READING TOWNSHIP • ADAMS COUNTY
50 CHURCH ROAD, EAST BERLIN, PA 17316
PHONE: 717-624-4222 FAX: 717-624-7926

RESIDENTIAL PERMIT APPLICATION

GRADING PLAN, AS-BUILT PLAN, STORMWATER MANAGEMENT PLAN AND EROSION & SEDIMENT POLLUTION CONTROL PLAN APPLICATION
#_____

Please contact Land and Sea Services @ 717-677-7356 for guidance in determining required plans and permits. The regulations as governed by Reading Township Ordinance #2014-01 and Stormwater Management and Erosion & Sediment Pollution Control Plan Resolution #2018-19.

Name of Owner: _____ Date of Application: _____

Address of Owner: _____

City: _____ State: _____ Zip: _____

Owner's Phone #: _____ Cell Phone # _____

Owner's Email Address: _____

Tax Parcel #: _____Lot #: _____Name of Subdivision (or N/A): _____

Address or Approx. Location of Site: _____

_____

Section A:

Is the Residence to be built in a Previously Approved Development?

If no, proceed to "Section B"

If yes, these are the fees for Grading and As-Built Plan Review:

Non-Refundable Fee: $350.00

(Continued on next page)

Section B:

Is the Residence to be built "disconnected" in accordance with Erosion and Sediment Pollution Control Plan Ordinance Resolution #2018-19

If no, proceed to "Section C"

If yes, these are the fees for Grading, As-Built and Stormwater Management Plan Review:

Non-Refundable Fee: $400.00

Section C:

Answering "no" to the above questions indicates the Residence to be built is considered "connected" in accordance with Erosion and Sediment Pollution Control Plan Ordinance Resolution #2018-19.

These are the fees for Grading, As-Built and Stormwater Management Plan Review:

Non-Refundable Fee: $650.00

All other Grading, Stormwater Management & Erosion and Sediment Pollution Control Plan fees are in accordance with the individual tiers and require the separate: "GRADING PLAN, AS-BUILT PLAN, STORMWATER MANAGEMENT PLAN AND EROSION & SEDIMENT POLLUTION CONTROL PLAN – GENERAL PERMIT APPLICATION"

Paid: $_____ Date: _____ [ ] Check #_____ [ ] Cash: Receipt #_____

Paid: $_____ Date: _____ [ ] Check #_____ [ ] Cash: Receipt #_____

Paid: $_____ Date: _____ [ ] Check #_____ [ ] Cash: Receipt #_____

Signature: _____ Date: _____

READING TOWNSHIP ADDENDUM TO BUILDING PERMIT

For Completion by Township:
Date: _____
Permit #: _____

Name: _____

Address: _____

Contractor/Applicant's federal or state employer identification (EIN): _____

I. The contractor/applicant for the building permit, in compliance with the Workers' Compensation Reform Act, Act 44 of 1993, hereby submits: (check one):

[ ] Workers' Compensation Certificate of Insurance. (Attach & Complete Section II)

[ ] Certificate of Self-Insurance (Attach & Complete Section II)

[ ] Affidavit of Exemption (Complete Section III)

II. If a certificate of insurance or self-insurance has been submitted, complete the following:

Insurance Company or Self-Insurer: _____

Workers' Compensation Policy #: _____ Effective Dates: _____

III. Claimed exemption, complete the following: (Contractors Must Notarize, Owners do not notarize)

[ ] Applicant is an individual who owns the property.

[ ] Contractor/ applicant is a sole proprietorship or partnership without employees.

[ ] Contractor/ applicant is a corporation, and the only employees working on the project are executives who have elected not to be employees of the corporation for purposes of the Workers' Compensation Act pursuant to §22 of the Act. Explain:

_____

_____

[ ] All of the contractor/applicant's employees on the project are exempt on religious grounds under §484 of the Workers' Compensation Act and all employees have individually filed a written waiver and affidavit on forms supplied by the PA Dept. of Labor and Industry. Explain: _____

_____

[ ] Other. Explain: _____

My signature on behalf of or as the contractor/applicant for this building permit constitutes my verification the statements contained herein are true and that I am subject to the penalty of 18 PA, C.S.A., §4904 relating to unsworn falsification to Authorities.

