



# Mount Joy Township (Lancaster County)

## Application for Zoning / Building Permit (717-367-8917)

**Check or Cash only accepted for payment / Allow 2 weeks to process permits!**

**Property Location:** \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant/Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

PA Contractor # \_\_\_\_\_ **Project Cost (Materials & Labor):** \_\_\_\_\_

**Purpose of Permit Request:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> New Construction                 | <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Use & Occupancy (New Construction, Change Use/Owner) |
| <input type="checkbox"/> Alteration to Existing Structure | <input type="checkbox"/> Deck          | <input type="checkbox"/> Home Occupation                                      |
| <input type="checkbox"/> Addition to Existing Structure   | <input type="checkbox"/> Storage Shed  | <input type="checkbox"/> Permit Renewal (Prior Permit #) _____                |
| <input type="checkbox"/> Demolition of Existing Structure | <input type="checkbox"/> Sign Permit   | <input type="checkbox"/> Other _____  |
|   | <input type="checkbox"/> Fence         |   |

**Proposed Project Information:**

- |                                      |                                       |                                      |                                       |
|--------------------------------------|---------------------------------------|--------------------------------------|---------------------------------------|
| Existing Use:                        | Proposed Use:                         |                                      |                                       |
| <input type="checkbox"/> Residential | <input type="checkbox"/> Agricultural | <input type="checkbox"/> Residential | <input type="checkbox"/> Agricultural |
| <input type="checkbox"/> Commercial  | <input type="checkbox"/> Other        | <input type="checkbox"/> Commercial  | <input type="checkbox"/> Other        |
| <input type="checkbox"/> Industrial  | <input type="checkbox"/> _____        | <input type="checkbox"/> Industrial  | <input type="checkbox"/> _____        |

**Brief Description of Project:**

*For Township Use Only*

Type of Permit	Permit Number	Fee	Date Paid	Check/Cash
Zoning Permit				
Renewal of Permit #				
Storm Water Exemption Permit				
Storm Water Small Project Permit				
Road Occupancy Permit				
Sign Permit				
Use & Occupancy Permit				
UCC Permit				

**Total:** \_\_\_\_\_

**Complete the following sections which are applicable to your project:** (all information is required in each applicable section)

**Alterations, Additions and New Construction (including Sheds, Swimming Pools, Patios, Decks):**

Acreage of Property: \_\_\_\_\_ Age of Structure being Altered: \_\_\_\_\_

Dimensions of Proposed Addition or New Construction: \_\_\_\_\_

Existing Impervious Coverage: \_\_\_\_\_ Proposed Additional Impervious Coverage: \_\_\_\_\_

*\* Provide Impervious Coverage in Square Feet (include any dwelling, barn, garage, shed, driveway/parking areas (include stoned areas), patio, swimming pool, deck, etc.)*

Proposed Setbacks: \_\_\_\_\_ Front \_\_\_\_\_ Side(s) \_\_\_\_\_ Rear *Front yard setback measured from ultimate street right-of-way  
Side and rear yard setbacks measured from property lines*

Name of company responsible for accurately locating property lines:  
\_\_\_\_\_

If a driveway permit has been issued, indicate the date of issuance and permit number:  
\_\_\_\_\_

Will Public Water Service be Provided?  Yes  No If Yes, Permit No: \_\_\_\_\_

Will Public Sewer Service be Provided?  Yes  No If Yes, Permit No: \_\_\_\_\_

If On-lot Sewer Service has been approved for new construction, indicate the date of issuance and permit number:  
\_\_\_\_\_

Are there any Deed Restrictions and/or Easements located on your property? If so, describe them as they would pertain to your proposed project:  
\_\_\_\_\_

Are there any environmentally sensitive features (wetlands, drainage ways and/or floodplains) on the property?  
\_\_\_\_\_

**A plot plan showing existing and planned structures, existing and planned driveways and parking areas, interior and exterior storage areas, and all significant features such as floodplains, wetlands, easements, and drainage ways shall be submitted with all applications which include alterations, additions or new construction. The plan shall include measurements of setbacks from all property lines and from the centerline of any road frontage on the property. Until such a plan is submitted, this application shall not be considered complete and shall not be processed.**

