



Orwigsburg Borough Zoning Permit Application – Detailed Quick Guide

Submit Applications and Fees To:

ARRO Consulting, Inc.
1239 Centre Turnpike
Orwigsburg, PA 17961

☎ Phone: (570) 366-9534

✉ Email: permitting@arroconsulting.com

OR

Orwigsburg Borough
333 South Liberty Street
Orwigsburg, PA 17961

Payment Requirements:

- Zoning fees must be paid by **check or money order only**.
- Zoning checks must be made payable to “**Orwigsburg Borough**”.
- Cash is not accepted.

Step 1 – Plot Plan Requirements

A plot plan must be submitted with all zoning applications and shall include:

- Property dimensions and overall lot configuration.
- Size and location of all **existing and proposed** buildings, structures, or signs.
- Required setbacks for existing and proposed structures.
- Parking spaces and/or loading facilities, if applicable.
- Copy of deed (upon request).

Step 2 – Construction Drawings / Scope of Work

Provide clear construction documentation appropriate to the scope of work, including:

- Detailed floor plan(s).
- Construction drawings, details, or a clearly defined written scope of work.
- Building elevations indicating overall structure height.

Step 3 – Miscellaneous Supporting Information

The following information may be required depending on the project:

- Public sewer connection permit **or** on-lot sewage disposal approval.
 - Public sewer connection: Refer to Sewer Connection Application
 - On-lot sewage contact: **Robert Fugate, SEO – 215-327-8984 or**
fugaterbriorenv@gmail.com.
- Contractor’s estimate or estimated cost of construction (if owner-built).

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Step 4 – Additional Permits (If Applicable)

Separate applications may be required for the following items:

- Driveway permit
- Well permit
- Street opening permit
- Occupancy permit (required prior to residential occupancy)
- Uniform Construction Code (UCC) permit(s)
- Moving permit
- Other permits as determined by the Zoning Officer

Important: Issuance of a zoning permit **does not authorize construction** until all required permits are obtained.

Step 5 – Land Development & Erosion Control Requirements

Non-residential projects may require **Land Development Plan approval** prior to issuance of UCC permits.

Erosion & Sediment Control (E&S):

- Contact the **Schuylkill Conservation District** at (570) 622-3742 for verification of the below general requirements.
 - Projects that have less than 5,000 square feet of earth disturbance are required to develop, implement, and maintain erosion and sediment control best management practices (BMPs).
 - Projects that disturb 1 acre or more require a National Pollutant Discharge Elimination System (NPDES) permit for Stormwater Discharges Associated with Construction.

Step 6 – Review Timeframes, Appeals & Expiration

- Zoning permits are issued or denied within **30 days** of the completed application submission.
- A **30-day appeal period** applies to all issued permits.
- Work commenced during the appeal period is done **at the applicant's risk**.
- Permits expire if work does not begin within **6 months**, or
- If work is not completed within **2 years** of permit issuance.

Step 7 – After Approval, Inspections & Compliance

- Approved permits and documents are typically issued electronically.
- The zoning permit must be posted in a **conspicuous location** on the property.
- The Zoning Officer may conduct inspections during construction.
- Right of entry for inspections is a condition of permit issuance.
- False or incomplete information may result in permit revocation.

Applicant Submission Checklist

Before submitting your permit application electronically or hard copy, confirm that all required materials are included:

- ☐ All applicable forms fully completed and signed
- ☐ Sets of legible, scaled plans attached
- ☐ Site plan includes footprint, setbacks, and grading details
- ☐ Workers' Compensation coverage form or exemption affidavit included
- ☐ All other required permits obtained:
 - ☐ UCC
 - ☐ Sewage
 - ☐ Water
 - ☐ Driveway
 - ☐ Land Development Plan
 - ☐ Erosion & Sediment (E&S) Control
- ☐ All information is accurate, complete, and truthful

Note: Submitting false or incomplete information may result in permit denial, revocation, or enforcement actions.