_____

Signature Print Name

_____

Business/Company Title

COMMONWEALTH OF PENNSYLVANIA:

:SS

COUNTY OF _____:

On this, the _____ day of _____, 20____, before me A NOTARY PUBLIC, the undersigned officer, personally appeared _____ known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes herein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

_____

Notary Public

Adams County
Conservation District
670 Old Harrisburg Road
Suite 201
Gettysburg, PA 17325-3404

Phone (717) 334-0636 Fax (717) 337-0730
www.adamscounty.us

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 (circle one)

2. If yes, what is the approximate size of the earth disturbance activity in sq ft? _____

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 "typical" for general guidance**

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 -taken 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

****** For earth disturbance activities of less than 5000 sqft, 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 the signed document.**

Municipal Stormwater Management Worksheet

For Municipal Use and Record of Project Area

Property Owner's Name _____

Address of Property _____

Parcel ID # _____ Municipality _____

Phone Number _____ New Impervious Area Associated with this Project _____

Stormwater Project Type: _____ Exempt _____ Minor Plan _____ Project Requires Formal SWM Plan

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 November 23, 2011 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)					

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

Municipal Stormwater Management Worksheet

Step 2: Determine Disconnected Impervious Area (DIA). All or parts of proposed impervious surfaces may qualify as Disconnected Impervious Area if runoff is directed to a pervious area that allows for infiltration, filtration, and increased time of concentration. The volume of stormwater that needs to be managed could be reduced through DIA. Prepare a minor stormwater site plan (see pg C-5 for requirements).

Criteria

- Overland flow path from the discharge area or impervious area has a positive slope of 5% or less.
- Contributing area to each rooftop discharge (downspout) is 500 ft² or less.
- Soils are not classified as hydrologic soil group "D".
- The receiving pervious area shall not include another person's property unless written permission has been obtained from the affected property owner.

Partial Rooftop Disconnection		
Length of Pervious Flow Path (ft) Lots ≤ 10,000 ft²	Length of Pervious Flow Path (ft)	DIA Credit Factor
35 or more	75 or more	0
30 – 34.9	60 – 74	0.2
23 – 29.9	45 – 59	0.4
16 – 22.9	30 – 44	0.6
8 – 15.9	15 – 29	0.8
0 – 7.9	0 - 14	1.0
Pervious flow path must be at least 15 feet from any impervious surface		

Paved Disconnection Criteria: Paved surfaces (driveways, walkways, etc.) and gravel can be considered disconnected if it meets the criteria above and:

- Runoff does not flow over impervious area for more than 75 feet.
- The length of overland flow is greater than or equal to the contributing flow path.
- The slope of the contributing impervious areas is 5% or less.
- If discharge is concentrated at one or more discrete points, no more than 1,000 ft² may discharge to any one point. In addition, a gravel strip or other spreading device is required for concentrated discharges. Non-concentrated discharges along the entire edge of paved surface must include provisions for the establishment of vegetation along the paved edge and temporary stabilization of the area until the vegetation is established.
- If these criteria can be met, the DIA credit = 0

Using the calculations from Step 1, complete the table below. This will determine the impervious area that may be excluded from the area that needs to be managed through stormwater BMPs. If the total impervious area to be managed =0, the area can be considered entirely disconnected.

Surface	Proposed Impervious Area	x	DIA Credit	=	Impervious Area (ft²) to be Managed
Buildings (area to each downspout)		x		=	
Driveway		x		=	
Parking Areas		x		=	
Patios/ walkways		x		=	
Other		x		=	
Total Proposed Impervious Surface Area to be managed (Sum of all impervious areas)					

If total surface area to be managed if greater than 0, continue to Step 3.

Municipal Stormwater Management Worksheet

Step 3: Calculate the volume of stormwater runoff created by proposed impervious surfaces or see Simple BMP Sizing in Step 4.

