

# APPLICATION FOR COMMERCIAL ZONING AND/OR BUILDING PERMIT

**MONROE TOWNSHIP**  
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Mechanicsburg, PA 17055  
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Application is hereby made to the Township for a Zoning and/or Building Permit in conformance with the requirements of the Monroe Township Zoning Ordinance, enacted September 17, 1998, last amended May 14, 2015 and the Uniform Construction Code (Pa Act 45/1999) and any amendments thereto for the following:

## **ALL OF THE FOLLOWING ITEMS MUST BE COMPLETED:**

**SITE ADDRESS OR LOT NUMBER:** \_\_\_\_\_

### **PROPERTY OWNER OF RECORD INFORMATION:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Owner's Fax No.: \_\_\_\_\_ Owner's E-Mail: \_\_\_\_\_

### **APPLICANT/CONTRACTOR INFORMATION (Complete only if the applicant is not the property owner):**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### **The undersigned applicant hereby applies for a permit to construct:**

- New Construction     Addition     Alteration     Repair     Foundation Only  
 Change of Use     Structure Relocation

Description of Proposed Work: \_\_\_\_\_  
Dimensions of Improvement: Length \_\_\_\_\_ ft. Width \_\_\_\_\_ ft. Height \_\_\_\_\_ ft. Area \_\_\_\_\_ s.f.  
Estimated cost of proposed work: \$ \_\_\_\_\_ Present Use of Property: \_\_\_\_\_

### **INTERNATIONAL BUILDING CODE TYPE OF CONSTRUCTION:**

- 1-A     1-B     2-A     2-B     3-A     3-B     4     5-A     5-B

**Existing Buildings/Structures: Indicate Current Use Group(s):** \_\_\_\_\_

**Residential Use Group(s):** Number of Units/Suites/Rooms \_\_\_\_\_ Number of Dwelling Units \_\_\_\_\_

Number of off-street parking spaces: Existing \_\_\_\_\_ Proposed \_\_\_\_\_ Handicap \_\_\_\_\_ HDCP Van \_\_\_\_\_

**Occupancy:** Total Occupancy Load: Existing \_\_\_\_\_ persons Proposed \_\_\_\_\_ persons

Employees: Existing \_\_\_\_\_ persons Proposed \_\_\_\_\_ persons

**Elevator:**  Yes     No

\_\_\_\_\_  
Signature of Applicant\*\*

\_\_\_\_\_  
Signature of Property Owner\*

\_\_\_\_\_  
(Print Name Here)

\_\_\_\_\_  
(Print Name Here)

**\*THE PROPERTY OWNER MUST SIGN ALL APPLICATIONS**

**\*\*IF THE PROPERTY OWNER AND APPLICANT ARE THE SAME, ONLY SIGN AS THE OWNER.**

**(OVER)**

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## ADDITIONAL REQUIREMENTS

- Location Plan:** A location plan showing the tract to be developed, zone boundaries, adjoining tracts, significant natural features, and streets for a distance of two hundred feet (200') from all tract boundaries.
- Plot Plan:** A plot plan certified by a professional surveyor of the lot showing the location of all existing and proposed buildings, driveways, parking lots showing access drives, circulation patterns, curb cut accesses, parking stalls access from streets, screening fences and walls, waste disposal fields or other methods of sewage disposal, other construction features on the lot, and the location of all topographical features.
- Description of Operations:** A written description of the operations proposed in sufficient detail to indicate the effects of those operations in producing traffic congestion, noise, glare, air pollution, water pollution, vibration, fire hazards, safety hazards, or the emission of any potentially harmful or obnoxious matter or radiation. The description shall include the proposed number of shifts to be worked and the maximum number of employees on each shift.
- Waste Disposal:** Evidence that the disposal of materials and wastes will be accomplished in a manner that complies with State and Federal regulations. Such evidence shall, at a minimum, include copies of contracts with waste haulers licensed to operate within Cumberland County which have been contracted to dispose of the materials used and wastes generated on-site.
- Sanitary Sewerage Permit:** Submission of an appropriate permit from the Sewerage Enforcement Officer or Municipal Authority authorizing the disposal of sanitary sewerage.
- Stormwater Management:** Submission of a stormwater management and earth disturbance permit application in accordance with the Monroe Township Stormwater Management Ordinance.
- Land Development Plan:** Submission, approval and recordation of a Subdivision or Land Development plan, as required.
- Factory/High Hazard/Storage:** Submit a list of all contents and quantities of materials that will be used / stored in the proposed structure including CAS# and MSDS.

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FOR TOWNSHIP USE ONLY

Fee: \$ \_\_\_\_\_

Paid: \_\_\_\_\_

Tax Parcel Number: 22- \_\_\_\_\_

Zoning District: \_\_\_\_\_

Sewage Permit No. \_\_\_\_\_

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

SEO/Authority: \_\_\_\_\_

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

**Permit Number:**