

Straban Township • Adams County • Pennsylvania



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APPLICATION FOR LAND USE PERMIT

(Please see Appendix A for a Checklist)

PLEASE WRITE LEGIBLY

For Official Use Only

DATE RECEIVED IN OFFICE: ____/____/____

CONTROL NO. _____

Date Permit is Issued: ____/____/____

Fee: _____

Rept. # _____

Approved by:

Permit Officer: _____

PERMIT NO. _____

CONST. START DATE: ____/____/____

END DATE: ____/____/____

FINAL INSPECTION: ____/____/____

Initials: _____

Initials: _____

Inspector: _____

For Official Use Only

Application is hereby made for a permit to erect a building, make alterations as described or other construction requiring the obtaining of a permit. Applicant agrees that such work will comply with all provisions of the Zoning Ordinance and with all other applicable ordinances of Straban Township and County, State and Federal regulations.

The Land Use Permit will be issued within 15 days of satisfactory completion of the Land Use Permit application and the resolution of any stormwater management requirements.

1. Applicants Name and Address: _____

Email: _____

Phone# _____

2. Owners Name and Address: _____

Phone# _____

3. Location of Property: _____

Adams County Tax Parcel Number: _____

4. Subdivision Name & Lot # (if applicable) _____

5. Name of Contractor and Address: _____

Phone# _____

6. Zoning District: _____ Est. Value of Improvements: _____

7. Provide an accurate and complete description of proposed project (Use additional sheets if necessary): _____

8. Present Use: _____ Proposed Use: _____

9. Size of Lot: Width: _____ ft. Depth: _____ ft. Total Acreage/Area: _____

10. New Structure Setback from Property lines: Front: _____ ft. Side: _____ ft. Rear: _____ ft.
Bldg. Height: _____ ft.

ALL SETBACKS SHALL BE MEASURED FROM ROAD RIGHT-OF-WAY

11. Will building require: On-lot Septic () Public Sewer () N/A ()

If on-lot, give permit # _____

If public, verify that capacity is available: _____

12. Water Supply: Public () On-Lot () Well Permit # _____

13. Will Construction need a Driveway Permit No () Yes () *(if yes see below)*

State Road ()

Penn DOT Permit # _____ Date of Application: _____

Township Road ()

Township Permit # _____ Date of Application: _____

14. Public Buildings: Labor & Industry Permit # _____

Date of Permit: _____

15. Is building or use located in a flood-prone area: Yes () No ()

16. Is a Stormwater Plan required: *(To be determined by the Township and/or Township Engineer upon review of the Site Sketch Plan - See Item 19 on page 3)*

No – Level 1 () Yes - Level 2 () Level 3 () Level 4 ()

(If “Yes”- required review fee must be provided at time of Stormwater Plan submission to the Township)

17. Proof of Workers Compensation Insurance (Act 44) () *(See Appendix C)*

18. Estimated construction dates: Starting _____ Completion _____

19. A **Site Sketch Plan** showing the location of the proposed building or use shall accompany this application (scale not needed). Show dimensions of all property boundaries comprising the lot/parcel shape, locations of existing right-of-ways, stream(s), flood plain(s), wetland(s), public roadway(s), private road(s), driveway(s), well(s), septic(s), existing structures—show present usage. The Site Sketch Plan shall also include all of the information required within Appendix B for determining the level of stormwater management required.

Please refer to Appendix B, Page 4 of 4, for a Sample Site Sketch Plan.

I verify that the foregoing statements are true to the best of my information and belief. I understand that false statements herein are subject to the penalties of 18 PA C.S.A. relating to unsworn falsifications to authorities. I also understand that it is the applicant's responsibility to obtain a Building Permit prior to starting construction as per Act 45. I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction, and agree to conform to all applicable laws of this jurisdiction. I certify that the Code official or his representative shall have the authority to enter the areas in which this work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project.

Applicant Name – please print

Signature of Applicant

Date

Expiration Date of Permit:

Permit will expire eighteen (18) months after issuance.

General Notes:

After Issuance of the Land Use Permit the following requirements are mandatory:

- a) You must inform this office prior to commencement of construction and upon completion of the project.
- b) A final inspection of the project will be performed by this office to help assure compliance with all municipal requirements.
- c) The permit must be conspicuously posted on site at all times during construction, placed so it is visible from the road.

