

Permit Number: _____

Residential

Commercial

MOUNTVILLE BOROUGH
Lancaster County, Pennsylvania

APPLICATION FOR ZONING AND BUILDING PERMIT

APPLICANT INFORMATION

Name: _____

Address: _____

Preferred Phone Number: _____ Email: _____

Name and Address of Owner if different than Applicant: _____

If the Applicant is not the Owner of the Property, please identify the relationship of the Applicant to the Owner: _____

If the Applicant is not the Owner of the Property, have you been authorized to make this Application on behalf of the owner? ☐ Yes ☐ No

Contractor's Federal or State Employer Identification No. _____

Is Applicant and/or Contractor required to carry workers' compensation insurance? ☐ Yes ☐ No

Workers' Compensation Insurance Carrier: _____

Policy Number: _____ Expiration Date: _____

Attach a certificate issued by Workers' Compensation Carrier naming the Borough as a policy certificate holder which shall be notified of the expiration or cancellation of the policy.

PROPERTY INFORMATION

Location of Property: _____

Tax Account No. _____ Zoning District: _____

Present use of Property: _____

Describe proposed use of property and/or structures to be erected in sufficient detail to determine compliance with the requirements of the Zoning Ordinance: _____

Yards Proposed Front: _____ Sides: _____ Rear: _____

Existing Lot Area: _____

Off-Street Parking Spaces Proposed: _____

Off-Street Loading Space Proposed: _____

PROJECT INFORMATION

☐ New Building ☐ Addition ☐ Alteration ☐ Repair ☐ Demolition ☐ Shed ☐ Change of Use ☐ Fence
☐ Finished Basement ☐ Framing ☐ Plumbing ☐ Electrical ☐ Heating ☐ Mechanical
☐ Other: _____

Width of Structure: _____ Depth: _____ Height: _____

No. stories: _____ Type of Construction: ☐ Masonry ☐ Frame ☐ Steel ☐ Pre-fabricated

Structure will contain garage? ☐ Yes ☐ Attached ☐ Unattached ☐ No

Structure will contain _____ sq. ft. of floor area.

The complete cost of the structure(s) for which this Permit is requested: \$ _____

The lines of the boundary street and the property lines have been accurately located and staked on the ground by: ☐ Owner ☐ Surveyor - _____
(name of surveyor or engineering firm)

Has the Zoning Hearing Board issued a decision permitting the requested use or the erection of the structure? ☐ Yes - Date of Zoning Hearing Board Decision _____ ☐ No

CONTRACTOR INFORMATION

General Contractor: _____

Address: _____

Phone Number: _____ Mobile Number: _____ Fax: _____

BOROUGH INFORMATION

MOUNTVILLE BOROUGH
21 East Main Street
P.O. Box 447
Mountville, PA 17554-0447
Borough Office Phone: (717) 285-5547
Borough Office Fax: (717) 285-2094
info@mountvilleborough.com

ZONING OFFICER/BUILDING CODE OFFICIAL

RETTEW ASSOCIATES, INC.
3020 Columbia Avenue
Lancaster, PA 17603
Phone: (800) 738-8395 ext. 3253
Fax: (717) 798-9879

kelly.helsel@rettew.com

I hereby authorize the official designated by Mountville Borough to investigate, inspect, and examine the Property set forth herein, including land and structures, to determine compliance with the Mountville Borough Zoning Ordinance and PA Act 45 (Uniform Construction Code) 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 and or Building Permit has been issued by the Borough of Mountville. I am aware that I cannot change the use of the Property herein until I have applied for and receive a Zoning Permit and/or Building 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 Mountville Borough, 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 and/or Building Permit is based upon the facts stated and representations made in this Application. A Zoning Permit and or Building Permit may be revoked if the use and/or structure, for which it has been issued, violates any applicable Borough, County, State, or Federal law or regulation, including but not limited to the Mountville Borough Zoning Ordinance and PA Act 45 (Uniform Construction Code). 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 Mountville Borough Zoning Hearing Board seeking revocation of any Zoning Permits issued or approvals granted within thirty (30) days from the issuance of such Zoning 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 Application will require access to a highway under the jurisdiction of the Pennsylvania Department of Transportation, a Highway Occupancy Permit is required pursuant to Section 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.