Impervious Area (ft^2) to be Managed (Sum of Step 2)	X	3.0 in/12 in = 0.25 (3.0 in is 2-year 24-hour rainfall amount)	=	Amount of Stormwater to be Managed (ft^3)
	X	0.25	=	

Best Management Practices need to be used to manage the volume of stormwater created by the proposed impervious areas. The cubic feet of stormwater that need to be managed may also be further reduced by planting new trees. If the criteria below can be met, the amount of stormwater to be managed can be reduced per the following:

Deciduous Trees = 6 ft^3 per tree **Evergreen Trees = 10 ft^3 per tree**

Criteria:

- Trees must be PA native species (See PA Stormwater BMP Manual for a list)
- Trees shall be a minimum 1" caliper tree and 3 feet tall shrub (min)
- Trees shall be adequately protected during construction
- No more than 25% of the required capture volume can be mitigated through the use of trees
- Dead trees shall be replaced by the property owner within 12 months
- Please consider the specifications for each tree species when determining location and spacing

Amount of Stormwater to be Managed (ft^3) (Sum of Step 3)	-	Tree Planting Credit (ft^3)	=	Amount of Stormwater to be Managed (ft^3)
	-		=	

Step 4: Select BMPs and size according to the volume of stormwater that needs to be managed. The Guide to Choosing Stormwater BMPs, included in the Simplified Approach, includes sizing calculations for specific techniques. ***Simple BMP Sizing*** - Sizing BMPs may also be simplified through the use of this chart. Take the sum of Step 2 and match it to the "Amount of New Impervious Area to be Managed" in white boxes in the table below (rounding **up** to the next value if the number is between two values). Then look in the light grey box to determine the cubic footage based on the type of BMP (bioretention or infiltration). For example, if a proposed 1,000 square foot impervious area must handle 240 cubic feet of stormwater in a bioretention system, a 13'x 13'x 1.5' rain garden or a 36'x 2'x 3.5' vegetated swale could be used. Show the location and size of proposed BMPs on the minor stormwater site plan. (The following was based on a chart from the Lycoming Co. Planning Dept)

BMP Type		Simple BMP Sizing - Amount New Impervious Area to be Managed (ft^2)											
		250	500	750	1000	1500	2000	2500	3000	3500	4000	4500	5000
Bioretention	Ex. Rain garden, Vegetated swale	60 ft^3 or	120 ft^3 or	180 ft^3 or	240 ft^3 or	360 ft^3 or	480 ft^3 or	600 ft^3 or	720 ft^3 or	840 ft^3 or	960 ft^3 or	1,080 ft^3 or	1,200 ft^3 or
Infiltration	Ex. Dry well, Infiltration trench	180 ft^3	360 ft^3	540 ft^3	720 ft^3	1,080 ft^3	1,440 ft^3	1,800 ft^3	2,160 ft^3	2,520 ft^3	2,880 ft^3	3,240 ft^3	3,600 ft^3

Bring the worksheets, plan, Owner Acknowledgement, and BMP Facilities and Maintenance Agreement (if applicable) to your municipality. If an area greater than 5,000 square feet of earth is disturbed, an erosion and sedimentation (E & S) control plan must be prepared. The municipality may require that the E&S plan be submitted to, reviewed, and approved by the Adams County Conservation District.

Municipal Stormwater Management Worksheet

The minor stormwater site plan assists the owner / applicant in preparing the necessary information for the municipality to review and approve.

OWNER ACKNOWLEDGMENT

(Municipality may decide if the Owner Acknowledgement should be notarized and/ or recorded, based on municipal process)

- Development activities shall begin only after the municipality approves the plan.
- The installed BMPs will not adversely affect any property, septic systems, or drinking water wells on this or any other property.
- If a stormwater management alternative to the approved minor stormwater site plan is used, the applicant will submit a revised plan to the municipality for approval. If a site requires a more complex system or if problems arise, the applicant may need the assistance of a licensed professional.
- The applicant acknowledges that the proposed stormwater management BMPs will be a permanent fixture of the property that can not be altered or removed without approval by the Township.

I (we) _____, hereby acknowledge the above statements and agree to assume full responsibility for the implementation, construction, operation, and maintenance of the proposed stormwater management facilities. Furthermore, I (we) also acknowledge that the steps, assumptions, and guidelines provided in this simplified approach package (minor stormwater site plan & Municipal Stormwater Worksheet(s)) will be adhered to.

Signature: _____ Date: _____

Signature: _____ Date: _____

READING TOWNSHIP • ADAMS COUNTY
50 CHURCH ROAD, EAST BERLIN, PA 17316
PHONE: 717-624-4222 FAX: 717-624-7926

APPLICATION FOR WELL PERMIT **#** _____

Please check and complete each category which applies to your complete project. If you have a concern of which parts you are to fill out, please feel free to contact Land and Sea Services @ 717-677-7356 for guidance. (Ordinance Reference 2014-01 for requirements) Call for an appointment to Land and Sea Services when you have completed your application and accompanying approvals to review your project for issuance of permit.

