



LAND AND SEA SERVICES LLC.

Dear Applicant,

The 1st thing you will need to do is contact Highland Township to verify that all other requirements have been met for Highland Township before you submit your applications to our office. Once I receive a confirmation email from the township, you may proceed with the following.

Fill out the enclosed Zoning Permit Application completely. The site plan must be submitted with the application for proper review. This is noted on the application in detail (#7). Please supply copies of your sewer and driveway permits if applicable.

The Building Permit Application and Plan Review form must also be filled out for review. You must supply a cross section and floor plan of your project which can be hand drawn. I have enclosed an example of the information required.

Once you have completed both applications, please call our office at (717) 677-7356 to make an appointment. We will review your zoning and building permit applications during your appointment. You will need two checks or cash for permit payment. There is a fee for each permit. Please feel free to give us a call if you have any questions while filling out your applications.

Thank you,

Janelle M. Slothour
Zoning Officer
Land and Sea Services, LLC

HIGHLAND TOWNSHIP BUILDING PERMIT APPLICATION

IMPORTANT - Applicant instructions: For all applications complete and or mark parts 1, 2, 3, 4, 5, 6 and 7. Parts 8, 9 and 10 are for department use only.

App. Date _____ Permit Number _____ Type of permit; building,
 other (explain) _____

Parcel Number _____ Building Type residential, commercial

Part # 1 PROPERTY INFORMATION

Street Address _____

City _____ State _____ Zip _____

Part # 2 OWNER INFORMATION

First Name _____ Last name or Business name _____

Street address _____ City _____ State _____ Zip _____

Part #3 CONTRACTORS INFORMATION

Architect/Engineer _____

Address _____ City _____ Phone # _____

General Contractor _____ Pa. Reg Number _____

Address _____ City _____ Phone # _____

Electrical Contractor _____ Pa. Reg Number _____

Address _____ City _____ Phone # _____

Part # 4 IMPROVEMENT TYPE

New construction Addition Alteration Repair/replacement

New projects include construction information, drawings with measurements. (see example)

Change of use (explain) _____ other (explain) _____

Building improvements Value \$ _____ Actual Estimated

Part # 5 PROPOSED USES

Residential Storage Business Assembly Factory Educational Institutional Other

Living area _____ sq.ft. Garage area _____ sq.ft. Building area _____ sq.ft.

Part # 6 TRADE INSPECTIONS REQUIRED

Building: Y N Structural type _____ Number of rooms _____

Electrical: Y N Service size _____

Plumbing: Y N Number of bath rooms _____

Mechanical: Y N Type of heating _____

Other: Y N Type _____

Part # 7 CERTIFICATION

I 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 application as there authorized agent and I agree to conform to all the applicable laws of the State of Pennsylvania and the local municipality. In addition if a permit for the work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit during normal business hours to enforce the provisions of the Pennsylvania Uniform Construction Code Act, # 245 of 1999 and any appendix amendments.

Signature of applicant _____ Date: _____

Address _____

Phone number, land line _____ Cell _____

Part # 8 PROJECT DOCUMENTS SUBMITTED

Architectural () Structural () Mechanical () Electrical () Job Specifications Sprinkler () Other ()

Part # 9 PROJECT DOCUMENTS SIGNED AND SEALED

Architectural () Structural () Mechanical () Electrical () Job Specifications Sprinkler () Other ()