**Use & Occupancy (includes New Construction and Change of Use or Owner):**

Length of Occupancy:  Permanent  Temporary

Type of Occupancy (include description):

- Residential \_\_\_\_\_
- Commercial \_\_\_\_\_
- Industrial \_\_\_\_\_
- Agricultural \_\_\_\_\_
- Institutional \_\_\_\_\_
- Other: \_\_\_\_\_

The following types of occupancy require additional information under Article XXII of the Zoning Ordinance. Please complete the applicable sections of this application and attach any other required information:

- Group Home  Manure Storage Facility  Agritourism Enterprise  Transient merchant
- Home Day Care  Rural Heritage Meeting Center  Roadside Produce Stand  Greenhouse
- Place of Worship  Funeral home  School

**Group Homes:**

General type of treatment/care: \_\_\_\_\_  
Maximum number of residents: \_\_\_\_\_  
Sponsoring agency: \_\_\_\_\_

**Home Day Care Service:**

Provide sufficient information with this application to demonstrate compliance with the following requirements of §135-232:  
A. Home day cares shall only be permitted to operate out of a single family detached dwelling.  
B. Home day care services shall be required to comply with all State regulations as set forth by the Department of Public Welfare.  
C. Prior to issuance of a Certificate of Use and Occupancy, the Township Building Code Official shall perform an R3 housing inspection as required by the Pennsylvania Uniform Construction Code.  
D. Passenger drop-off and pick-up areas shall be provided on site and arranged so that passengers do not have to cross roadways or access drives on or adjacent to the site.  
E. Signs shall comply with the requirements for home occupation signs contained in Article XXIV.

**Places of Worship:**

Lot area: \_\_\_\_\_  
This application shall be accompanied by sufficient information to demonstrate compliance with all the requirements of §135-251.

**Accessory uses:**

- Rectory or covenant (must comply with §135-251.F)
- Church-related education facilities or day-care facilities (must comply with §135-251.G)
- Church-related recreational facilities, including, but not limited to, social halls, community centers, pavilions and other buildings commonly used for assembly (must comply with §135-251.H)
- Cemetery (must comply with §135-251.I)

**Schools:**

Public or private school and related uses, excluding vocational schools, and dormitories  
This application shall be accompanied by sufficient information to demonstrate compliance with all the requirements of §135-254.  
 Vocational school  
This application shall be accompanied by sufficient information to demonstrate compliance with all the requirements of §135-271.  
Cumulative gross floor area for accessory uses (see §135-271.A) \_\_\_\_\_  
Cumulative gross floor area of the building occupied by the vocational school \_\_\_\_\_

**Greenhouses (including accessory retail sales):**

Lot area: \_\_\_\_\_  
Products for display or sale which are grown, prepared, or produced on the subject property (%): \_\_\_\_\_  
This application shall be accompanied by sufficient information to demonstrate compliance with all the requirements of §135-230.

**Roadside Produce Stand:**

Building or structure area: \_\_\_\_\_ *The building or structure must be temporary in nature.*  
Proposed Building or Structure Setbacks: \_\_\_\_\_ Right-of-way \_\_\_\_\_ Property lines  
This application shall be accompanied by sufficient information to demonstrate compliance with all the requirements of §135-258.

**Agritourism Enterprises:**

Definitions (see §135-32):

**Agritourism Enterprise** - Activities conducted on and accessory to a working farm and offered to the public or invited groups for the purpose of recreation, education, or active involvement in the farm operation. These activities must be directly related to agricultural or natural resources and incidental to the primary operation of the farm.

**Agritourism Special Event, Fairs and Festivals** - Any organized event that is planned to occur within the Township as part of an approved Agritourism Enterprise, that will result in either (a) the assemblage of 150 or more persons, or (b) the arrival of 40 or more vehicles at the location of the Event, whether held on private property, public property, or public roads.

**Farmers Market** - A retail sales use where one or more local farmers display and sell fresh produce, baked goods and/or local craft items in one location. Such items shall be made or grown on a local farm in the Township. Farmer's markets shall not include any other vendor displays or sales other than those specifically referenced above and shall not include a flea market, except as such uses are permitted within the district in which the farmers market is to be located.