Property Owners Name: _____

Property Address: _____

Home Phone: _____ **Cell Phone:** _____

PERMIT FEES:

[ ] Well Construction/ Abandonment Permit: $60.00

[ ] Well Repair/ Reconstruction: $25.00

[ ] Geothermal Wells: $60.00 x #_____ = _____

Paid: $_____ Date: _____ [ ] Check #_____ [ ] Cash: Receipt #_____

Paid: $_____ Date: _____ [ ] Check #_____ [ ] Cash: Receipt #_____

Paid: $_____ Date: _____ [ ] Check #_____ [ ] Cash: Receipt #_____

[ ] WELL CONSTRUCTION/ RECONSTRUCTION PERMIT

Please note that you must provide a well drillers report and a water quality report before approval is granted for use of the well.

Well Type: [ ] GHPS [ ] Potable [ ] Repair [ ] Reconstruction [ ] Abandonment

Well Driller License #: _____

GHPS: Pressure testing is required w/ water @ 100psi for 30min w/ no leaks observed.
Evidence MUST be provided. (Sec 104.9.B.2.g)

Inspection Date: _____ (Scheduled in 7 days) Inspectors Signature: _____

- **All Geothermal Wells must be permitted separately. (No Chemical additives permitted.)**
- Wells that use ground water for heating and cooling must meet all Isolation Distances. (GHPS & Potable)
- Delivery (supply) wells must be tested for all water quality requirements listed below.
- Discharge wells must discharge into same aquifer from which the supply came.
- EPA may require a permit for GHPS return wells: Federal Underground Injection Control (40 CFR 144.3).

[ ] Geothermal Heat Pump Systems (GHPS) Wells Isolation Distances

Well/ Borehole Location: _____

GHPS Type: [ ] Closed-Loop [ ] Open-Loop

Well Type: [ ] Delivery Well [ ] Discharge Well

Total Number of Boreholes or Wells: _____

Wells shall be located at a minimum distance from the following:

- Delineated wetlands, floodplains, lakes, ponds, other surface water – 50 feet, Actual:_____
- Stormwater pits – 50 feet, Actual:_____
- Storm drains, retention basins, stormwater stabilization ponds – 50 feet, Actual:_____
- Subsurface sewage absorption areas, elevated sand mounds, cesspools, sewage seepage pits – 100 feet, Actual:_____
- Spray irrigation site perimeter, sewage sludge and seepage disposal sites – 50 feet, Actual:_____
- Septic tanks, aerobic tanks, sewage pump tanks, holding tanks – 50 feet, Actual:_____
- Sewer drains, public sewer laterals – 5 feet, Actual:_____
- Preparation area or storage area of hazardous spray materials, fertilizers or chemicals, salt piles. (If borehole is cased and grouted inside and outside) – 300 feet (150 feet), Actual:_____
- Surface or subsurface containers or tanks of greater than 1000 gal. used for storage of materials that cannot be properly renovated by passage through soil. This includes, but not limited to, gasoline and all petroleum products. (If borehole is cased and grouted inside and out) – 300 feet (150 feet), Actual:_____
- Surface or subsurface containers or tanks 1000 gal. or less used for storage of materials that cannot be properly renovated by passage through soil. This includes, but not limited to, gasoline and all petroleum products. For example, the type of tanks frequently used in homes using oil for heating purposes – 100 feet, Actual:_____
- Identified NPL Site (Superfund site) plume area. – 300 feet, Actual:_____
- Property lines, all rights-of-ways, easement. – 10 feet, Actual:_____
- Any other source of pollution. – As Approved Actual:_____

[ ] Potable Water Wells Isolation Distances

Wells shall be located at a point free from flooding and a minimum distance from the following:

- Storm drains – 25 feet, Actual:_____
- Drains carrying domestic sewage/ industrial waste – 50 feet, Actual:_____
- Septic/ Holding Tanks – 50 feet, Actual:_____
- Surface/ subsurface sewage disposal fields – 100 feet, Actual:_____