Part #10 VALIDATIONS

Total sq.ft. Of living area _____

Building : ----- \$ _____

Electrical : ----- \$ _____

Plumbing: ----- \$ _____

Mechanical: ----- \$ _____

Township: ----- \$ _____

State UCC fee: ----- \$ _____

Total Fees: ----- \$ _____

Approved By: _____ Title: _____

Approved Date: _____

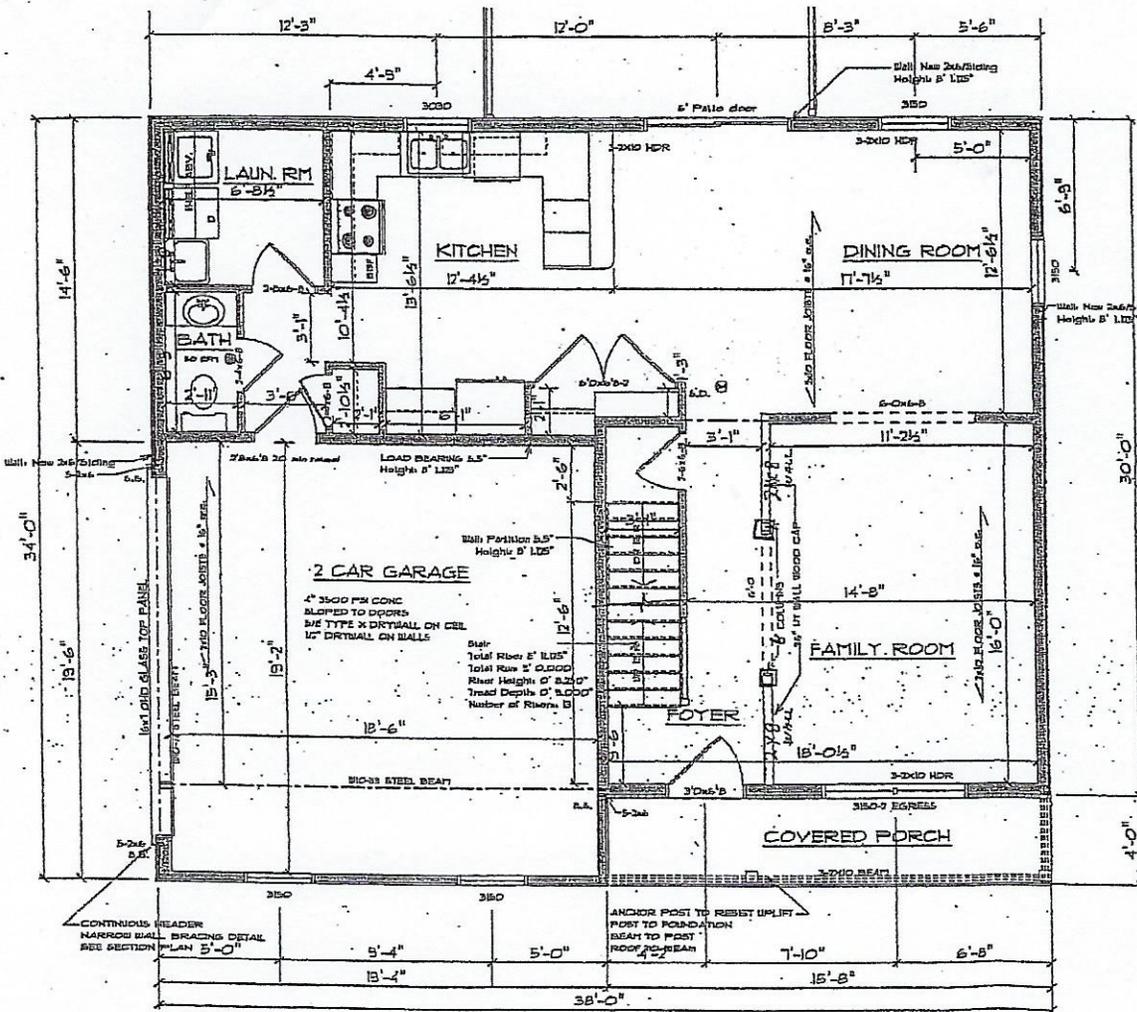
RESIDENTIAL EXAMPLE ONLY (Building Plan)

Can be a
penciled
drawing.

