

HELLAM TOWNSHIP PERMIT REQUIREMENTS

A **Zoning Permit** is required prior to a change in use of land or structure; the erection, construction, improvement or alteration of any structure or portion thereof; the alteration or development of any improved or unimproved real estate; the erection or alteration of certain permanent and/or temporary signs. A **Building Permit** is required to ensure that all newly proposed structures and proposed structural alterations are performed in compliance with the Pennsylvania Uniform Construction Code.

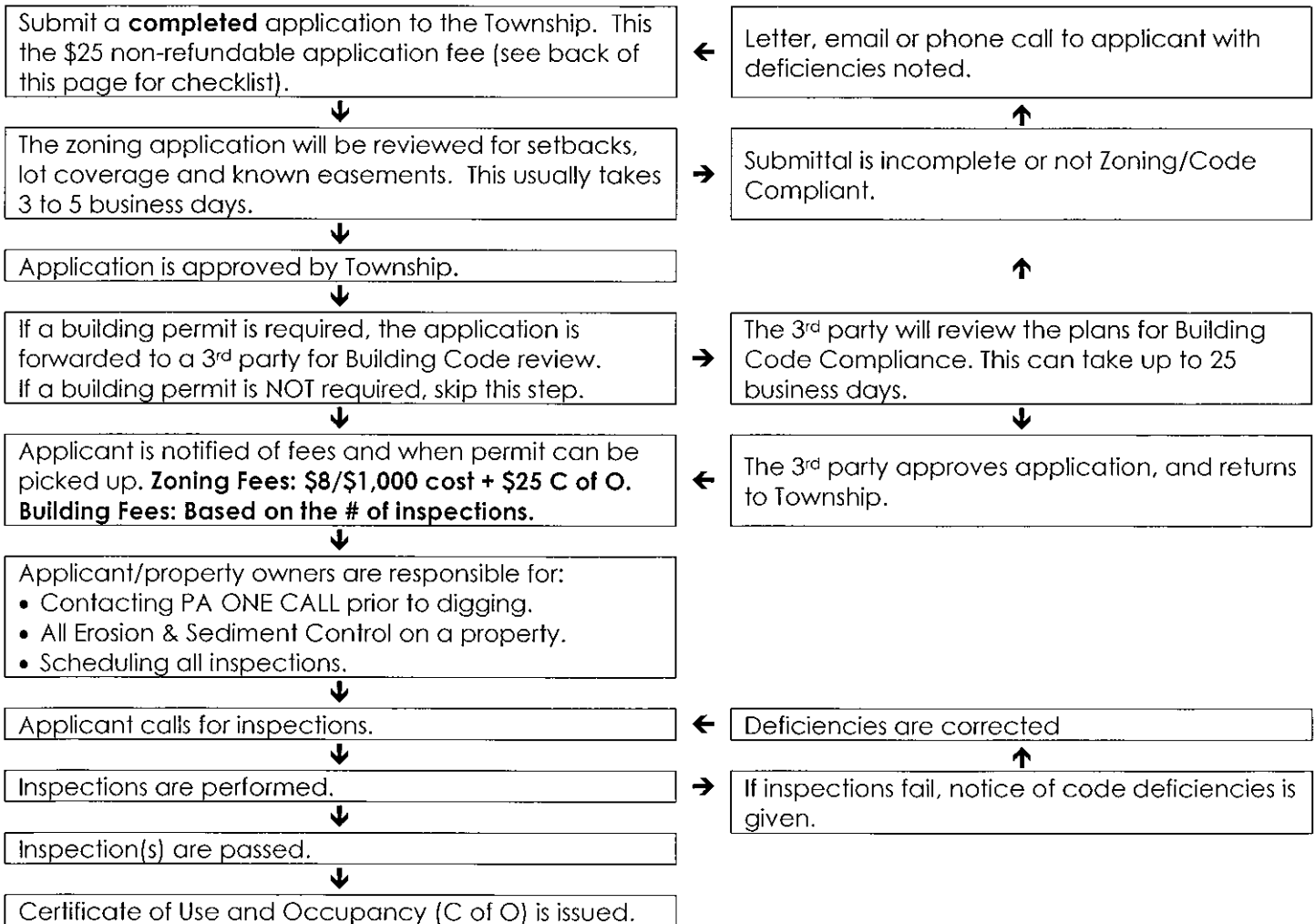
Zoning Permits

- Patios & Sidewalks
- Accessory Structures including sheds & greenhouses (under 1,000 s.f.)
- New uses or change of use of a property
- Retaining walls (under 4' high)
- Fences (under 6' high)
- Timber Harvesting
- Grading or placing of fill
- Well/Water Quality
- Ponds
- Any work in a floodplain
- Driveways (separate permit application)