- Sewage seepage pits/ cesspools – 100 feet, Actual:_____
- GHPS – 50 feet, Actual :_____
- Privies – 50 feet, Actual:_____
- Fuel tanks – As approved by Township Engineer, Actual:_____
- Other (ditches, streams, barnyards, rainwater pits, etc) – As approved by Township Engineer, Actual:_____
- Driveways – 10 feet, Actual:_____
- Principal structures/ dwellings – 20 feet, Actual:_____
- Property lines – 10 feet, Actual:____

[ ] Approved for Construction **[ ] Denied for Construction – reason below.**

[ ] **Well Drillers Report** [Property Owner, Address & Lot #, Completion Date, Casing Depth, Well Depth, Static Water Level, Well Driller, Yield in Gals/Min, Casing Type & Size, Grouting Certificate, Type of Test Pump, Pump-Out in Gals/Min] Date Received: _____

[ ] **Water Quality Report** [Coliform Bacteria, Nitrates, Iron, Hardness (equivalent calcium carbonates), Manganese, pH, Total Dissolved Solids (TDS)] - Date Received: _____

Note: An Approval of Operation or reason for denial shall be issued on the original permit upon inspection of reports to determine compliance with permit regulations. A Certificate of Occupancy associated with house construction will not be approved in the absence of an Approval of Operation issued under the terms and conditions of the Ordinance. A permit shall be in effect as of the date of Approval of Construction, and shall remain in effect for a period of **6 months**. A one-time extension request must be submitted to the Township in writing 10 working days before the expiration date of the permit. Extensions are limited to 30 calendar days.

[ ] Approved for Operation – Date: _____

[ ] Denied – Date: _____ Reason for Denial: _____

_____

Owner/Applicant agrees to give permission to the Township and its representatives to enter property for purposes of completing all on-site inspections; that such work will be done in accordance with plans and specifications submitted; and will comply with all provisions of the applicable Township Ordinances as well as any county, state and federal regulations. **All improvements must be staked for inspections. Well Approvals are valid for 6 months from date of issuance.**

Owner/Applicant Signature: _____ Date: _____

Zoning/Code Enforcement Officer Signature: _____ Date: _____

READING TOWNSHIP • ADAMS COUNTY

50 CHURCH ROAD, EAST BERLIN, PA 17316
PHONE: 717-624-4222 FAX: 717-624-7926

GENERAL PERMIT APPLICATION #_____

PROPERTY INFORMATION:

Name of Owner: _____ Date of Application: _____

Owner Address: _____ Owners Phone #: _____

Property Address: _____

Parcel #: _____ Lot #: _____ Name of Subdivision: _____

[ ] Worker's Comp. Exemption on Building Permit Addendum when owner is contractor; not notarized.

PERMIT FEES:

[ ] Zoning Permit: $50.00

[ ] Non UCC Building Permit: $56.00

[ ] UCC Residential Building Permit: $96.00 + UCC State Fee: $4.50 = $100.50

[ ] UCC Other Structure Building Permit: $56.00 + UCC State Fee: $4.50 = $60.50

[ ] Agricultural (Non-Commercial, Non-UCC) Permit Fee: $85.00

[ ] Commercial Building Permit: $56.00 + UCC State Fee: $4.50 = $60.50

[ ] UCC Temporary Certificate of Occupancy Permit: $46.00

Paid: $_____ Date: _____ [ ] Check #_____ [ ] Cash: Receipt #_____

Paid: $_____ Date: _____ [ ] Check #_____ [ ] Cash: Receipt #_____

Paid: $_____ Date: _____ [ ] Check #_____ [ ] Cash: Receipt #_____

CONTRACTOR / ENGINEER BUSINESS INFORMATION:

Contact Person: _____ Phone #: _____ Cell #: _____

Name of Business: _____ Phone #: _____

Contractor's Name: _____ Cell #: _____

PA Contractor Registration Number: _____

Address: _____

Contractor: [ ] Copy of Worker's Compensation Insurance [ ] Notarized Addendum to Building Permit

Please check and complete each category which applies to your entire project. If you have a concern of which parts you are to fill out, please feel free to contact Land and Sea Services @ 717-677-7356 for guidance. (Ordinance Reference 2014-01 for requirements) Call for an appointment to Land and Sea Services when you have completed your application and accompanying approvals to review your project for issuance of permits.