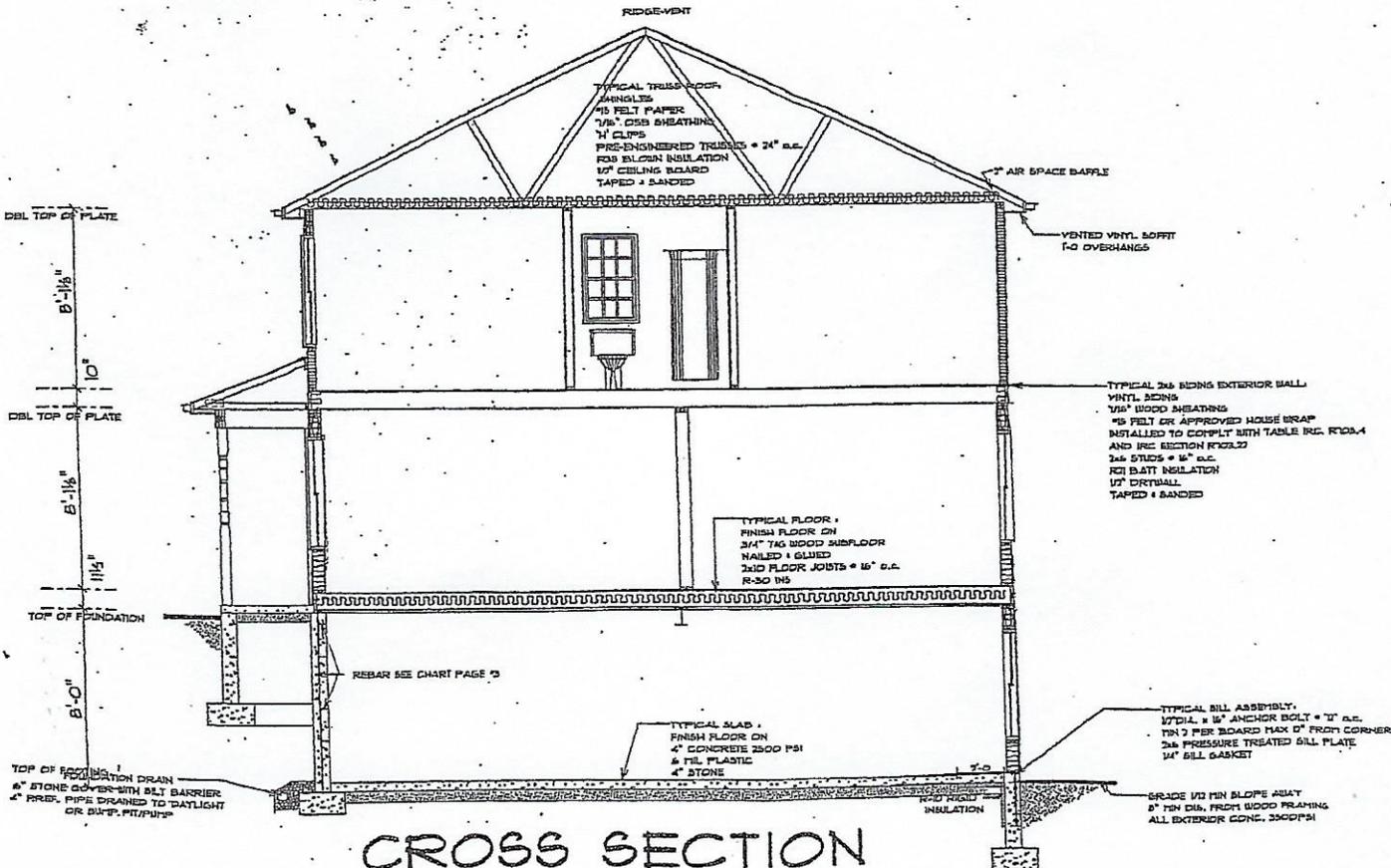
But must
include the
following;

- * Dimensions
- * Each floor
- * Foundation
- * Lumber sizes
- * Room use
- * Cross section

For decks:
similar
information
needed.



