

# BLOOMING GROVE TOWNSHIP

HC 8 Box 8501  
Blooming Grove, Pa 18428-9039

## INSTRUCTIONS FOR ALL APPLICANTS OF ZONING PERMITS

Levi F. Travis II

Zoning Officer

Hours of Operation

Monday thru Friday

Office: 8:00 a.m.-12:00 p.m.

Inspections: 12:00 p.m. – 2:00 p.m.

No weekends or Holidays

### NO APPOINTMENTS REQUIRED



## All Applications Must Be Reviewed Before Permits Are Issued & Applicant Will Be Notified By Telephone When Permit Is Ready For Pick-up

### 1. NO JOB SHALL BE STARTED WITHOUT PROPER PERMIT

### 2. PERMIT REQUIREMENTS

- A. **Zoning Permit Application** form completely filled out including signatures of owner and applicant (if other than owner). Contractors must use business name that is on file with the township and provide POC (Point-of-Contact) information.
- B. **Site (Plot) Plan** (drawn to scale) [**See Samples**] of property showing proposed location of new construction. (See copy attached of Section 602.2 - Blooming Grove Township Zoning ordinance for required information.)
  - a. **Sewage Permit** required for all new home construction. Any addition increasing the number of bedrooms will require a review of existing permit by Sewage Enforcement Officer to verify adequacy of system
  - b. **Dimensions** from proposed construction to property line. (Closest point of structure perpendicular to property line.)
  - c. **Well** (or Community water supply) & septic location
  - d. **ALL** existing structures
  - e. **DEED**: If property has changed ownership within the last 60 days... A copy of the deed with the 'Pike County Recorder of Deeds' stamp on it is required.

- C. **'As Built Survey'**. The survey is finalized when the foundation is in place. **ALL WORK WILL CEASE** until the survey has been received by the township and verified by Zoning Officer to meet township zoning requirements. (An 'As Built Survey' may not be required if a valid survey is used for 'Site Plan' or is on file at the township and clearly shows that proposed construction meets all zoning requirements. New Home construction **ALWAYS** requires an 'As Built Survey'.)
3. **BUILDING PLANS:** 1 copy drawn to scale – (will be returned when permit is issued) See Residential Plan Review Requirements & Guide for Plans and Specifications AND MUST COMPLY WITH THE IRC and/or IBC 2003 EDITION and U.C.C. Act 45
  4. **PROPER NAMES** (NO NICKNAMES) full legal address, including zip code, and signatures of **BOTH** owner & applicant must be on application before permit is issued.
  5. **ALL APPLICATIONS** must be submitted to the Zoning Officer during office hours and screened for completeness. Incomplete submissions will be returned without further action. No other department(s) permits will be accepted with the Zoning application.
  6. **PAYMENT BY CHECK OR MONEY ORDER IS DUE WHEN PERMIT IS PICKED UP. (NO PAYMENT WILL BE ACCEPTED WITH APPLICATION)**

### **INSPECTIONS:**

1. **INITIAL** – visual verification of submitted 'Site Plan'
2. **FINAL** - inspection for Zoning to verify project was built as submitted. (Owner/Contractor does not need to be present)

### **CERTIFICATE OF OCCUPANCY**

1. No **C of O** will be issued until satisfactory final inspection. Owner or Builders Representative is not required to meet with the Zoning Officer at the job site.
2. **ALL STRUCTURES** require a C of O and may be picked up at the Township Building or you may provide a self-addressed stamped envelope and have it mailed.

**FAILURE TO FOLLOW THESE INSTRUCTIONS WILL INCREASE THE AMOUNT OF TIME NEEDED TO PROCESS YOUR PERMIT AND MAY RESULT IN DENIAL OF APPLICATION.**

## Excerpt from Blooming Grove Township Zoning Ordinance...

### 602 - Permits

#### 602.1 -- Requirements of Permits

A building and/or zoning permit shall be required prior to the erection, addition, or alteration of any building or structure or portion thereof; prior to the use or change in use of A building or land; and prior to the change or extension of A non-conforming use. It shall be unlawful for any person to commence work for the erection or alteration of any building or for A change in land use, until A permit has been duly issued therefore. No Zoning Permit shall be required in cases of normal maintenance activities, minor repairs or alterations which do not structurally change a building or structure.

In certain cases the Township Building Code requires a survey of the property; see Section 15 of the Township Building Code.

#### 602.2 -- Applications for Permits

- A. All applications for permits shall be accompanied by plot plan in duplicate, drawn to scale, showing the actual shape and dimensions of the lot to be built upon, the exact size and location of any buildings existing on the lot, the lines within which the proposed building or structure shall be erected or altered, the existing and intended use of each building or part of a building, the number of families or dwelling units the building is designed to accommodate and such other information required by the Township as may be necessary to determine compliance with this Ordinance and all other pertinent ordinances. "Township" as used in this Section 602.2 shall include the Township Zoning Officer, Planning Commission, Board of Supervisors and/or Zoning Hearing Board, as the case may be. All applications with accompanying plans and documents shall become public record after a permit is issued or denied.
- B. In cases where the size of the lot, proposed setbacks, lot coverage or other aspect of the proposed construction or development is of such nature as to make confirmation of compliance with the required standards uncertain based solely on the plot plan submitted by the applicant, or if the exact location of property lines or property corners cannot be determined by the Township, the Township may require the applicant to submit a survey of the subject parcel. Said survey shall be made by a Pennsylvania Registered Land Survey or and shall show all details required by the Township to confirm compliance with the particular standards in question. The Township may require such survey prior to issuance of a permit to document that all requirements can be satisfied, or prior to issuance of a Certificate of Use to confirm that all improvements have been developed in accord with the applicable requirements.
- C. All permits issued by the Township are issued on reliance on the information, plot plan and/or survey provided by the applicant. Nothing herein shall be construed as A guarantee or warranty or any representation to A Zoning Permit applicant or property owner or other person or corporation that the subject buildings, structures or other improvements are properly located or not in violation of this Ordinance or other regulations, as the Township does not have A surveyor to confirm any information and requires this information solely for the use of the Zoning Officer to determine compliance with this Ordinance. Applicants/owners are encouraged to have surveys done at each stage of the construction to assure themselves that the building or addition conforms.
- D. Nothing herein is intended to waive any rights which any developments, associations or other persons may have to enforce their own building restrictions.