**Farm Stay** - Any guest accommodations on an active farm property where not more than eight bedrooms are rented to overnight guests on a daily basis for periods not exceeding one week. Meals shall only be offered to those resident guests of the farm stay. This application shall be accompanied by sufficient information to demonstrate compliance with all the requirements of §135-213.

Lot area: \_\_\_\_\_ Total of all building floor areas utilized for agritourism use: \_\_\_\_\_

Number of unrelated full-time employees: \_\_\_\_\_

Products for display or sale which are grown, prepared, or produced on the subject property (%): \_\_\_\_\_

Anticipated hours of operation: \_\_\_\_\_

**Proposed Agritourism Enterprise uses:**

- Farmers Market, providing all vendors and sales are located in an enclosed building
- U-pick operations       Dairy, ice cream or bakery retail facility       Winery, winery tour and/or tasting room
- Local farm products retail operations (including crafts, food products, garden and nursery products, and clothing products made from the wool of animals raised on the farm use, etc.)
- Corn maze (with educational/interpretation components)       Farm related interpretive facility and exhibits
- Agriculturally related educational and learning experiences       Farm stays
- Agriculturally related special events, fairs and festivals       On-site farm, garden, greenhouse and nursery tours
- Walking and bicycle tours and trails       Horseback/Pony rides, petting zoos and other animal exhibits

**Manure Storage Facility:**

Provide sufficient information with this application to demonstrate compliance with the following requirements of §135-243:

A. Manure storage facilities shall be designed in compliance with the guidelines outlined in the document prepared by the DEP, entitled Manure Management for Environmental Protection, Bureau of Water Quality Management, and or its revisions, supplements, and replacements thereof.

B. The applicant shall provide written approval from the Lancaster County Conservation District that the waste storage facility has been designed in accordance to the applicable rules and regulations and that any associated permit has been secured.

C. The applicant shall provide written certification from a Pennsylvania registered engineer that the manure storage system design shall prevent the discharge or manure or contaminate water under all weather conditions up to the 25-year, 24-hour storm, and shall be in accordance with PA-313/PA-634.

**Funeral homes:**

Lot area: \_\_\_\_\_

This application shall be accompanied by sufficient information to demonstrate compliance with all the requirements of §135-228.

**Transient Retail Business:**

Definition (see §135-32):

**Transient Retail Business** - A temporary business the sole purpose of which is to sell, trade or barter goods, wares or merchandise in compliance with the Zoning Ordinance. Structures housing such businesses shall be temporary in nature and easily deconstructed upon ceasing operations. Structures may include a temporary building, tent, lot, stand or other premises.

Anticipated hours of operation: \_\_\_\_\_

Describe any proposed structures: \_\_\_\_\_

This application shall be accompanied by sufficient information to demonstrate compliance with all the requirements of §135-263.

**Rural Heritage Meeting Center:**

Definitions (see §135-32):

**Rural Heritage Meeting Center** - An accessory use to an active agricultural use in which educational sessions and classes, exhibitions, conferences and meeting, receptions, parties, weddings and social gatherings are conducted in a manner that respects the rural/agricultural character of the property and its surroundings. This does not include adult-oriented business uses.

**Legal Occupancy** - The maximum number of persons, as determined under the UCC, which may simultaneously occupy a building or portion thereof.

This application shall be accompanied by sufficient information to demonstrate compliance with all the requirements of §135-272.