Appendix A

Check List of Application Requirements

1. Certificate of Insurance Liability must be on file with the Township. (*see appendix C*)
2. Proof of public sewer availability or an On Lot Septic permit.
3. Proof of public water availability or a Well permit (*must include a Well Completion Construction Report & Well water test results obtained from the well driller*)
4. Proof of Highway Occupancy Permit (State/Township)
5. Site Sketch Plan (*see appendix B*) showing existing impervious areas and proposed buildings with setbacks marked to verify Zoning and Stormwater compliance. (*If a Stormwater Plan is necessary all fees will be required at the time of the Stormwater Plan submission to the Township – contact Twp. office or see the Fee Schedule on the 'forms & maps' page on the website*)
6. Contact Adams County Conservation District as to requirements for erosion control during construction. (*see appendix D*)
7. Check deed for restrictions, subdivision restrictions or other recorded restrictions.
8. Contact PA Municipal Code Alliance, 380 Wayne Ave, Chambersburg, PA 17201. Phone: 717-496-4996.
9. PA Municipal Code Alliance issues the certificate of occupancy prior to use or occupancy. You may not use or occupy projects requiring permitting without first obtaining a Certificate of Use and Occupancy.
10. Adams County “Building Permits” are required. Go to the Adams County Courthouse, the Assessment office located at 111 Baltimore Street Gettysburg, PA 17325.
11. Traffic Impact Fees (*if applicable*).

Appendix B

Stormwater Management Determination Information

| SWM Plan Requirement | Impervious Area ¹ | Disturbed Area ² | Next Steps |
|---|---|-----------------------------|--|
| <u>LEVEL 1</u> Exempt | Up to 1,000 ft ² | Less than 1 acre | Submit Worksheet A and Site Sketch Plan |
| <u>LEVEL 2</u> Disconnected Area Exemption | 1,000 to ≤ 10,000 ft ² , if 100% disconnected from impervious areas | Less than 1 acre | Submit Worksheets A&B and Site Sketch Plan |
| <u>LEVEL 3</u> Minor Stormwater Site Plan | 1,000 ft ² to ≤ 5,000 ft ² IF connected to impervious areas | Less than 1 acre | Submit Minor Stormwater Site Plan, Including Worksheets A&B, BMPs, and O&M Agreement |
| <u>LEVEL 4</u> Formal Stormwater Management Plan | Greater than 5,000 ft ² of impervious area if Level 2 and Level 3 criteria are not met | Less than 1 acre | Consult a Qualified Professional |

¹ New Impervious Area must be cumulatively calculated, starting at the date of adoption of the Straban Township Stormwater Management Ordinance, July 9, 2012.

² The above table is only applicable to projects with disturbed areas of less than one (1) acre. Any projects that propose more than one (1) acre of disturbed area are subject to NPDES Permit requirements and will require a Formal Stormwater Management Plan.

Level 1 Submission Requirements

Worksheet A, included within this Appendix must be submitted. A Site Sketch Plan depicting the key features of the site must also be drawn, or depicted, to scale, to show the following:

Level 1 Site Sketch Plan Requirements:

- 1) Property boundary, address, and name of landowner.
- 2) Location of all existing and proposed structures (house, shed, addition, etc.) and any proposed downspouts. Include the dimensions of proposed structures and distance to property lines.
- 3) Site conditions and land covers (grassed areas, agricultural fields, direction of slope and stormwater flow on the property).
- 4) All existing and proposed driveways and impervious areas, including dimensions of proposed areas (stone and gravel driveways are considered impervious).
- 5) Natural features such as floodplains, streams, wetlands, tree lines and other vegetation on the property and within 50 feet of the property line for lots smaller than 5 acres.
- 6) Utility lines, sewer or water service location, or wells and on-site septic systems.

Level 2 Submission Requirements

Refer to the Design Assistance Manual – Worksheets A and B must be submitted. A Site Sketch Plan depicting the key features of the site must also be drawn, or depicted, to scale, to show the following:

Additional Level 2 Site Sketch Plan Requirements (Including all Level 1 requirements):

- 7) Distance from proposed downspouts to property line.
- 8) Approximate slopes of overland stormwater flow paths
- 9) Distance from proposed structures or downspouts along the stormwater flow path to any stream or wooded area.
- 10) Any other pertinent information that may be significant to the project site (existing drainage ways, steep slopes, etc.).
- 11) Soil boundaries and types for the project area [may be obtained from PA Soil Map (soilmap.psu.edu) or NRCS Web Soil Survey (websoilsurvey.nrcs.usda.gov)].

