



# LOWER WINDSOR TOWNSHIP

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(717) 244-6813 FAX: (717) 244-0746  
www.LowerWindsor.com

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## ***Zoning/Building Permit Process***

Lower Windsor Township requires permits for many types of construction and building work in residential structures. Some jobs require only a 'Zoning Permit' and other jobs will require a 'Building Permit'. These are separate permits which share the same application form. Zoning permits fall under Township rules and Ordinances. Building Permits are governed by the Pennsylvania Uniform Construction Code and will require inspections during the work. Please allow ten (10) days for Zoning Permits and fifteen (15) business days for Building Permits.

There is only one permit application to fill out. The permit(s) issued will be Zoning, Building or both. Each permit has different fee requirements.

- Carports, garages and sheds NOT attached to your house and under 1,000 s.f. require only a zoning permit. Such accessory structures under 200 s.f. and not in the floodplain do not require a permit, but must meet regulations for setbacks and stormwater management
- Porches, patios, paver patios, sidewalks and walkways require a zoning permit. Decks that are no higher than 30" above grade require a zoning permit. Decks higher than 30" above grade also require a building permit.
- Widening a driveway or parking area or adding new paving or stone requires a zoning permit and stormwater management - regardless of size
- ANY and ALL grading changes, accessory structures, fences, signs, or walls within the Special Flood Hazard Area (100 yr. floodplain) require a zoning permit.
- Home additions, including garages, carports, and porch roofs require a zoning and building permit.
- Installation of doors and/or windows where the size of the opening is changing requires a building permit.
- Changes to the structural integrity of the house (exterior walls, floors, roof trusses, beams and the like) require a building permit.
- Installing a wood burning/pellet stove with a chimney requires a building permit and inspections.
- Swimming pools deeper than 24" must have a zoning and building permit and inspections. The fence is regulated under the building permit.
- Demolition of a structure – zoning and building permits are required
- Residential electrical upgrades - Contact the building inspector. No permits are required from Lower Windsor.
- Permanent non-residential signs require a building permit and inspections – no zoning permit.
- All work on commercial structures require building permits.

\*\*\* Stormwater Management is required on your lot for ANY and ALL new impervious surfaces (area that no longer allows the rain to seep through). Call the Zoning Officer to discuss your project, and the options available. \*\*\*

Residential projects that require NO permit:

- Completely detached accessory building less than 200 sq. ft. and not in the floodplain, however, setbacks and stormwater management in accordance with the Ordinances are required.
- Alterations and renovations when there is no increase in exterior dimension AND no change in use, including new facia, replacement siding, or roof shingles, shutters, etc.
- General maintenance work such as, painting, carpet, flooring, cabinetry or painting
- Crops, gardening and general landscaping, planting or removing trees or bushes, landscaping and ornamental ponds (including incidental structures such as flagpoles, birdhouses, ornamental windmills, etc. – although setbacks will apply)
- Constructing fences, terraces, landscape steps, non-commercial TV antennas or other similar features, as well as temporary and residential signs (setbacks may apply)
- Resurfacing or seal coating existing driveways, parking areas, etc. without enlarging
- Replacing doors and windows where the new and old are the same size

**\*\*\* If you aren't sure if a permit is required, PLEASE CALL. Failure to get a permit will result in a letter of violation, which could go to the District Magistrate, and end in a fine to the property owner. \*\*\***

To acquire a zoning and/or building permit:

1. Please do not assume that your contractor is getting the permit. It is your responsibility as the property owner to have a permit prior to beginning any work.
2. Fill out a zoning/building permit application. It can be found on our website and is also available at the Township building. The same application is used for both permits. Include a drawing of your property with all existing structures and improvements (house, driveway, patios, walkways, decks, sheds, pools, etc.), the proposed project, building dimensions, and dimensions to the property lines. The location of the septic tank, drainfield and well is required to be shown. Draw arrows to show the direction in which stormwater flows across your property, especially where you intend to construct your project and where the stormwater management area(s) will be.
3. The property owner must sign the permit application. If the contractor is signing, a permission letter is needed with the owner's signature.
4. Fill out the stormwater management permit application. Any project over 2,000 sq. ft. requires a stormwater site plan, and a \$100 fee to the township, in addition to the reimbursement of our engineering fees to review your plan. Contact the Zoning Officer for more specific information on projects over 2,000 sq. ft.
5. The property owner must sign the stormwater management permit application if any new impervious area is being added.
6. The zoning permit application fee is \$5 per \$1,000 spent on the construction (not including the stormwater management costs) plus a \$10 administrative fee. This fee is due when you pick up your permit and is payable to Lower Windsor Township.
7. Your zoning application will be reviewed for all zoning requirements (setbacks, lot coverage, etc.) If we have any questions regarding your application, we will contact the person listed as the applicant, unless otherwise noted. Please be sure all contact information is correct. You will be notified when your zoning permit is ready to be picked up.
8. Building permit applications are also submitted to the Township office. The same application is used and can be found on our website or at the Township building. Our building inspector is Commonwealth Code Inspection Service, Inc. (717) 846-2004. They have their own set of fees and are payable to CCIS and due when you pick up the permit at the Township office.
9. The zoning permit process can take up to 10 business days to complete. Building permits may take up to 15 business days. Please allow for this time in scheduling your construction. No construction may begin until the appropriate permits are issued.
10. If a building permit was not required for your project, please notify the Zoning Officer upon completion of the work. Your Use and Occupancy permit will then be prepared for you.
11. Once a permit is issued, the work authorized must begin within 6 months, and be completed within 12 months. If an extension to the 12 months is needed, contact the Zoning Officer in writing.
12. If you have any other questions, please contact the Zoning Officer at (717) 244-6813.