Total Lot area: \_\_\_\_\_ Lot area to be utilized as rural heritage meeting center: \_\_\_\_\_

Year building constructed: \_\_\_\_\_ Maximum number of guests: \_\_\_\_\_

Distance to closest dwelling on a separate lot: \_\_\_\_\_

Kitchen area to permit final preparation of food and related activities: \_\_\_\_\_

Sale of agricultural products grown, harvested or produced on the lot. Retail sales area: \_\_\_\_\_

Outdoor events and activities (see §135-272.M)

**Off-street parking:**

Number of off-street parking spaces provided: \_\_\_\_\_

Number of off-street parking spaces with a compacted stone base or paved all-weather surface: \_\_\_\_\_

**Signs:**

Sign Type and Quantity (see Zoning Ordinance Article XXIV for definitions)

_____ Directional	_____ Projecting Sign	_____ Electronic Message Center
_____ Freestanding	_____ Billboard	_____ Dynamic Display Sign
_____ Flat Wall Sign	_____ Other	_____

Will the sign contain backlighting?  Yes  No

Will there be any flashing lights or other intermittent and rotating type illumination on the signs?  Yes  No

Overall dimensions of the proposed sign, incl. poles & pylons: \_\_\_\_\_ Height of Sign \_\_\_\_\_ Length \_\_\_\_\_ Width

Proposed sign setback from ultimate street right-of-way: \_\_\_\_\_

Purpose for the proposed sign: \_\_\_\_\_

**Fences:**

Proposed Setbacks: \_\_\_\_\_ Front \_\_\_\_\_ Side(s) \_\_\_\_\_ Rear *Front yard setback measured from ultimate street right-of-way  
Side and rear yard setbacks measured from property lines*

Height of Fence: \_\_\_\_\_ Fence Material: \_\_\_\_\_

Will the fence block the view of motorists on a public road or driveway of neighboring properties?  Yes  No

# Home Occupations & No-Impact Home Based Businesses

Definitions (see §135-32):

**Home Occupation** - A routine, accessory and customary nonresidential use conducted within or administered from a portion of a dwelling or its permitted accessory building and that meets all of the requirements of §135-234.

**No Impact Home Based Business** - A business or commercial activity administered or conducted as an accessory use which clearly accessory to the use as a residential dwelling and which involves no customer, client or patient traffic, whether vehicular or pedestrian, pickup, delivery or removal functions to or from the premises, in excess of those normally associated with the residential use. The business or commercial activity must satisfy §135-234.B.

Briefly describe the business that is being proposed:

Approximately how many customers will routinely visit the site per day? \_\_\_\_\_

Will there be any signage on the site advertising the home occupation?  Yes  No

If so, what will the dimensions of the sign be? \_\_\_\_\_

How many employees will be required to perform the everyday tasks associated with the business? \_\_\_\_\_

Is there any on-site parking readily available for the customers?  Yes  No

If so, how many parking spaces are available? \_\_\_\_\_

Will there be any company vehicles stored on the site?  Yes  No If so, how many? \_\_\_\_\_

What work hours are being proposed for the business? \_\_\_\_\_

What portion of the total floor area of the principal dwelling will be part of the business? (%) \_\_\_\_\_

## Certification

I hereby authorize the designated Mount Joy Township official to investigate, inspect, and examine the Property set forth herein, including land and structures, to determine compliance with the Mount Joy Township Zoning Ordinance and to determine the accuracy of the statements contained herein.

I am aware that I cannot occupy the Property for the purpose of conducting the use set forth herein and cannot commence excavation or construction until a Zoning Permit has been issued by the Township of Mount Joy. I am aware that I cannot change the use of the Property herein until I have applied for and receive a Zoning Permit for such proposed use. By signing this Application, I certify that all facts in the Application and all accompanying documentation are true and correct. This Application is being made by me to induce official action on the part of Mount Joy Township, and I understand that any false statements made herein are being made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

The issuance of a Zoning Permit is based upon the facts stated and representations made in this Application. A Zoning Permit may be revoked if the use and/or structure for which it has been issued violates any applicable Township, County, State or Federal law or regulation, including but not limited to the Mount Joy Township Zoning Ordinance. This Permit may also be revoked if it has been issued in error or if issuance was based upon any misrepresentations or errors contained in the Application or otherwise made by the Applicant.

The permit holder is advised that persons aggrieved by a use or development permitted on the land of another may file an appeal with the Mount Joy Township Zoning Hearing Board seeking revocation of any permits issued or approvals granted within thirty (30) days from the issuance of the permit, or at a later date if such aggrieved person alleges and proves that he had no notice, knowledge or reason to believe that such approval had been given.