Zoning & Building Permits

- Residential dwellings & additions or alterations
- Commercial buildings & additions or alterations
- Decks & sunrooms
- Swimming pools (including temporary), pool fences & hot tubs
- Retaining walls (over 4' in height)
- Accessory structures (over 1,000 s.f.)
- Signs
- Patio or Breezeway enclosures
- Alternative Energy (solar, geothermal, outdoor furnace, etc.)
- Interior renovations including basement finishing, electrical & plumbing
- Home Occupations

BASIC PROCEDURES FOR OBTAINING A ZONING/BUILDING PERMIT



NOTE: This office does not have authorization to permit proposed work should this application be denied or refused. The Zoning Hearing Board has authority to grant permission to vary from what the Zoning Ordinance allows. Please be informed that:

- If this application should be denied due to a violation regarding dimensional requirements of the zoning district, you may file for a variance. Application is made through this office and forwarded to the Zoning Hearing Board.
- If this application should be denied due to a discrepancy against the proposed use in the indicated district zone you may file for a Special Use Permit or a Use Variance, whichever applies. Please inquire for further information and/or procedures.
- If the application is denied due to deficiencies, an applicant can re-apply once all the deficiencies have been eliminated.

OTHER PERMITS WHICH MAY BE REQUIRED

Sewage/Septic	For new OLDS or repairs. If adding bedrooms the existing septic system will need to be evaluated. <i>(If the project is connected to a sewer system, contact appropriate agency)</i>	1. Obtain a sewage permit application from Township office. 2. Contact & forward the original application to the Township Sewage Enforcement Officer.
Erosion & Sedimentation (E&S) Controls	For projects covering 5,000 s.f. of ground cover, a written E&S plan is required. If 1 acre or more in area is disturbed, an NPDES permit is required.	Contact York County Conservation District (YCCD) for process and procedures at 717-840-7430.
Water of the Commonwealth	For stream/creek crossing for driveways, bridges; any work in the streambed or in the floodway.	Contact Ed Muzic at the Department of Environmental Protection at 717-705-4765 or emuzic@pa.gov .
Roadway openings	If utilities are to be installed under a Township or State Road.	1. Obtain a roadway opening application from the Township. 2. Complete the application and return to the Township with the fee. Fees are per PSATS Schedule.
Stormwater Management (SWM)	SWM is required for ALL additions of impervious area. This number is cumulative effective 10/20/22.	1. Obtain a SWM application from the Township Office 2. Complete per application. NOTE: building & zoning permits cannot be released until a SWM Plan/Permit has been approved.

CONTACTS

Rachel Vega -- Zoning Officer Hellam Township	717-434-1300 717-434-1301 (fax) rvega@hellamtownship.com	44 Walnut Springs Rd. York, PA 17406
Pete Schilling, ICC Certified MCP -- Building Official Commonwealth Code Inspection Services (CCIS)	717-846-2004 717-846-2294 (fax) www.codeservices.net	40 W. 11 th Ave. York, PA 17404
Frank Filiziani, Building Inspection Underwriters, Inc.	717-572-0280	590 Centerville Rd. Lancaster, PA 17601
Chad Peters -- Township Engineer CS Davidson, Inc.	717-846-4805 717-846-5811 (fax) www.csdavidson.com	38 N. Duke Street York, PA 17401
Patrick Buhl -- Sewage Enforcement Officer #3600	717-356-1733 ptbuhl317@aol.com	110 Mussetta Street Hanover, PA 17331

GENERAL ZONING REQUIREMENTS

ZONE	BUILDING TYPE	MAX. LOT COVERAGE	YARD SETBACKS			MAX. HEIGHT	NOTE:
			FRONT	SIDE	REAR		
RA	Principal	15%	40'	30'	60'	35'	<ul style="list-style-type: none"> • These numbers may be increased by the purchase of development rights (depending on location of property). • Accessory structure setbacks shown are the minimum. Setbacks are 1:1 ratio of the height of the structures. • Contact the Zoning Department if you have additional questions.
RA	Accessory	15%	100'	20'	20'	20'	
R	Principal	30%	40'	15'	30'	35'	
R	Accessory	30%	100'	10'	10'	20'	
MU-1	Principal	25%	40'	15'	30'	35'	
MU-1	Accessory	25%	40'	10'	10'	20'	
MU-2	Principal	35%	30'	6'	20'	35'	
MU-2	Accessory	35%	30'	6'	10'	35'	
C-I	All uses	30%	40'	15'	30'	35'	



IS YOUR APPLICATION PACKAGE COMPLETE?