[ ] ZONING PERMIT

Generally required any time you change the use of the property or the "footprint" of your property

Use of Property: (applicant to complete)

State existing current use/structures of property:_____

_____

Description of Proposed use/structures of property: _____

_____

Type of project: ( ) New Structure ( ) Replacement ( ) Add to structure ( ) Erect/Replace Sign

( ) Change of Land Use ( ) Home Occupation ( ) Other _____

Dimensions: _____Height: _____ Estimated Value: $_____

Set Backs: Front: _____feet Rear: _____feet Side: _____feet

Lot Coverage:_____

Zoning District: (to be completed by zoning office)

[ ] Agricultural Conservation (Conventional/Cluster/Agribusiness) [ ] Land Conservation (SF/Cluster/ Estate/Campground/Other)

[ ] Village [ ] R-1 Moderate Density Residential (Conventional/Cluster)

[ ] R-2 Low Density Residential (Conventional/Cluster) [ ] R-2A Low Density Residential (waterfront/non-waterfront)

[ ] Commercial/Industrial [ ] Section 1304-A [ ] Floodplain (Ordinance 2015-01)

Required Set Backs: Front: _____feet Rear: _____feet Side: _____feet

Actual Set Backs: Front: _____feet Rear: _____feet Side: _____feet [ ] 10 feet from septic

Setback Inspectors Signature: Pre: _____ Post: _____

[ ] BUILDING PERMIT

[ ] Uniform Construction Code [ ] Township Base Permit [ ] Agricultural – Non-Commercial

Description of Work: (applicant to complete)

[ ] Residential: _____

[ ] Commercial: _____

[ ] Agricultural: _____

Swimming Pool: [ ] In Ground [ ] Above Ground. (24" Water Level or greater requires Uniform Construction Code Building Permit).

(Construction plans [cross section and floor plans] are required for projects requiring UCC inspections. A separate permit application will be provided at the time of your plan review with the Building Plans Examiner.)

ADDITIONAL REQUIREMENTS:

[ ] Stormwater Management Worksheets

[ ] Grading Permit (Please provide copy of approval with your application)

[ ] Sewage Disposal Permit (New home construction and bedroom additions)

[ ] Public Sewer/ Reading Township Municipal Authority– Must provide proof of payment prior to building permit issuance.

[ ] On-lot Septic System – *Existing* systems adding bedrooms, owner must provide documentation the system is acceptable to Township SEO (Sewage Enforcement Officer) prior to building permit issuance; *New* systems must obtain a Permit for Installation of On lot Sewage Disposal System from Township SEO. Prior to issuance of Certificate of Occupancy the final cover inspection signature block must be completed by SEO and copy given to the Township or other acceptable documentation provided to Township.

[ ] Driveway Access Permit (Please provide a copy of your permit with application)

(Note: A State Road Permit is required for Carlisle Pike, East Berlin Road, Harrisburg Street, Hunterstown/Hampton Road Peepytown Road and some sections of Fish & Game Road, Germany Road, Lake Meade Road and Stoney Point Road. Contact PennDOT: 717-334-3155. All other roads need a township driveway permit which is obtained through the Reading Township Office.)

[ ] Letter of Compliance from Lake Meade Property Owner's Association (Lake Meade ONLY)

[ ] Adams County Tax Assessing Permit required for new construction, alteration, maintenance or repair having a minimum estimated value of $2,500.00 and prior to relocation of any mobile home.

NOTE: All Reading Township properties MUST display the address number of the residence/ dwelling on the house and mailbox with contrasting colors. Owner/Applicant agrees to give permission to the Township and its representatives to enter property for purposes of completing all on-site inspections; that such work will be done in accordance with plans and specifications submitted; and will comply with all provisions of the applicable Township Ordinances as well as any county, state and federal regulations. **All improvements must be staked for inspections.** Improvements that do not fall under the Uniform Construction Code do not require building inspections by the Township. **Zoning and Building Approvals are valid for 1 year from date of issuance.**

Owner/Applicant Signature: _____ Date: _____

Zoning/Code Enforcement Officer Signature: _____ Date: _____

All Applications must include a sketch of the premises showing actual or proposed location of wells/water supply, buildings, septic or holding tanks drain fields, boundary lines, storm drains, sanitary sewers, sewage disposal fields, sewage seepage pits, cesspools, privies, fuel tanks, storm water easements, driveways and waterways. Scale Used: 1 Block = _____ feet.