Notice is hereby given that if the property described in this permit will require access to a highway under the jurisdiction of the Pennsylvania Department of Transportation, a Highway Occupancy Permit is required pursuant to §420 of the Act of June 1, 1945, P.L. 1242, No. 428, known as the State Highway Law, before driveway access to a state highway is permitted. Access to a state highway shall be only as authorized by the Highway Occupancy Permit issued by the Pennsylvania Department of Transportation.

The Zoning Officer does not guarantee or give opinions relating to the proposed construction under the Permit and does not warrant compliance with applicable laws or regulations by the issuance of a Zoning Permit. The Applicant bears all responsibility for insuring compliance with all applicable laws and regulations, including but not limited to compliance with the Mount Joy Township Zoning Ordinance, the Mount Joy Township Subdivision and Land Development Ordinance, and Act 222, the Energy Conservation Act. Applicant acknowledges that he has not relied upon any oral or written statements of officials of Mount Joy Township in making this Application.

I acknowledge that the holder of a zoning permit is responsible to insure compliance with all applicable Township Ordinances and at completion of the work authorized by the permit. I acknowledge that the Township requires that a final inspection be performed by the Zoning Officer and that the Zoning Officer issue a certificate of use and occupancy before the structure which is authorized by this permit may be occupied. It is my responsibility to insure that this inspection is scheduled and that the certificate of use and occupancy be obtained before the structure may be occupied. I acknowledge that if I occupy or permit the occupancy to occur prior to the issuance of the certificate of use and occupancy, I will have committed a violation of the Zoning Ordinance and will be subject to the penalties and remedies in the Zoning Ordinance. I also acknowledge that, if the structure is occupied prior to the final inspection, work may have to be removed and re-executed in order that it may be adequately inspected. If the Township is required to perform an inspection after the structure is occupied, intending to be legally bound hereby, I agree to pay the fee established by the Township for delinquent inspections.

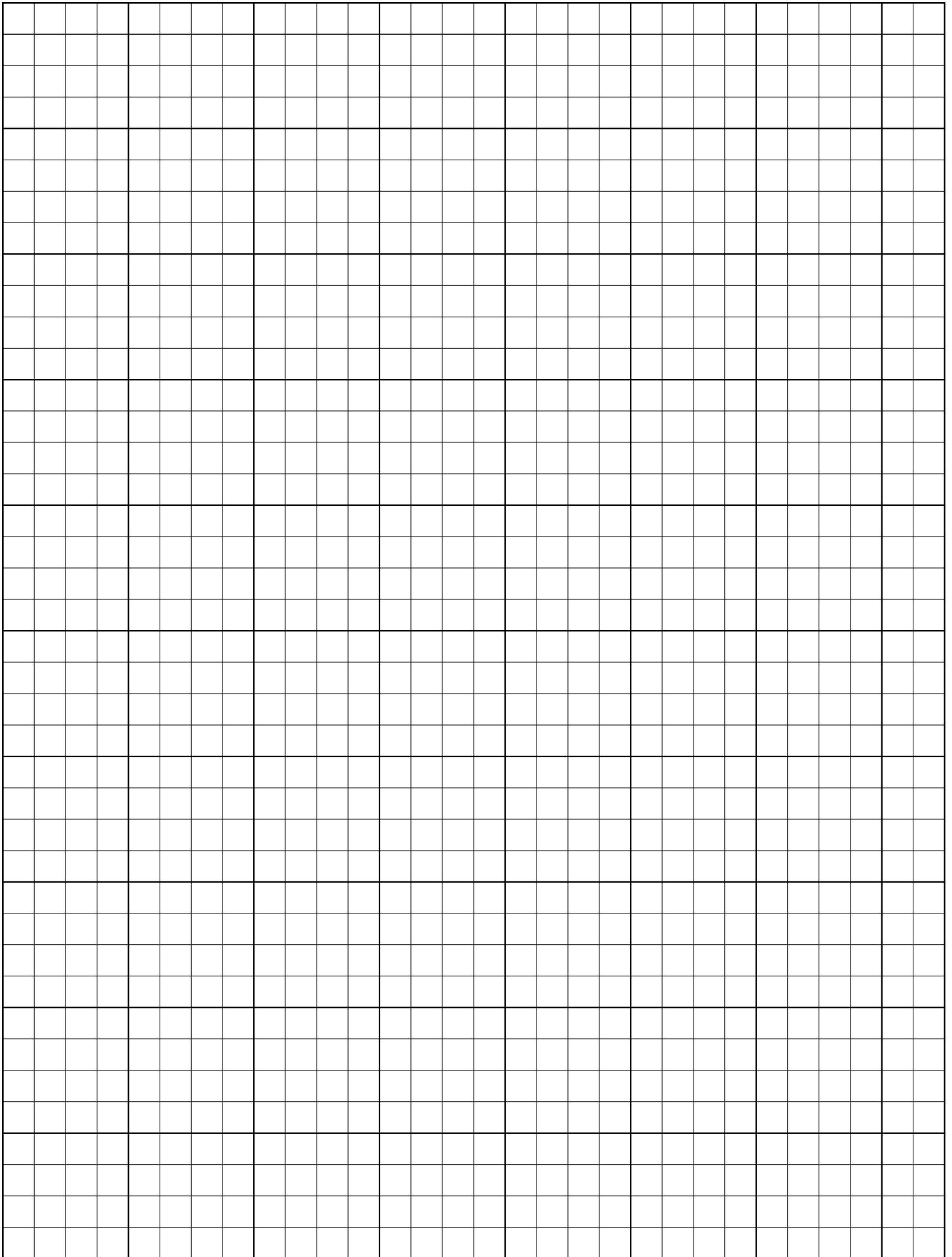
Nothing contained in this Application shall be construed to relieve or limit the obligations of Applicant to comply with all provisions of the Zoning Ordinance or any other Township Ordinances or to estop the Township from enforcing Township Ordinances, including but not limited to the Zoning Ordinance.