Mountville Borough, all of its elected and appointed officials, agents, and employees do not guarantee or give opinions relating to the proposed construction under the Permit and do not warrant compliance with applicable laws or regulations by the issuance of a Zoning Permit and/or Building Permit. The Applicant bears all responsibility for ensuring compliance with all applicable laws and regulations, including but not limited to compliance with the Mountville Borough Zoning Ordinance, the Mountville Borough Subdivision and Land Development Ordinance, Act 222, the Energy Conservation Act, and PA Act 45 (Uniform Construction Code). Applicant acknowledges that he has not relied upon any oral or written statements of officials of Mountville Borough in making this application.

I acknowledge that the holder of a Zoning Permit and/or Building Permit is responsible to ensure compliance with all applicable Borough Ordinances during and at completion of the work authorized by the Permit. I acknowledge that the Borough requires that a final inspection be performed by the Zoning Officer and/or appointed building codes official and that the Zoning Officer and/or appointed building codes official issue a Zoning Certificate of Use and Occupancy and/or a Building Permit Certificate of Occupancy before the structure which is authorized by this Permit may be occupied. It is my responsibility to ensure that these inspections are scheduled and the Zoning Certificate of Use and Occupancy and/or a Building Permit Certificate of Occupancy be obtained before the structure may be occupied. I acknowledge that if I occupy or permit the occupancy of this structure prior to the issuance of a Zoning Certificate of Use and Occupancy and/or a Building Permit Certificate of Occupancy, I will have committed a violation of the Mountville Borough Zoning Ordinance and/or PA Act 45 (Uniform Construction Code) and will be subject to the penalties and remedies in the Zoning Ordinance and the Code. 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 Borough 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 Borough 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 Mountville Borough Zoning Ordinance and/or PA Act 45 (Uniform Construction Code) or to waive violations of the Zoning Ordinance or PA Act 45 (Uniform Construction Code) or any other Borough ordinances or to estop the Borough from enforcing Borough ordinances, including but not limited to the Zoning Ordinance and or PA Act 45 (Uniform Construction Code).

SIGNATURE REQUIRED

Applicant Printed Name: _____

Applicant Signature: _____

Date: _____

A PLOT / SITE PLAN, DRAWN TO SCALE, SHALL BE SUBMITTED WITH THIS APPLICATION AND SHOW:

- APPROXIMATE LAYOUT OF THE LOT, WITH LOT WIDTH, LOT DEPTH, AND LOT AREA INDICATED.
- APPROXIMATE LOCATION AND CONFIGURATION OF EXISTING AND PROPOSED BUILDINGS AND STRUCTURES, INTERIOR AND EXTERIOR STORAGE AREAS, EXISTING AND PROPOSED DRIVEWAYS, PARKING AREAS, AND SIDEWALKS.
- ALL SIGNIFICANT FEATURES SUCH AS FLOODPLAINS, WETLANDS, EASEMENTS, DRAINAGEWAYS, AND STORMWATER MANAGEMENT FACILITIES.
- SETBACK LINES AND YARDS WITH NOTES SHOWING THE DIMENSIONS OF ALL EXISTING AND PROPOSED STRUCTURES AND BUILDINGS FROM LOT LINES AND STREET RIGHTS-OF-WAY.

