to be used as a _____

Structure Specifications

Size: Length _____ Width _____ Height _____

Location on lot - Draw a plot plan showing boundary of property and location of improvements:

1. All existing buildings
2. Location of the new improvement showing the distance from all property lines and distance between any new structure and other structures
3. Streets (public/private)
4. Well, septic system; tank; drainfield
5. Location of any easement or right-of-way

Will electric service be installed? Yes No (If yes, electrical permit required)

Will water supply/drain pipe be installed? Yes No (If yes, plumbing permit required)

I understand that if I give false information regarding this permit application that any permits issued based on this information will be invalid and Lower Heidelberg Township could initiate legal proceedings against me, which could result in my being fined or imprisoned, or in my improvement being removed at my expense or any other legal remedy appropriate under the circumstances.

Applicant signature: _____ **Date:** _____

Name of applicant (please print): _____