Level 3 - Minor Stormwater Site Plan Requirements

Refer to Design Assistance Manual - A minor stormwater site plan depicts the existing conditions of a property and the location of proposed impervious surfaces. Depicting the relationship between the proposed activities and distances to things like property lines, streams, and vegetated areas will help determine if the stormwater runoff created by the proposed project can be managed naturally within the property or if additional best management practices (BMPs) are needed to accommodate the stormwater runoff.

If a project qualifies for use of a minor stormwater site plan, the applicant may prepare and submit to the Municipality a minor stormwater site plan and the applicable Municipal Stormwater Management Worksheets. The Adams County GIS Office can also provide assistance to applicants to obtain property maps of existing features. A Site Sketch Plan depicting the key features of the site must be drawn, or depicted, to scale to show the information required for a Level 1 and Level 2 Site Sketch Plan and the following additional information when BMPs are required:

- 12) Any proposed tree or shrub plantings and species
- 13) Location, size, and depth of proposed stormwater BMPs.
- 14) Details of proposed stormwater BMPs, including materials to be used.

Impervious Surface (Impervious Area) - A surface that prevents the infiltration of water into the ground. Impervious surfaces and areas include but are not limited to roofs, additional indoor living spaces, patios and decks, garages, storage sheds and similar structures, streets, driveways, access drives, parking areas, and sidewalks. Any areas designed to be covered by loose surfacing materials such as gravel, stone and/or crushed stone, and intended for storage of and/or travel by vehicles, or pedestrians shall be considered impervious. Surfaces or areas designed, constructed and maintained to permit infiltration may be considered pervious.

Municipal Stormwater Management Worksheet A

Property Owner's Name _____

Address of Property _____

Parcel ID # _____ Municipality _____

Phone Number _____ New Impervious Area Associated with this Project _____

Stormwater Project Type: _____ Level 1 _____ Level 2 _____ Level 3 _____ Level 4
 Exempt Exempt Minor Plan Formal Plan

Estimated Project Disturbed Area (Square Feet or Acres) _____

Total New Impervious Area Since Adoption of SWM Plan _____

Acknowledgement - I declare that I am the property owner, or representative of the owner, and that the information provided is accurate to the best of my knowledge. I understand that stormwater may not adversely affect adjacent properties or be directed onto another property without written permission. I also understand that false information may result in a stop work order or revocation of permits. Municipal representatives are also granted reasonable access to the property for review and/ or inspection of this project if necessary.

Signature _____ Date _____

Step 1: Determine the amount of new impervious area created by the proposed project. This includes any new surface areas that prevent infiltration of stormwater into the ground. New stone and gravel areas are considered impervious. Impervious areas existing before July 9th, 2012 are not included in this calculation. Use additional sheets if necessary

Calculate new impervious area by completing this table.

| Surface | Length (ft) | x | Width (ft) | = | Impervious Area (ft ²) |
|---|-------------|---|------------|---|------------------------------------|
| Buildings | | x | | = | |
| Driveway | | x | | = | |
| Parking Areas | | x | | = | |
| Patios/ walkways | | x | | = | |
| Other | | x | | = | |
| Total Proposed Impervious Surface Area (Sum of all impervious areas) | | | | | |

- Level 1 - If the total new impervious surface area is **up to 1,000 ft²**, the project is exempt from the requirement to submit a plan for approval. Sign Acknowledgement and file this sheet with municipality.
- Level 2 - If total impervious surface area is **1,001 ft² to 10,000 ft²**, continue to Step 2.
 - If project area can be entirely disconnected, sign Acknowledgement and file worksheets with municipality.
- Level 3 - If project is between 1,000 ft² and 5,000 ft² and requires BMPs, complete step 3.
- Level 4 - If project area is greater than 5,000 ft² and cannot be disconnected, the project does not qualify for the Simplified Approach.

SAMPLE SITE SKETCH PLAN FOR LAND USE PERMIT AND LEVEL 1 STORMWATER MANAGEMENT PLAN

SCALE: N.T.S.