ZONING PERMIT APPLICATION

Fee: \$ _____

PERMIT # _____ - _____ - **Z**

Paid: _____

1. Type of Improvement☐ Erect a Structure ☐ Add to a Structure ☐ Add a Use ☐ Change a Use/Occupancy**2. Present use of structure or property:** _____**3. Proposed use of structure or property:** _____**4. Site Location of Property:** _____
(Complete Address Required)**5. Lot Size:** _____ **6. Zoning District:** _____**7. Tax Parcel # (located on tax bill above name):** _____ - _____ - _____ - _____**8. Work Description:** _____

Length:	Width:	Height:
Stories:	Floor Area:	Parking Spaces:
Sewage Permit#:	Type of Sewer (Public / Onsite)	Type of Water (Public / Onsite)
Estimated Cost:		Located in floodplain (Y/N)
Impervious coverage (SF):		Building coverage (SF):
Area Being Disturbed:		
Contractor:	Address:	Phone#:
		Email:

9. Property Plan – REQUIRED (Use attached sheet or separate sheet)

☐ Attached is a dimensioned plan of the proposed work and parcel indicating north, property lines, streets, easements, rights-of-way(s), existing structures, proposed structures, existing setbacks, proposed setbacks, size of proposed and existing structures.

10. Applicant Information:

Applicant:	Address:	Phone #:
		Email:
Owner:	Address:	Phone #:
		Email:

I, the Undersigned, do hereby certify that the information contained in this application and supporting documents is true and correct and that I may be subject to prosecution under Penalty of 18 Pa.C.S.A. Section 4904 for making knowingly false statements or representations. I hereby attest, the proposed work, as outlined will conform to the standards of all applicable ordinances / regulations. In addition, I have reviewed and agree to all items contained in the Application Supplement provided by the municipality with this Application.

11. Signature: _____ **Date:** _____**(FOR ZONING OFFICE USE ONLY)**Application is hereby: APPROVED ☐ DENIED ☐ INCOMPLETE ☐

Remarks: _____

Approved by: _____, Zoning Officer Date: _____

BOROUGH OF ORWIGSBURG
RESOLUTION No. 2026 - 21
ZONING PERMIT FEE SCHEDULE
(Effective January 6, 2025)

	VALUE	ZONING PERMIT FEE
Construction Value Under	\$5,000.00	\$55.00
Construction Value Under	\$10,000.00	\$70.00
Construction Value Under	\$15,000.00	\$90.00
Construction Value Under	\$20,000.00	\$120.00
Construction Value Under	\$30,000.00	\$150.00
Construction Value Under	\$40,000.00	\$170.00
Construction Value Under	\$50,000.00	\$190.00
Construction Value Under	\$60,000.00	\$210.00
Construction Value Under	\$70,000.00	\$230.00
Construction Value Under	\$80,000.00	\$250.00
Construction Value Under	\$90,000.00	\$280.00
Construction Value Under	\$100,000.00	\$300.00
Construction Value Over	\$100,000.00	\$300.00 Plus \$2.00 Per thousand dollars or portion over \$100,000.00
Mobile Home Park		\$330.00 Per Site
Billboards and Signs		\$2.00 per square foot (\$165.00 Minimum)

*Note: Construction value must be based on a minimum of \$50.00 per square foot of gross floor area for principal structures and \$15.00 per square foot of gross floor area for accessory structures or a signed contractor's proposal must be submitted.

Zoning Hearing Board Applications (variance, appeal, special exception, etc.)

Residential-Single Unit Application	\$ 600.00
Commercial-Multi Unit Application	\$1,500.00

Note: The applicant shall be responsible for all fees, permitted by the Municipalities Code when the expenses of the Zoning Hearing Board exceed that of the original submission fee.

Change or Addition of Use

(Based on Zoning Permit Fee above or schedule below, whichever is greater.)

Home Business	\$ 110.00
Commercial/Industrial	\$ 165.00

ZONING PERMIT FEES ARE PAYABLE TO "ORWIGSBURG BOROUGH"