FIRST FLOOR PLAN



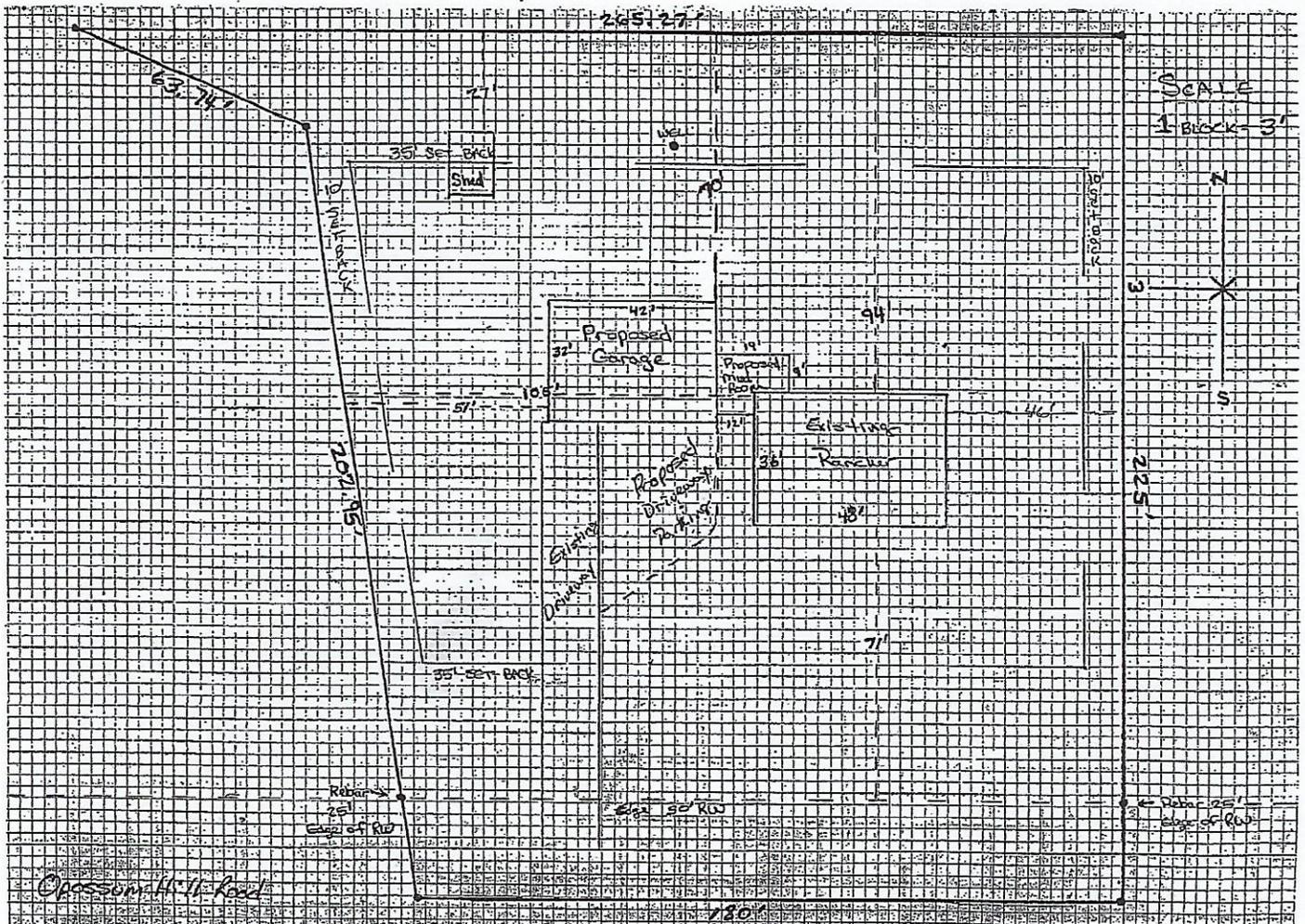
CROSS SECTION

Highland Township

Site Plan. The applicant shall submit a minimum of 2 copies of a site plan with the application if the application involves a new building, expansion of a building or addition of 4 or more parking spaces. The site plan shall be drawn to scale and show the following:

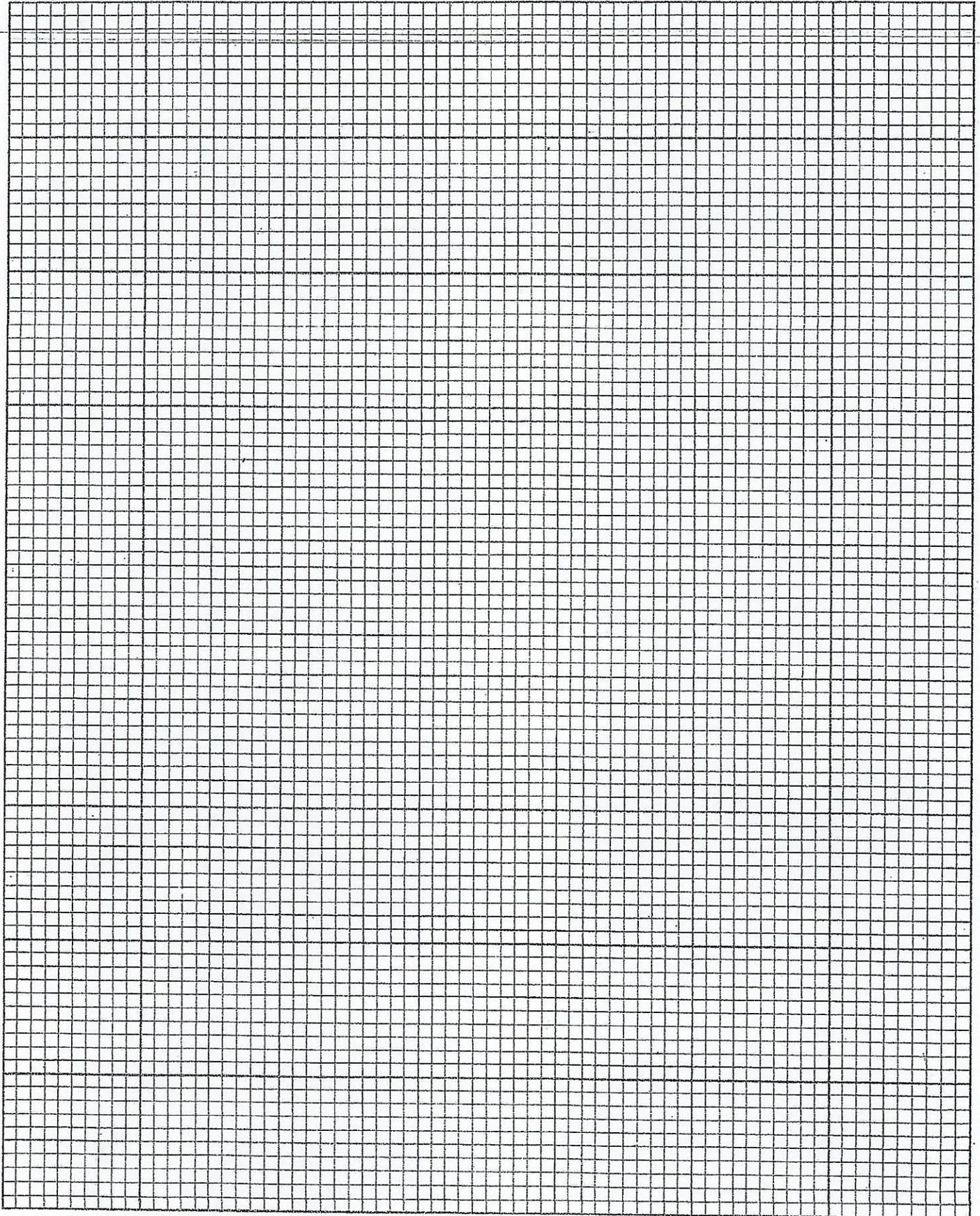
- locations, dimensions and uses of existing and proposed structures, parking and loading areas, and locations of existing and proposed uses of areas of land, with existing features clearly distinguished from proposed features,
- notes showing the dimensions of all buildings from lot lines and street rights-of-way,
- locations of any watercourses and any 100 year floodplain,
- proposed lot areas, lot widths and other applicable dimensional requirements,
- locations and widths of existing and proposed sidewalks,
- a north arrow and scale, and
- well and primary and alternate septic system locations, if applicable. See Section 309.

Example :



SITE PLAN

(Show lot lines, easements and work layout and dimensions)



SCALE = 1 Inch = _____ FEET

PART #2 TO BE COMPLETED BY TOWNSHIP ZONING OFFICER

The Following shall be the min. requirements for the proposed project(s) as set forth in the Highland Township Zoning Ordinance.