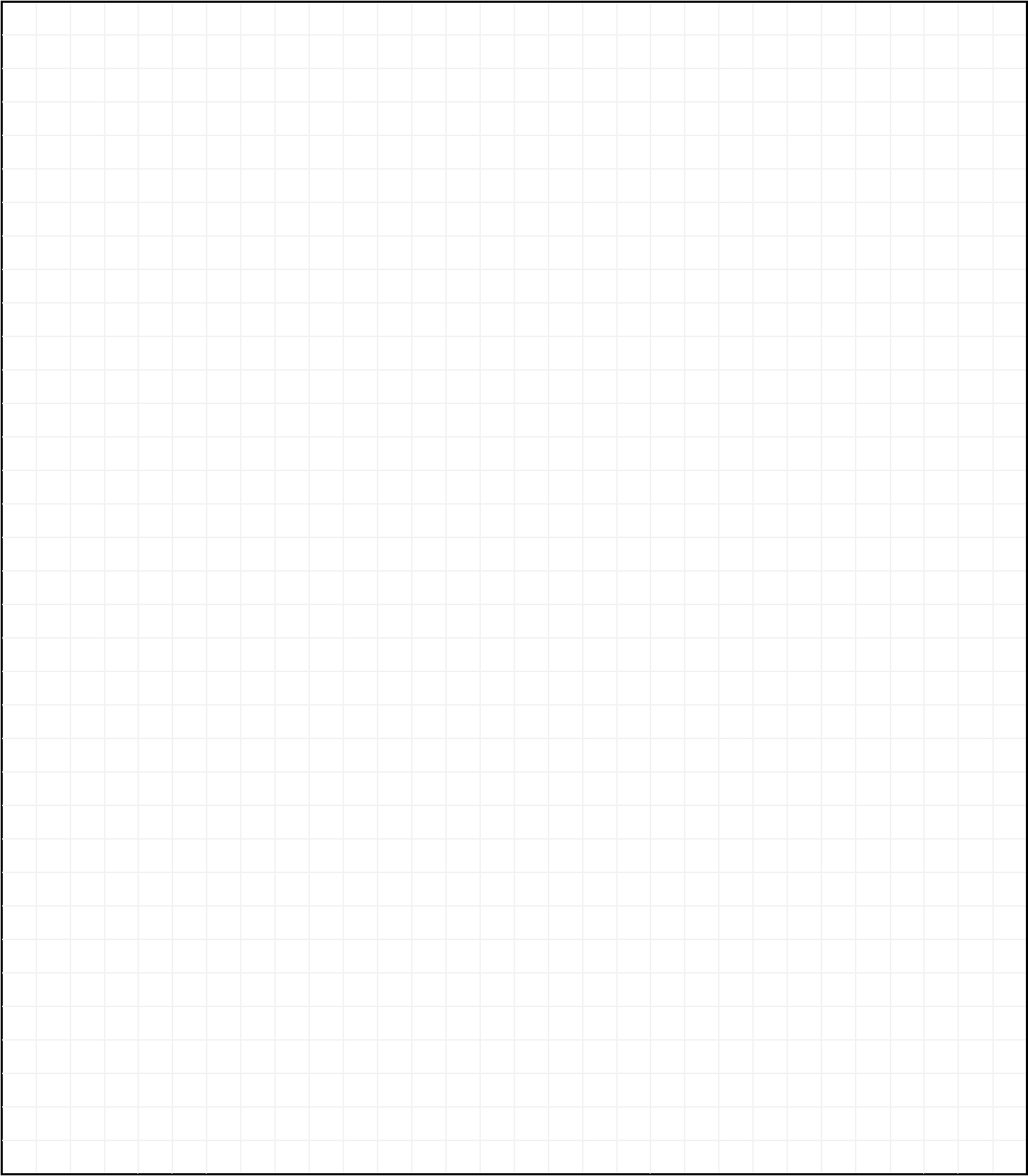
(FOR ADDITIONAL REQUIREMENTS, AS APPLICABLE, PLEASE REFER TO §807 OF THE ZONING ORDINANCE.)

UNTIL SUCH A PLAN IS SUBMITTED, THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE AND SHALL NOT BE PROCESSED.