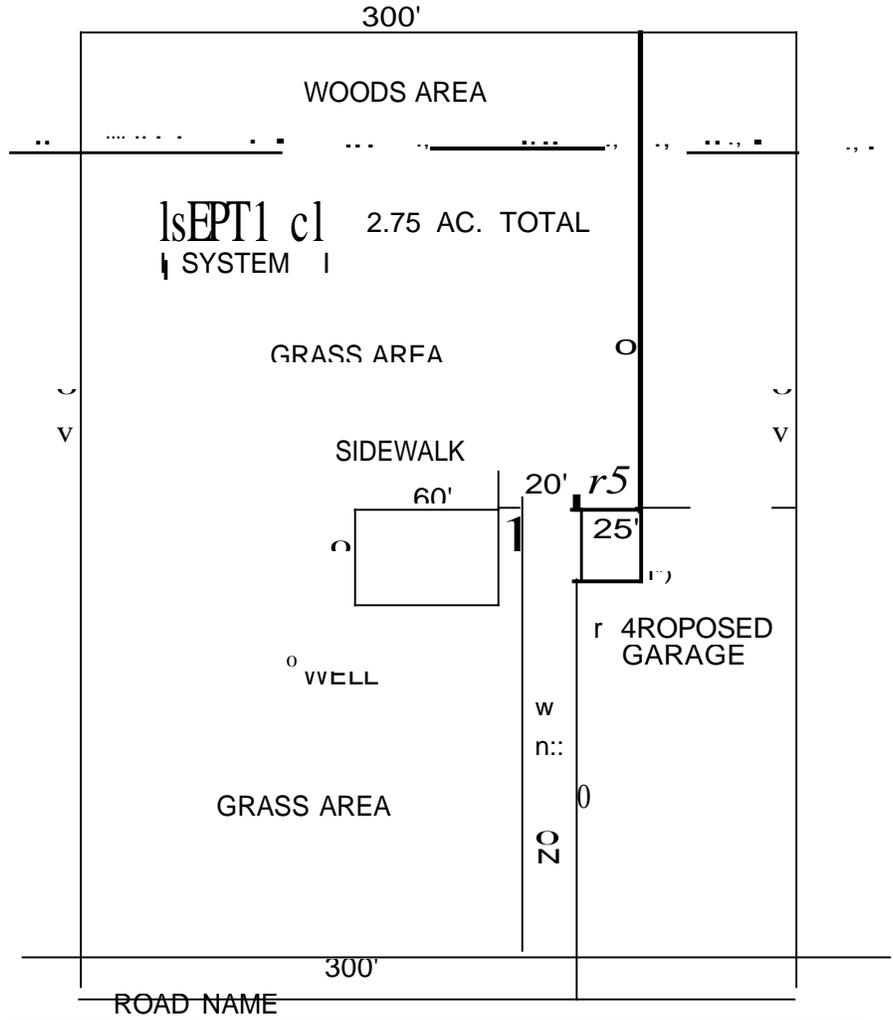
EXISTING
HOUSE=2400 SQ. FT.
SIDEWALK=50 SQ. FT.
DRIVEWAY=4000 SQ. FT.

PROPOSED
DRIVEWAY=150 SQ. FT.
(5'x30' ADDED)

TOTAL EXISTING AND

NOTE:
THERE ARE NO STREAMS,
WETLANDS, OR FLOODPLAINS
ON THE PROPERTY.

PROPERTY OWNER(S)
ADDRESS
PHONE NUMBER(S)
EMAIL ADDRESS



GENERAL NOTE:
PLEASE SEE APPENDIX B FOR COMPLETE LIST OF REQUIRED INFORMATION.

| | | | | |
|-----------|---------------------|--------------------|---|---------------------|
| REVISIONS | PLAN PREPARATION | | SAMPLE SITE SKETCH PLAN | AS SHOWN |
| | DRAWN BY: | DATE: 08/01/11 | | |
| | DESIGNED BY: WFF | CHECKED BY: WFH | STRABAN TOWNSHIP SAMPLE SITE SKETCH PLAN STRABAN TOWNSHIP ADAMS COUNTY PA | SHEET NO. 4 OF 4 |

Appendix C

Workers' Compensation Insurance Coverage Information

(attach to land use permit application)

A. The applicant is

A contractor within the meaning of the Pennsylvania Workers' Compensation Law

Yes No

If the answer is "yes," complete Sections B and C below as appropriate.

B. Insurance Information

Name of Applicant: _____

Federal or State Employer Identification No. _____

Applicant is a qualified self-insurer for workers' compensation.

Certificate attached

Name of Workers' Compensation Insurer: _____

Workers' Compensation Insurance Policy No. _____

Certificate attached

Policy Expiration Date: _____

C. Exemption

Complete Section C if the applicant is a contractor claiming exemption from providing workers' compensation insurance.

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

Contractor with no employees. **Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the township.**

Religious exemption under the Workers' Compensation Law.