All necessary and pertinent Federal, State, County, and Township requirements have been or will be met.

Signature: \_\_\_\_\_  
Owner

Signature: \_\_\_\_\_  
Applicant, if not the owner

STORMWATER MANAGEMENT PLOT PLAN



## Workers' Compensation Insurance Coverage Information

The **Workers' Compensation Reform Act (Act 44 of 1993)** effective August 31, 1993, requires all municipalities that issue Building/Zoning Permits to require proof of workers' compensation insurance prior to issuing a building/zoning permit to a contractor or to require an affidavit stating that the contractor is not required to carry workers' compensation insurance. **An affidavit, by statutory definition, must be notarized.**

Is the Applicant a contractor within the meaning of the Pennsylvania Workers' Compensation Law?  Yes  No

### Insurance Information:

Name of Applicant: \_\_\_\_\_

Certificate of insurance attached or will be provided via fax (No additional information below is required)

Federal or State Employer Identification No: \_\_\_\_\_

Applicant is a qualified self-insurer for workers' compensation. (Certificate must be attached)

Workers' Compensation Insurance Policy No: \_\_\_\_\_

*Certificate must be attached as issued by Workers' Compensation Carrier naming Mount Joy Township as a policy certificate holder and indicating Township shall be notified of the expiration or cancellation of the policy.*

Policy Expiration Date: \_\_\_\_\_

### Exemption

*Complete this section only if the applicant is a contractor claiming exemption from providing workers' compensation insurance.*

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania Workers' Compensation Law for one of the following reasons as indicated:

Contractor with no employees. **Contractor prohibited by law from employing any individuals to perform work pursuant to this permit unless contractor provides proof of insurance to the Township.**

Religious exemption under Workers' Compensation Law.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Seal)

\_\_\_\_\_  
(Signature of Notary Public)

My Commission expires: \_\_\_\_\_

The **Workers' Compensation Reform Act (Act 44 of 1993)** effective August 31, 1993, requires all municipalities that issue Building/Zoning Permits to require proof of workers' compensation insurance prior to issuing a building/zoning permit to a contractor or to require an affidavit stating that the contractor is not required to carry workers' compensation insurance. **An affidavit, by statutory definition, must be notarized.**

\_\_\_\_\_  
(Signature of Applicant)