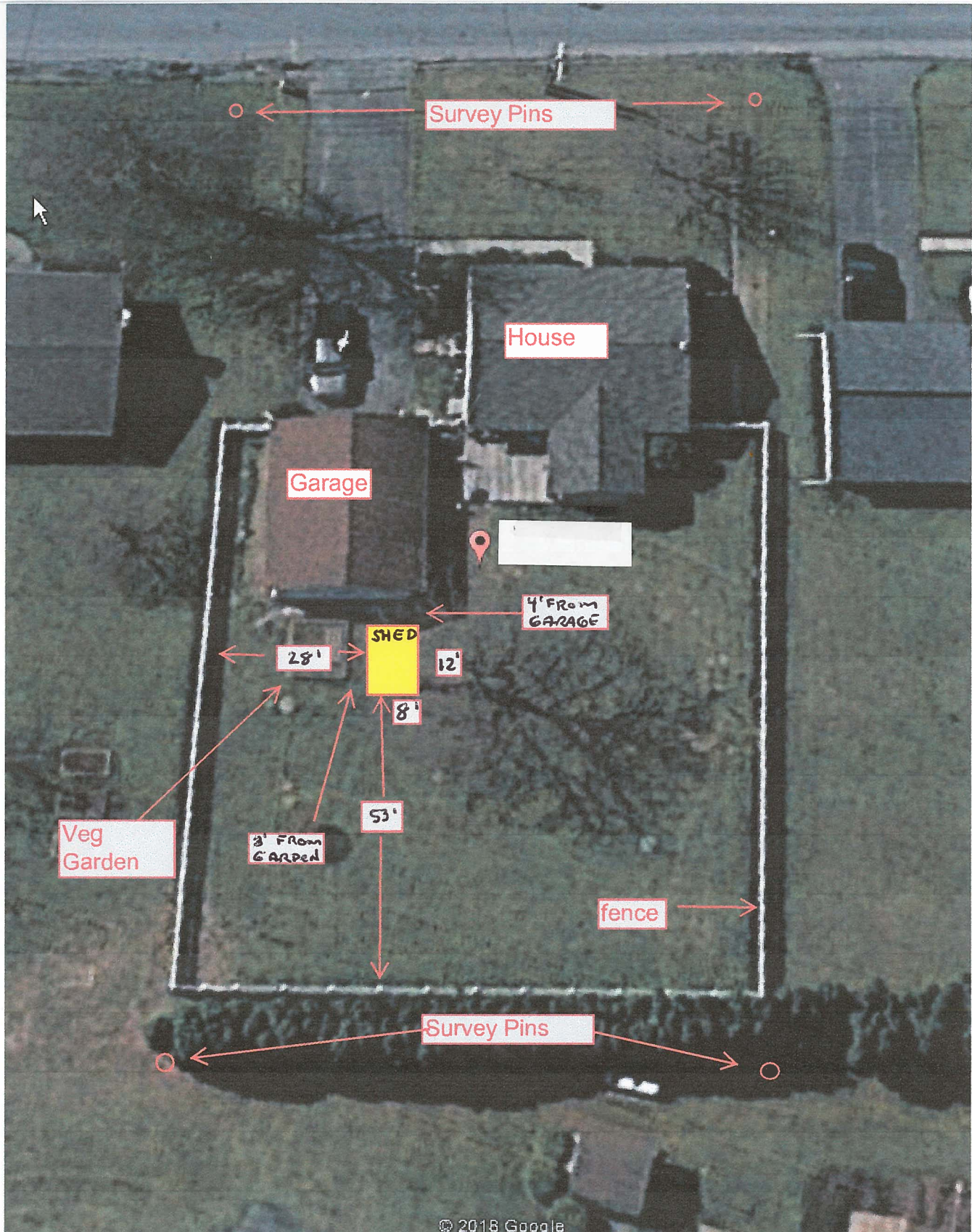
PLOT / SITE PLAN

Property Address: _____

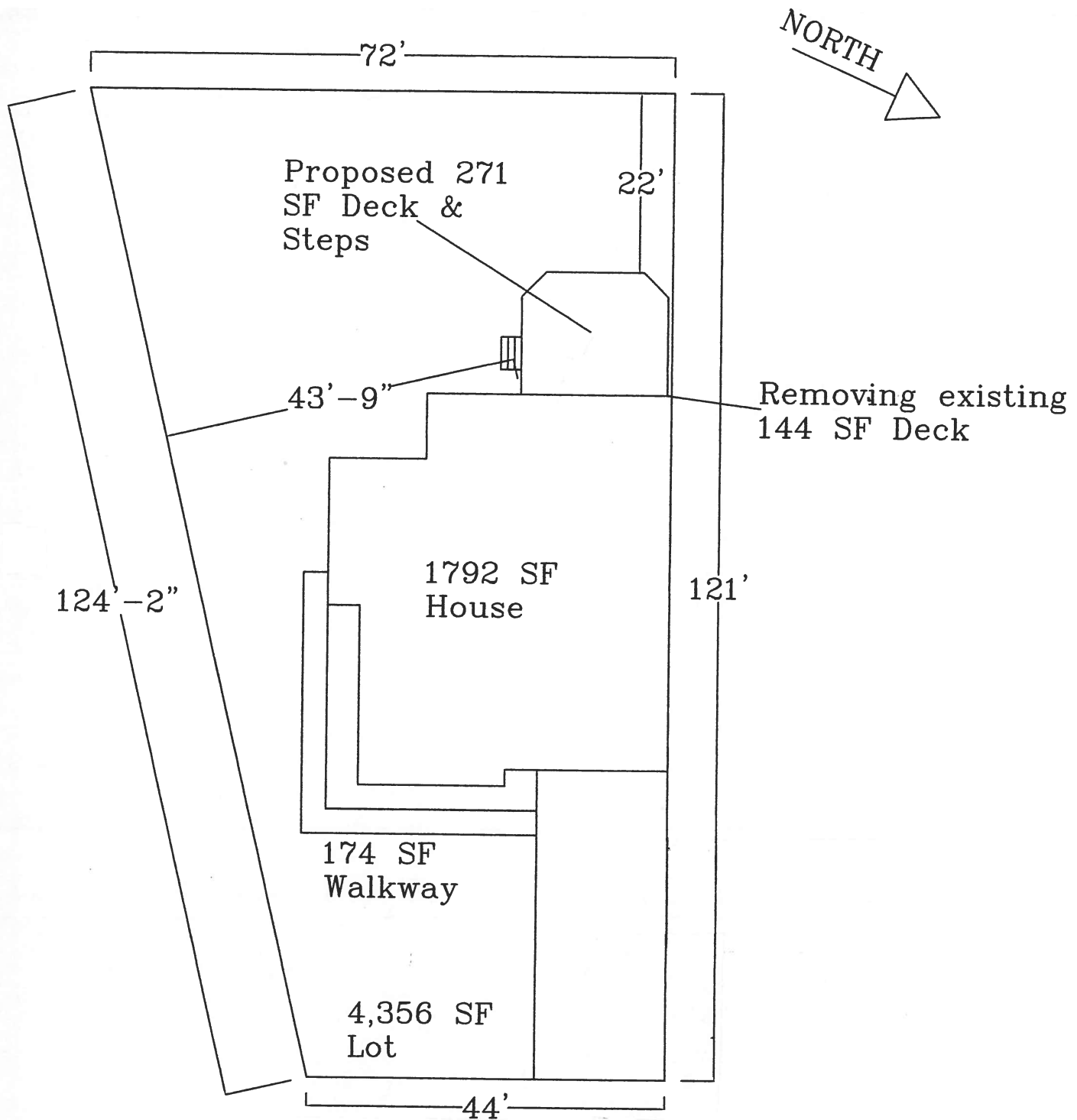
Scale: 1 inch = _____



SAMPLE PLOT PLAN



SAMPLE PLOT PLAN



.....
FOR OFFICIAL USE ONLY
.....

ZONING PERMIT

Date Received: _____ Date of Zoning Inspection: _____

Observations: _____

Coverage Requirements of Ordinance: _____ % Proposed: _____ %

Zoning Permit Issued? ☐ Yes - Permit No. _____ ☐ No Date of ☐ Issuance ☐ Denial: _____

Zoning Permit Fee: \$ _____

Building Permit Administration Fee (if applicable): \$ \$30.00 ☐ N/A

Education/Program Training Fee (if applicable): \$ \$4.50 ☐ N/A

TOTAL FEE TO BE COLLECTED

Check or money order payable to Mountville Borough

Date Paid: _____ Check No. _____

Reason for denial (if applicable): _____

Date and manner Notice of Denial served upon Applicant (if applicable): _____

BUILDING PERMIT

Third Party Agency: ☐ Associated Building Inspections, Inc. (ABI) ☐ Light-Heigel & Associates, Inc.

☐ Commonwealth Code Inspection Service, Inc. (CCIS) ☐ Kenneth E. Campbell, CCO

Permit Number: _____ Review Fee: _____ x \$ _____ = _____

Inspections: _____ x \$ _____ = _____

TOTAL FEE TO BE COLLECTED

Check or money order payable to above Third Party Agency

Date Paid: _____ Check No. _____

901 (B) ELECTRICAL EXEMPTION AFFIDAVIT

Applicant _____

Address _____

Religious Sect _____

I, _____ do hereby affirm that I am a member of the
_____ religious sect which has established tenets or teachings
which conflict with the electrical provision of the Uniform Construction Code and that as a member of
the _____ sect I adhere to the established tenets or teachings. I
further affirm that the residential structure on the above-mentioned property will be used solely as a
residence for myself and my household. I understand that in receiving an exemption for a dwelling unit
under Section 901 (B) of the Act and subsequently sell or lease the dwelling unit, that I shall bring the
dwelling unit into compliance with the provision of the Uniform Construction Code for which an
exemption is granted.

*Signature of Applicant _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Signature of Notary _____

(Notary Seal)

Appointed Building Codes Official Approval:

Date _____ Signed _____

*This Affidavit must be signed and sealed in the presence of Notary Public to be valid.