- Zoning Application (Completed in ink, cost of improvement is included; initialed, signed & dated)
- Supplemental applications attached (RDO, Building, SWM, alternative energy, etc.)
- Copies of deeds, easements, proof of insurance, and/or required permits from other agencies are included.
- Lot Coverage worksheet is completed & attached (page 4).
- Site plan is included (page 3). All information is shown (dimensions, structures, wells, OLDS, etc.)
- 3 sets of plans are included (folded).
- \$25 non-refundable application fee is included (payable to Hellam Township).

ZONING (office use)
 APPLICATION FEE: \$25
 DATE RECEIVED: _____
 DATE COMPLETE: _____
 PERMIT #: _____
 SENT FOR UCC: _____

HELLAM TOWNSHIP ZONING PERMIT APPLICATION

TOWNSHIP FEES		BUILDING CODE FEES	
ZONING:	\$ _____	BUILDING:	\$ _____
SWM @ \$25	\$ _____	OTHER:	\$ _____
C of O:	\$25.00	TOTAL:	\$ _____
OTHER:	\$ _____		
TOTAL:	\$ _____		

PRINT LEGIBLY – USING BLUE OR BLACK INK

An incomplete application will not be reviewed until all missing information is submitted. This includes all signatures. If information is not submitted the application can be deemed incomplete and can be denied. Mark N/A if a section is not applicable.

CONTACT INFORMATION				
Check box to indicate main contact				
	Name	Address	Phone(s)	E-mail
<input type="checkbox"/> Property Owner				
<input type="checkbox"/> Applicant				
<input type="checkbox"/> Contractor				

PA Act 132 Registration # _____
 Provide a list of sub-contractors if any are being used.

Indicate insurance and attach a copy:
 Self - provide copy of homeowners insurance
 Contractor's Workers Compensation or Waiver

EXISTING SITE INFORMATION

Site Address: _____ Tax Parcel ID #: 31-000-____-0____-____ Lot Area: _____ acres

Zoning District: Rural-Ag. Res. Comm/Ind MU-1 MU-2 Interchange Quarry
 Floodplain Historic Village TDR Steep Slopes Woodlands/Canopy Riparian
 Overlay Zone: Buffer

Utilities: Sewer Service: Public Private Water Service: Public Private

- Are there any easements or right-of-ways on the property? Yes No
- Are any utility poles on your property? Yes No
- Are there any underground utilities through the property? Yes No
- Are there any deed restrictions or homeowner's association for the property? Yes No
- What type of road does the site access? Township State Private

Attach a copy of documents (deed, restriction), HOP permits, driveway permits, etc).

PROPOSED IMPROVEMENTS

<u>STRUCTURAL ACTIVITY</u>	<u>TYPE OF IMPROVEMENT</u>	<u>OTHER DEVELOPMENT ACTIVITIES</u>	<u>USE</u>
<input type="checkbox"/> New Structure <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Replacement <input type="checkbox"/> Other _____	<input type="checkbox"/> Accessory Structure <input type="checkbox"/> Alternative Energy <input type="checkbox"/> Deck <input type="checkbox"/> Fence/Wall <input type="checkbox"/> Single Family Residence <input type="checkbox"/> Sidewalk/Patio/Pavers <input type="checkbox"/> Sign <input type="checkbox"/> Swimming Pool/Spa <input type="checkbox"/> Other _____	<input type="checkbox"/> Fill, Grading, Excavation <input type="checkbox"/> Pond <input type="checkbox"/> Watercourse Alteration Drainage Improvements <input type="checkbox"/> Well <input type="checkbox"/> Timber Harvesting <input type="checkbox"/> Other _____	<input type="checkbox"/> Change of Use <input type="checkbox"/> Home Occupation <input type="checkbox"/> Special Event <input type="checkbox"/> Temporary Use <input type="checkbox"/> Other _____

SIZE OF IMPROVEMENT	DISTANCE FROM PROPERTY LINES	DESCRIPTION OF WORK
Length: _____	Front: _____	_____
Width: _____	Rear: _____	_____
Height: _____	Right: _____	_____
Total Area: _____	Left: _____	_____

- Is a construction entrance being utilized for this project? No Yes - provide details of location and method
- Is a Knox Box for Emergency Access installed at the site? Yes No- submit necessary paperwork (required for all business in the Township)

"Total cost of construction" means the actual cost incurred by the owner, all contractors, subcontractors and other parties for labor, material, equipment, profit and incidental expenses for the entire project.

TOTAL COST OF CONSTRUCTION: \$ _____

STATEMENTS AND VERIFICATION BY APPLICANT
Initial by each paragraph, then sign & date below

Initials	I hereby understand and agree to the following:
_____	This application authorizes any municipal representative of Hellam Township to access the above property as stated within this application during normal business hours, without an administrative warrant; to inspect and verify that any proposed use and/or structure contained within this application complies with all Hellam Township Zoning Ordinance.
_____	The Township office is not responsible for any property dimensions shown on the site plan and establishment of property lines is the sole responsibility of the property owner and applicant.
_____	The failure to adhere to any and all provisions of the Hellam Township Ordinances shall constitute a violation as to any Permit issued per this Application, which shall cause any Permit to become Null and Void, and revocable by Hellam Township via its Zoning Officer or other designated agent.
_____	No construction, including moving of earth, can begin until the appropriate permits are acquired.

