

# Zoning Permit Application Package

A Zoning Permit is required for the following:

- Fence
- Sheds and Outbuildings (prefabricated or site built).
- Accessory Buildings
- Decks
- Patios and paved terraces.
- Sidewalks or walkways not in the road right-of-way.
- Attached/Detached Garages.
- Additions
- Signs
- Pools/Hot Tubs
- Any other item that the Zoning Officer should deem appropriate.

All applications for a Zoning Permit must include the following:

- A completed application with original signatures.
- One copy of a plot/site plan detailing any and all information on the Zoning Site Plan Requirements Sheet that apply to the property (example of plot/site plan attached). The Zoning Site Plan Requirements Sheet is included in this package. The following link may be helpful for obtaining a plot plan: <https://lancastercountypa.maps.arcgis.com/apps/webappviewer/index.html?id=97a16dc9b3ae4648b0419a94a607f375>
- If new impervious is being proposed, a completed Storm Water Exemption and/or Storm Water Minor or Storm Major Land Disturbance Application is required.
- Township will contact the applicant when the permit(s) are ready and provide fee amounts.

Should you need further information or have any questions please contact the Zoning Office at (717) 285-5554.

**West Hempfield Township  
Zoning Permit Application**

3476 Marietta Avenue, Lancaster, PA 17601  
Phone (717) 285-5554 Fax (717) 285-2879

**TYPE OR PRINT CLEARLY IN INK**

**Permit No.** \_\_\_\_\_

I hereby certify 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 an authorized agent and agree to conform to all West Hempfield Township Ordinances.

\_\_\_\_\_  
Signature of Property Owner or Authorized Agent (Permit Applicant)

\_\_\_\_\_  
Print Name of Property Owner or Agent

**Party Responsible for Payment**    Applicant    Owner    Contractor    Tenant

Other \_\_\_\_\_ Email \_\_\_\_\_

**Property Address where work is being performed**

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Applicant**    Owner    Contractor    Tenant    Other \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Property Owner**    Same as Applicant    Address Same as Applicant  
(at time of application)

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

## Check and Complete All that Apply Below

Type of Permit    Residential    Non-Residential    Other \_\_\_\_\_

Will your project require installation of electric, mechanical, or plumbing?    Yes    No

Addition - Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ Square Footage \_\_\_\_\_

Deck - Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ Square Footage \_\_\_\_\_

Shed - Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ Square Footage \_\_\_\_\_

Fence - Length \_\_\_\_\_ Height \_\_\_\_\_

Sidewalk/Walkway Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ Square Footage \_\_\_\_\_

Accessory Structure - Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ Square Footage \_\_\_\_\_

Detached Garage - Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ Square Footage \_\_\_\_\_

**Other: Describe work you are doing below including measurements and square footage:**

\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost of Project - \_\_\_\_\_

## Office Use Only

Date Received \_\_\_\_\_ Permit No. \_\_\_\_\_ Zoning District \_\_\_\_\_

LD or Subdivision Plan \_\_\_\_\_ Approved by \_\_\_\_\_ Date \_\_\_\_\_

Previously Permitted Exemption Impervious-Total Square Footage \_\_\_\_\_

Zoning Hearing Board Case No. \_\_\_\_\_ Zoning Hearing Date \_\_\_\_\_

Comments to be added to permit \_\_\_\_\_

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

The design and construction of all buildings and structures must comply with all applicable requirements of the Americans and Disabilities Act and the regulations adopted to implement such act. It is the responsibility of the permit holder to determine compliance with the requirements of the Americans with Disabilities Act, and the issuance of this permit by the Township does not warrant that such construction complies with the requirements of such act or that compliance is not necessary.

A complete plot plan must be included with this application. Failure to provide a complete plot plan shall constitute an incomplete application which shall not be processed until further information is received.

I hereby authorized the designated West Hempfield Township official to investigate, inspect, and examine the Property set forth herein, including land and structures, to determine compliance with the West Hempfield Township Zoning Ordinance and to determine the accuracy of the statements contained herein.

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 use and/or structure for which it has been issued violates any applicable Township, County, State or Federal law or regulation, including but not limited to the West Hempfield 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.

The permit holder is advised that persons aggrieved by a use or development permitted on the land of another may file an appeal with the West Hempfield Township Zoning Hearing Board seeking revocation of any permits issued or approvals granted within thirty (30) days from the issuance of such permit, or at a later date if such aggrieved person alleges and proves that he had not notice, knowledge or reason to believe that such approval had been given.

