

# EAST HANOVER TOWNSHIP

LEBANON COUNTY

1117 SCHOOL HOUSE ROAD ANNVILLE, PA 17003

PHONE: (717) 865-3614 ZONING OFFICER (717) 838-1351

**TOWNSHIP USE ONLY**

Permit # \_\_\_\_\_  
Date Issued \_\_\_\_/\_\_\_\_/\_\_\_\_  
Fees \$ \_\_\_\_\_ Ck# \_\_\_\_\_

\_\_\_\_\_  
Zoning Officer

## Application for Zoning Permit

All information must be printed and legible for permit acceptance.

### General Information:

Property Address: \_\_\_\_\_

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

Tax Parcel ID No. \_\_\_\_\_ Zoning District: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Applicant (If other than the owner): \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address \_\_\_\_\_

### Purpose of Permit Request:

\_\_\_\_ New Single Family Dwelling      \_\_\_\_ New Semi-Detached/Duplex      \_\_\_\_ New Townhouse

\_\_\_\_ New Commercial Building      \_\_\_\_ Change of Use – Specify \_\_\_\_\_

\_\_\_\_ Garage/Carport – Attached or Detached (please circle)

\_\_\_\_ Addition to existing structure – Specify: \_\_\_\_\_

\_\_\_\_ Accessory Structure – Specify: \_\_\_\_\_

\_\_\_\_ Porches/Deck – covered/uncovered (please circle)

\_\_\_\_ Fence - Specify Height: \_\_\_\_\_

\_\_\_\_ Sign – Specify Size: \_\_\_\_\_ Illuminated/Non-Illuminated (please circle)

\_\_\_\_ Swimming Pool (above ground \_\_\_\_ In-ground \_\_\_\_ w/ a capacity of greater than 24” in water depth)

\_\_\_\_ Home Occupation - Must complete and attach Home Occupation Questionnaire

\_\_\_\_ Other - Specify: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

Total Value of Project: \_\_\_\_\_ Estimated Date of Completion: \_\_\_\_\_

Zoning Permit Fee Due \$ \_\_\_\_\_ (\$75.00 base fee with an additional \$3.00 per \$1,000.00 of total value the project rounded to the nearest \$1,000.00)

**Lot & Building Information:**

Has there been any recent development on this Parcel of Record since December 5<sup>th</sup>, 2013?  Yes  No

If yes, when and what was developed? \_\_\_\_\_

Current use of the property:  Residential  Commercial  Agricultural  Industrial

Lot Width: \_\_\_\_\_ Lot Depth: \_\_\_\_\_ Total Lot Area: (Sq. Ft.) \_\_\_\_\_

Corner Lot?  Yes  No

Proposed Building Size: \_\_\_\_\_ (Sq. Ft.) Proposed Height: \_\_\_\_\_ Dimensions: \_\_\_\_\_ X \_\_\_\_\_

Proposed Setbacks: (Location of the proposed structure from the lot lines indicated in feet)

Front Yard \_\_\_\_\_ Left Side Yard \_\_\_\_\_ Right Side Yard \_\_\_\_\_ Rear Yard \_\_\_\_\_

Coverage: (Includes All Impervious Surfaces)

Existing Lot Coverage: \_\_\_\_\_ (Sq. Ft.) \_\_\_\_\_ % of Lot Area

Proposed Lot Coverage: \_\_\_\_\_ (Sq. Ft.) \_\_\_\_\_ % of Lot Area (Sq. Ft.)

Additional Features (For new residential or commercial structures)

Are there any easements or deed restrictions on your property?

Yes (Please provide copy of Deed if possible)  No

Are there any environmentally sensitive features located on the property (wetlands/swales/floodplain)?

Yes  No

Sewage Disposal System: Public Sewer On-Lot Septic Other: \_\_\_\_\_

Water Supply: Public Water Well Other: \_\_\_\_\_

**Plot Plan:**

A plot plan showing all existing improvements and proposed construction, including driveways, walkways, storm water management features, easements, and utilities shall accompany this application. The plan shall include measurements of setbacks from all property lines and from the right-of-way of any road frontage on the property. Adjoining properties shall be labeled. Until such plan is submitted, this application shall not be considered complete and will not be processed.

If the proposed is a Business, Industry, Home Occupation or a Change of Use of a new or existing building, please enclose a detailed description outlining the products sold, manufacturing process, services rendered, equipment to be used, floor areas of building, number of employees, and any other information that is necessary to thoroughly describe the proposed operation.

Home Occupations – A narrative of the proposed home occupation and interior floor plan showing the location and dimensions of the space where the home occupation will be conducted must accompany the permit application and plot plan. The narrative must address all of the requirements set forth in Section 613 of the Zoning Ordinance.

**Signature:**

I hereby authorize the designated East Hanover Township official to investigate, inspect, and examine the Property set forth herein, including land and structures, to determine compliance with the East Hanover Township Zoning Ordinance and to determine the accuracy of the statements contained herein. I am aware that I cannot occupy the Property for the purpose of conducting the use set forth herein and cannot

commence excavation or construction until a Zoning Permit has been issued by East Hanover Township.

A Zoning Permit may be revoked if the 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 East Hanover 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. **By signing this application, I certify that all facts in the application and all accompanying documentation are true and correct.**

I acknowledge that the holder of a Zoning Permit is responsible to insure compliance with all applicable Township Ordinances, and at completion of the work authorized by the permit, I acknowledge that the Township requires that a final inspection be performed by the Zoning Officer before the structure which is authorized by this permit may be occupied.

Printed Name \_\_\_\_\_

Signature: \_\_\_\_\_  
(Owner)

Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature: \_\_\_\_\_  
(Applicant, if not the owner)

Date: \_\_\_\_\_

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# Zoning Permit Application Check List

**All zoning applications shall be filed with East Hanover Township**

1117 School House Rd. Annville, PA 17003

- All applicable information is included on the application in a legible form.
- Attached a copy of the plot plan showing:
  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; drain field.
  5. Location of any easement or right-of-ways.
  6. Driveways and parking areas.
- Attached copies of any and all other permits that may be required for the project. (i.e. on-lot septic, driveway, erosion and sediment control plan)
- Check or money order made payable to East Hanover Township for zoning permit application fees.
- Verified that the proposed project DOES NOT require any stormwater features.**