

# 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

- | 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 responsibility 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

**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 \_\_\_\_\_

# 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 :