The application, together with the signed site plan and construction documents, is made part of this application by the undersigned. I/We hereby certify that as applicants, owners, or others that I/we completed and read the foregoing Application, that the information and statements provided on this application is true and correct to the best of their knowledge or belief. I/We do hereby certify under penalty of perjury.

Signature of Applicant _____ Date _____
 Signature of Property Owner _____ Date _____

The property owner(s) must sign this application to verify the contractor or tenant has permission from the property owner(s) to do all construction work authorized by the issuance of this permit.

ZONING OFFICER ACTION
(Office use only)

_____ The application is in accordance with the Hellam Township Zoning Ordinance and is hereby **approved**.

_____ The application is hereby **disapproved** for the following reason(s): _____

_____ in violation of §490-

Signature of Zoning Officer _____ Date _____

Special Instructions or Restrictions: _____

PROPERTY DRAWING

Provide a sketch in the box below (or on a separate sheet of paper) depicting the following information.

All information must be displayed on the Zoning Permit Application may be deemed incomplete and may be denied.

1. Rough sketch of the property boundary lines and dimensions, include any roads.
2. Depict all existing & proposed buildings, driveways and sidewalks. Include the location of well, septic system and any easements on the property.
3. Distance in feet from the proposed structure to:
 - All property lines (front, rear, & both sides)
 - Any other accessory structures
 - The primary residence
 - Well and septic systems
4. Outline the area of disturbance and provide location of E&S measures (ex. silt fences or sedimentation trap).
5. Draw the location of any proposed SWM facilities.

1 box = ___ feet (example 1 box = 2 feet)

LOT COVERAGE WORKSHEET

Directions: Complete this worksheet after taking accurate measurements of all existing impervious surfaces. All dimensions should be consistent with the attached site plan. If this worksheet is not completed or if information is left off, the Zoning Officer may deny the application or complete the worksheet using aerial photographs, previous building permits and any available site information (which may be inaccurate).

ADDRESS: _____ **PIDN:** _____ **ZONING:** _____

1. **Lot Size (1 acre = 43,560 s.f.)** Lot size can be found on deed or tax assessment paperwork. Multiply the number of acres by 43,560 to obtain the total square feet (s.f.) of the lot.

EXISTING (Indicate dimensions of existing structures/surfaces then multiply the dimensions to obtain s.f.)

	<u>ac.</u>		<u>s.f.</u>
<u>Dimensions</u>			<u>Square Feet</u>
2. House	_____ ft	x _____ ft	_____
3. Attached Garage	_____ ft	x _____ ft	_____
4. Attached Deck	_____ ft	x _____ ft	_____
5. Driveway (including stone)	_____ ft	x _____ ft	_____
6. Sidewalk/Patio	_____ ft	x _____ ft	_____
7. Detached Garage(s)	_____ ft	x _____ ft	_____
8. Decking (not attached to house)	_____ ft	x _____ ft	_____
9. Shed(s) or other accessory buildings	_____ ft	x _____ ft	_____
10. Pool (including surrounding concrete deck)	_____ ft	x _____ ft	_____
11. Barn(s)	_____ ft	x _____ ft	_____
12. Other _____	_____ ft	x _____ ft	_____

13. **Total Existing Lot Coverage** (add lines 2-12) s.f.
14. **Total % of Existing Lot Coverage** (line 13 divided by line 1, then multiply by 100) %

PROPOSED (Identify structure, i.e. addition, deck, garage, etc.)

	<u>Dimensions</u>		<u>Square Feet</u>
15. _____	_____ ft	x _____ ft	_____
16. _____	_____ ft	x _____ ft	_____

17. **Total Proposed Lot Coverage** (add lines 15 & 16) s.f.
18. **Total Coverage in s.f. – existing & proposed** (add lines 13 & 17) s.f.
19. **Total % Lot Coverage** (line 18 divided by line 1, then multiply by 100) %
20. **Total % Lot Coverage permitted** (provided on Page 2 of the application directions) %
21. **Total Coverage in s.f. – permitted** (multiple line 20 by line 1) s.f.

Lot Coverage is a percentage of the lot area which may be covered with an impervious surface. An **impervious surface** is made of materials which prevent the percolation of water into the ground. These materials include semi-impervious materials such as gravel stone and block. Examples of surfaces that should be included in lot coverage are buildings, driveways, parking areas, sidewalks, concrete pads, etc.