



ZONING/LAND USE PERMIT APPLICATION

PO BOX 11, 11 High Mountain Road
Walnut Bottom, PA 17266
(717) 530-7626
sntwp@kuhncom.net
www.southnewtontownship.net

PERMIT #: _____
(Official Use)

Instructions: Please complete all portions of this application and attach the required information for your request. Return the application along with the required information to: SOUTH NEWTON TOWNSHIP, PO BOX 11, WALNUT BOTTOM, PA 17266. Your application may be mailed or dropped off at the township office (if the office is closed, you may place your packet in the drop box located outside the office building). Any questions may be directed to the township by calling: 717-530-7626 (office), 717-360-4780 (township secretary) or 717-440-5441 (zoning/code officer).

1. Name of Applicant: _____

Address: _____

Phone #: _____

Email: _____ Tax Parcel #: _____

2. Name of Landowner (if different than #1): _____

3. Property subject to this request (if different than above): _____

a. Book #: _____ Page #: _____ (Please provide a copy of your deed)

4. Property is located in: ☐ Residential ☐ Agricultural ☐ Commercial ☐ Conservation (Zoning map on our website)

5. Total Lot Area: _____ Lot Width: _____ Lot Depth: _____

6. Existing use of land and/or building is: _____

7. The applicant requests a building permit for the property above for (Description of project): _____

8. Name & Address of Contractor: _____

9. Proposed Work: ☐ Residence ☐ Agricultural ☐ Commercial ☐ Addition ☐ Alteration ☐ Repair ☐ Replacement

10. Maximum height of building: _____ # of Stories: _____

11. Type of Construction: ☐ Stone ☐ Brick ☐ Frame ☐ Stucco ☐ Concrete ☐ Metal ☐ Other (check all that apply)

12. Value of completed building improvement: \$ _____ Estimated Date of Completion: _____

13. Lot Coverage (All impervious surfaces): _____ sq. ft. _____ % of Lot Area

14. **Setbacks** (proposed) – See our Zoning Ordinance for required setbacks (available on our website)

a. Front: _____ b. Side (left): _____ c. Side Yard (right): _____ d. Rear: _____

15. Road Occupancy: ☐ Existing driveway ☐ Proposed New ☐ Commercial # of parking spaces: _____

Must Provide the Following Information along with the Building Permit Application:

- a) Workers Compensation Certification
- b) Proposed Site Plan (must be completed by a registered professional surveyor or similar- for new construction only). Site Plan must show all listed under (c).
- c) GIS Map from Cumberland County “Property Mapper” Proposed location of construction
 - Setbacks (front, back & sides)
 - Location of Well
 - Location of Septic System
- d) Stormwater, Water/Well, Sewage Reports (if applicable)
 - Stormwater requirements (if applicable)
 - All existing structures and outbuildings
 - Location of Driveway(s)
 - Width & Length of lot area
 - Length, Width of proposed building
 - Landscaping (if new)
 - Signs (if applicable)

**Township may require additional information to process your permit*

I, hereby certify that the information submitted in accordance with this application is correct. I further agree to pay for those costs outlined and that all applicable zoning requirements will be met. I also understand that I must get a USE & OCCUPANCY PERMIT for the Middle Department Inspection Agency (if applicable) and a CERTIFICATE OF OCCUPANCY form the Township before I occupy or use this project.

Printed Name

Signature

Date _____

DISCLAIMER:

Township officials do not guarantee in any way, any opinions, as to the location or use of an Applicant's structure. A Zoning/Building Permit only reflects conformance of the plan, as applied to the zoning laws. The Applicant alone bears the responsibility of insuring his/her structures and uses thereon, do not violate other laws, zoning regulations, or the rights of neighbors and other parties. Applicant acknowledges that he/she has not relied on any oral or written statements of any official of South Newton Township, as to any matters on than zoning.

Applicant: _____ Date: _____
Please Print Name *Signature*

TOWNSHIP USE ONLY:

SEPTIC PERMIT #:

WATER SOURCE: ☐ Well ☐ Public ☐ Cistern

Type of Septic System:

☐ Inground Seepage Bed ☐ Elevated Sand Mound ☐ At-Grade Bed ☐ Trench ☐ Eljen ☐ Privy ☐ Holding Tank

Fees Owed: _____ Date Received: _____ Check #: _____

WORKMAN COMPENSATION INSURANCE CERTIFICATE OF EXEMPTION

Date: _____ Tax Parcel #: _____

Address: _____

I certify that, I, the: Owner ☐ Contractor ☐ Am ☐ Are Not ☐
required to have Pennsylvania Workman Compensation Insurance as stipulated by PA
State Law.

Further, I am the: Legal Owner ☐ and/or Legal Representative ☐
of this construction project.

Homeowner completing own work ☐

No hourly employees, sub-contractor will be used in construction ☐

Religious Exemption ☐

Worker's Comp Insurance Certificate attached Yes ☐ No ☐

Print Name

Signature

Township Use Only:

Permit #: _____

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

5. Permit costs are as follows:
 - a. Building Permits: \$150.00/Base Permit (up to \$4,999.00 in building costs) & \$25.00 per \$5,000 in building costs thereafter
 - b. Signage & Driveway/Road Fee: \$100.00/permit
 - c. Payments: Check or Money Order should be made payable to South Newton Township. (Cash payments are accepted. No credit cards accepted).
 - d. Payments must accompany your application
6. 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:

- | | |
|---|---|
| <ul style="list-style-type: none">• The completed Township application• Foundation Plans• Construction drawings• Mechanical drawings | <ul style="list-style-type: none">• 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.