Subscribed and sworn to before me this _____ day of _____ 20_____

Signature of Applicant: _____

Address: _____

(Signature of Notary Public) County of _____ Municipality of _____

My commission expires: _____

Revised September 2012

BASIC CHECKLIST FOR INFORMING THE PUBLIC ABOUT REQUIREMENTS PERTAINING TO EARTH DISTURBANCE ACTIVITIES IN PA

1. Will the project involve an earth disturbance activity? Yes No (check one)

2. If yes, what is the approximate size of the earth disturbance activity in sq. ft.? _____
**** A plan should be provided which depicts to scale, the limits of earth disturbance boundary over the life of the project.**

3. Does the project involve earth disturbance activities greater than 5000 sq.ft. but below one acre?
 Yes No **If YES, a written E&S plan is required. Refer to "Erosion and Sediment Pollution Control Guidelines for Residential Lots" for general guidance. Request from Twp. Office**

4. Could the project have a sum total of 1 or more acres of earth disturbance over the entire life of the project?
 Yes No **If YES, you should inform the applicant to contact the Conservation District to obtain an NPDES construction permit application.**

5. Does the proposed project involve earth disturbance activities in, along or adjacent to Waters of this Commonwealth? Yes No **If YES, contact the Conservation District**

Definitions - from the Ch. 102 (erosion and sediment control regulations)

Earth disturbance activity – a construction or other human activity which disturbs the surface of the land, including, but not limited to, clearing and grubbing, grading, excavations, embankments, land development, agricultural plowing or tilling, timber harvesting activities, road maintenance activities, mineral extraction, and the moving, depositing, stockpiling, or storing of soil, rock or earth materials

Waters of this Commonwealth – rivers, streams, creeks, rivulets, impoundments, ditches, watercourses, storm sewers, lakes, dammed water, wetlands, ponds, springs and other bodies or channels of conveyance of surface and underground water, or parts thereof, whether natural or artificial, within or on the boundaries of this Commonwealth.

NPDES - National Pollutant Discharge Elimination System

****** For earth disturbance activities of less than 5000 sq.ft. erosion and sediment control best management practices shall still be incorporated into the project.**

Your signature implies that the municipality has provided you with an erosion and sediment control (e&s) checklist. This checklist was prepared by the Adams County Conservation District (District). The checklist was developed in order to bring public awareness to the basic requirements pertaining to earth disturbance activities.

It should also be noted that the District has legal authority to enter onto properties to perform inspections of earth disturbance activities.

Print name: _____ Signature: _____

Witnessed by: _____ Date: _____

➔ *The Municipality should provide the applicant a copy of this signed document.* ←

Chapter 102 and NPDES Phase II Requirements for Construction Activities

Revised February 2011

| Disturbed Area | Written E & S Plan | E & S Plan Approved | NPDES SW Construction Permit | PCSMF Submitted | PCSMF Approval |
|--------------------------|--|--|------------------------------|---|---|
| 0 to 5000 sq. ft. | Not required unless in HQ, EV or other DEP permit requirement (i.e. Ch. 105) | Not required but may be required by others** | No | Not required but may be a municipal requirement | Not required but may be a municipal requirement |
| 5000 sq. ft. to < 1 acre | Yes | Not required but may be required by others** | No | Not required but may be a municipal requirement | Not required but may be a municipal requirement |
| 1 or more acres | Yes | Required | Yes | Yes | Individual YES General NO* |

* Even where the technical approval by the Conservation District of the PCSM plan is not required, the permittee must develop and implement the PCSM plan and certify that the BMPs were implemented in accordance with the PCSM plan when the Notice of Termination is submitted.

** Although E & S plan approval is not required under Chapter 102 for these activities, E & S approval may be required by municipal ordinance or if other DEP permits are required, i.e. Chapter 105 Joint Permit or GPs.

Chapter 102 Regulations Effective November 19, 2010

Responsibilities of Local Governing Bodies

Chapter 102.42

A municipality or county which issues building or other permits shall notify the Department or conservation district within 5 days of receipt of an application for a permit involving an earth disturbance activity consisting of 1 acre (0.4 hectare) or more.

Chapter 102.43

With the exception of local stormwater approvals or authorizations, a municipality or county may not issue building or other permit or approval to those proposing or conducting earth disturbance activities requiring a Department permit until the Department or a county conservation district has issued the E&S or individual NPDES Permit, or approved coverage under the general NPDES Permit for Stormwater Discharges Associated With Construction Activities under Chapter 102.5 (relating to permit requirements).

Abbreviations Defined:

E & S Plan – Erosion and Sedimentation Control Plan
 HQ - High Quality
 EV - Exceptional Value
 NPDES - National Pollutant Discharge Elimination System
 PCSMP - Post Construction Stormwater Management Plan
 SW – Stormwater