Plot plan submitted, () Yes () No () not required

Zoning district _____ Parcel # _____

Setback information

Required	Proposed, structure A	Structure B	
_____ Front _____			_____ Feet from right-of-way
_____ Rear _____			_____ Feet
_____ Side _____			_____ Feet
_____ or _____	feet on one side with a combined total of feet for both sides		

Minimum Loading Space _____ Loading Space Provided _____

Maximum Sign area _____ Proposed Sign Area _____

Maximum Lot Coverage _____ Proposed Lot Coverage _____

Remarks _____

Fee \$ _____ Date Paid _____
 Cash \$ _____ Check # _____

CERTIFICATION

The proposal () does () does not comply with Highland Township Zoning Ordinance

A variance is required () Yes () No

A special exception is required () Yes () No

A permit for the above described project/use was () granted () refused on this _____ day of _____, 20_____

this permit expires on the _____ day of _____, 20_____

If applicable, the following conditions were placed on a special exception permit by the Zoning Hearing Board.

- a. _____
- b. _____
- c. _____
- d. _____

Signature of Zoning Officer _____ Date _____

APPLICATION FOR ZONING/LAND USE PERMIT HIGHLAND TOWNSHIP ADAMS COUNTY, PENNSYLVANIA

Permit #:

IMPORTANT - Applicant instructions: For all applications complete and or mark Part 1. Part 2 is for department use only.

PART # 1 TO BE COMPLETED BY APPLICANT

1A) Application date _____ 1B) is owner applicant - () Yes () No

2) Applicant Information,

First name _____ Last name or Business name _____
Street Address _____
City _____ State _____ Zip _____
Phone number (____) _____

3) Property Information.

First name _____ Last name or Business name _____
Street Address _____
City _____ State _____ Zip _____
Phone number (____) _____

4) Owner Information,

First name _____ Last name or Business name _____
Street Address _____
City _____ State _____ Zip _____
Phone number (____) _____

5) State all existing uses of the property _____

6) State the proposed new uses or changes for property _____

7) Attach a copy of the plan for proposed use drawn to scale, showing (A) actual dimensions, (B) shape and dimensions of lot (C) exact dimensions and location of all existing buildings on lot (D) the location and dimensions of all (new)proposed building (s).All dimension must be included. Include the location of any well and septic system. (see example)

8) Cost of project \$ _____ . () estimated or () actual

LAS16111

9) Nature of proposed	Description	Dimensions
<input type="checkbox"/> Erect a new structure (s)	_____	_____
<input type="checkbox"/> Replace a Structure(s)	_____	_____
<input type="checkbox"/> Add to a structure(s)	_____	_____
<input type="checkbox"/> Erect/Replace a sign	_____	_____
<input type="checkbox"/> Change of land use (s)	_____	_____
<input type="checkbox"/> Home occupation	_____	_____
<input type="checkbox"/> Other (describe proposed use(s))	_____	_____

10) Height of proposed building to peak _____

11) Is existing septic system in good condition Yes No Not applicable

12) Has a permit for an on lot septic system been obtained Yes No Not applicable

If yes date permit issued _____ and Permit # _____

Note: If septic system does not exist nor septic permit has not been issued, no zoning permit will be issued until proof of compliance with DEP regulations for on lot septic disposal is submitted.

13) Road encroachment permit Municipal State Private, Permit issued yes No
 Not applicable

Applicants are advised that a highway permit is required prior to drive access to highway.

14) Stake four corners of new structure location on lot. This should be completed at the time application is submitted for approval. Failure to do this will delay issuing of zoning permit.

In signing this application for a Highland Township zoning permit, applicant verifies that all information contained within this application is true, correct, and complete to the best of applicant's knowledge. Furthermore, applicant affirms that the information stated herein is in compliance with all Highland Township ordinances and regulations. The township has the right to revoke this zoning permit should any violation(s) of said ordinance occur or any modification of contained information be made. Falsification or any information related to this application could result in prosecution. Highland Township assumes no reasonability for, and is not liable for, any injuries, damages, legal actions, disputes, or unforeseen development or occurrences to person(s) or property which might result in revocation of the zoning permit as well as other appropriate action.

Signature of Applicant or Owner _____ Date _____

1A) ENCLOSE ZONING APPLICATION FEE OF \$ _____ PAYABLE TO HIGHLAND TOWNSHIP

2A) RETURN APPLICATION FEE AND ALL SUPPORTING DOCUMENTS TO:

Land And Sea Services, LLC
1837 Heidlersburg Road
Aspers, Pa. 17304