Notice is hereby given that if the property described in this permit will require access to highway under the jurisdiction of the Pennsylvania Department of Transportation, a Highway Occupancy Permit is required pursuant to Section 420 of the Act of June 1, 1945, P.L. 1242, No. 428, know as the State Highway Law, before driveway access to a state highway is permitted. Access to a state highway shall be only as authorized by the Highway Occupancy Permit issued by the Pennsylvania Department of Transportation.

The Zoning Officer does not guarantee or give opinions relating to the proposed construction under the Permit and does not warrant compliance with applicable laws or regulations by the issuance of a Zoning Permit. The Applicant bears all responsibility for ensuring compliance with all applicable laws and regulations, including but not limited to compliance with the West Hempfield Township Zoning Ordinance, the West Hempfield Township Storm Water Management Ordinance, the West Hempfield Township Subdivision and Lan Development Ordinance and Act 222, the Energy Conservation Act. Applicant acknowledges that he has not relied upon any oral or written statements of officials of West Hempfield Township in making this application.

I am aware that I cannot commence excavation or construction until a Zoning Permit has been issued by the Township of West Hempfield. I am aware that I cannot use the property or change the use of the property herein until I have applied for and received a Zoning Permit for such proposed use. I am aware that prior to the occupancy or use of the property for which this Zoning Permit Application has been made I must apply, in writing, for a Certificate of Use and Occupancy. I am aware that the Application for a Certificate of Use and Occupancy must be made at least fourteen (14) days prior to the date upon which I wish to commence use and occupancy of the property. I understand that moving personal property into the property constitutes a use of the property and if I move such personal property into the property I understand that I am violating the West Hempfield Township Zoning Ordinance and the terms of this Zoning Permit.

By signing this Application, I certify that all facts and the Application and all accompanying documentation are true and correct. This Application is being made by me to induce official action on the part of West Hempfield Township, and I understand that any false statements made herein are being made subject to the penalties of 198 Pa. C.S. §4904 relating to unsworn falsification to authorities.

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Signature of Owner or Authorized Agent

Print Name

Date

# Requirements for Zoning Permit Site Plan

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The following information must appear on all site plans with your permit application. Your site plan can be hand-drawn or a blueprint.

- Location of all property lines, including the exact length of all property lines and the size of your lot in square feet. The drawing/plot plan of the property should match the shape of your property.
- Location of all existing building and improvements, including but not limited to residence, driveways, walkways, sheds, decks, patios, porches, swimming pools, garages, hot tubs, and any other outbuildings or structures.
- Location of the proposed project and other improvements, including but not limited to driveways, walkways, sheds, decks, patios, porches, swimming pools, garages, hot tubs, and any other outbuildings.
- Exact dimensions measured in square feet of all existing and proposed improvements on the property, including but not limited to residence, driveways, walkways, sheds, decks, patios, porches, swimming pools, garages, hot tubs and any other outbuildings/structures.
- Exact dimensions from all existing and proposed improvements to all property lines, including but not limited to residence, driveways, walkways, sheds, decks, patios, porches, swimming pools, and any other outbuildings/structures.
- Location of all easements on the property, both public and private including the exact dimensions of the easements (see notes on the next page).
- Location of the 100-year floodplain and the 100-year floodplain elevation, if applicable. Boundaries of the 100-year floodplain must be field staked prior to any on site construction, if applicable (see notes on next page).
- Location and dimensions of any clear sight triangles on the property (see notes on next page).
- Location of all setback lines are required by West Hempfield Township.
- Location of all public street rights-of-way.
- Location of all public streets, including curb and sidewalk, if applicable.
- Location of an on-lot sewage system, if applicable.
- Location of all wetland areas, if applicable.
- Location of all municipal boundaries, if applicable.

# Notes

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- Any lot which contains a recorded easement or right-of-way **MUST** have the following note written on the site plan: “*Nothing shall be placed, planted, set or put within the area of the easement that would adversely affect the function of the easement*”.
- Any lot which contains a 100-year floodplain **MUST** contain the following note written on the site plan: “*Any proposed improvements to be located within the 100 year floodplain shall be in accordance with the West Hempfield Township Floodplain Ordinance, as amended*”.
- Any lot which contains a 100-foot clear site triangle **MUST** have the following note written on the site plan: “*Nothing shall be placed, planted, set or put within the area of the 100 foot clear site triangle that has the possibility of growing in excess of 30 inches or may obscure motorist vision*”.