

**SOUTH NEWTON TOWNSHIP ZONING & LAND USE PERMIT APPLICATION CHECKLIST**

1. Fill out the attached application. Questions on the application should be addressed to the township by calling the township secretary at: 717-360-4780 or Township Office at: 717-530-7626.
2. Return the completed application along with a Site Plan (if applicable) from your chosen surveyor of your proposed construction location. A copy of your property from the Cumberland County GIS must accompany the attached application. You can find this by visiting the Cumberland County Property Mapper at: <https://gis.ccpa.net/propertymapper>. Type in your address in the bar at the top left, click on your property address from the drop down menu, click on your property aerial view, click on “Print Map” on the right side of the page (if you need assistance with printing off your GIS parcel map, contact the township or zoning officer).
3. Attach any sewage permits (if applicable), utility/driveway permits (if applicable) or state highway occupancy permits (if applicable) and works compensation certificate or affidavit of exemption.
4. Mail all the above to:

South Newton Township

PO BOX 11

Walnut Bottom, PA 17266

\*Note: You may hand-deliver your application & fee by placing in the dropbox (located on the side of the building nearest to the salt bins) at the township office located at: 11 High Mountain Road, Walnut Bottom, PA 17266

1. Permit costs are as follows:
	1. Building Permits: $100.00/Base Permit (up to $4,999.00 in building costs) & $20.00 per $5,000 in building costs thereafter
	2. Signage & Driveway/Road Fee: $100.00/permit
	3. Payments: Check or Money Order should be made payable to South Newton Township. (Cash payments are accepted. No credit cards accepted).
	4. Payments must accompany your application
2. South Newton Township will review your application. If all information is found acceptable, a permit will be issued no more than 2 weeks from date received.

**OWNER/CONTRACTOR RESPONSIBILITY**

Must deliver 2 sets of your plans to the Middle Department Inspection Agency (MDIA). One copy will be retained by MDIA and one copy will be returned to the owner/contractor upon payment of fees to MDIA.

This must include:

* The completed Township application
* Foundation Plans
* Construction drawings
* Mechanical drawings
* Plumbing drawings
* Worker’s Compensation Certificate
* Driveway or State Occupancy Permit
* Sewer Permit

Once your project is complete, contact South Newton Township to receive an Occupancy Permit. You MUST have a Final Inspection Report from MDIA & a Certificate of Inspection from MDIA prior to receiving an Occupancy Permit from the Township.