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APPLICATION FOR BUILDING/ZONING PERMIT

(INTERNATIONAL BUILDING CODE SERIES IS ENFORCED – FAILURE TO COMPLETE ALL AREAS OF THIS FORM WILL RESULT IN DENIAL OF THE PERMIT)

PROPERTY INFORMATION

Owner Names(s): \_\_\_\_\_ Tax Map/Parcel ID \_\_\_\_\_
Owner Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_
Email: \_\_\_\_\_
Site Address: \_\_\_\_\_ Applicant: \_\_\_\_\_
Zoning: Ag \_\_\_ Res \_\_\_ Village \_\_\_ WR \_\_\_ I \_\_\_ Is the site located within a Flood Zone: \_\_\_\_\_

BUILDING/ZONING PERMIT INFORMATION

Description of proposed work: (Provide details on plot plan page. Show all buildings with dimensions from property line.)

Are there deed restrictions or HOA covenants: \_\_\_\_\_
Total Lot Area \_\_\_\_\_ Acres/Sq.Ft. Estimated Cost of Construction \$ \_\_\_\_\_
Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

\*\*\*\*ALL new impervious area REQUIRES STORMWATER MANAGEMENT/INFILTRATION (see page 2)
Impervious projects over 2,000 s.f. include a fee of \$100 plus the cost of Township Engineer review & permit\*\*\*\*

CONTRACTOR INFORMATION

Name of Contractor: \_\_\_\_\_ Phone No. \_\_\_\_\_
Address: \_\_\_\_\_
Contractor Registration # \_\_\_\_\_ Email: \_\_\_\_\_
Proof of "Workman's Compensation" Insurance Attached 
Will subcontractors be used: Yes \_\_\_ No \_\_\_ If yes, list subcontractor's names and addresses:

Table with 3 columns: Name, Address, Phone No. (repeated twice)

CERTIFICATION

I hereby make application for permit under all applicable Ordinances of Lower Windsor Township and hereby certify under penalty of perjury, the facts set forth herein and in the plans submitted herewith are true and correct: that I am the owner of record of the named property or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction. I hereby indemnify and hold harmless Lower Windsor Township for any liability arising from the approval of this application and the issuance of any permit. I further state that no improvements shall be constructed within any existing easement or right-of-way. Zoning applications may take up to 10 business days for approval. Building applications may take up to 15 business days for approval.

No construction may begin until the appropriate permits are acquired.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

TOWNSHIP USE ONLY

Table with 7 columns: Permit Fee, Admin Fee, Sm. Project, SWM fee, Total Fee, Permit Number, Date of Issuance

ZONING OFFICER APPROVAL: \_\_\_\_\_

No permit shall be issued until any required septic permits have been issued.

**STORMWATER MANAGEMENT**

Any type of construction which will not allow rainwater and/or snowmelt to seep into the ground naturally, (paving, buildings, sidewalks, compacted stone areas, etc.) REQUIRE STORMWATER MANAGEMENT (SWM) in accordance with Chapter 400 of the Township Ordinances. The Small Projects Guide may be used with this form to meet these requirements.

\*\*\*\* Projects that propose more than 2,000 s.f. of impervious area will need a stormwater site plan, which should be drawn by a design professional. \*\*\*\*

Site Address: \_\_\_\_\_

**Summarize Proposed Project Stormwater**

- New pavement (parking area, driveway) \_\_\_\_\_ square feet (s.f.)
- New Building (SFD, shed, garage, addition) \_\_\_\_\_ s.f.
- Deck or Retaining wall \_\_\_\_\_ s.f.
- Sidewalk or patio (concrete, brick, or paver) \_\_\_\_\_ s.f.
- Removal of existing improvement/impervious area \_\_\_\_\_ s.f.
- Changing the ground surface/cover (clearing a wooded lot, converting a meadow area to yard) \_\_\_\_\_ (s.f.) (Municipal Engineer to be contacted by Township)
- Farming activities – If in compliance with Chapter 102, exempt from formal submission
- Timber activities – If in compliance with Chapter 102, exempt from formal submission
- Stormwater Improvement not associated with a new impervious area (Municipal Engineer to be contacted by Township)

The Applicant/Landowner shall establish and/or construct the SWM facilities in accordance with the specifications identified in the Small Projects Guide or the SWM Site Plan. The Applicant/Landowner shall not alter, modify, replace, relocate or in any way interfere with any SWM facilities without the prior written permission of Lower Windsor Township.

The Applicant/Landowner shall adequately maintain the SWM facilities shown on the attached plan in good working order, which includes all swales, pipes and/or channels built to convey and control stormwater, as well as all SWM structures, improvements, and vegetation provided to control the quantity and quality of the stormwater. Adequate Operation & Maintenance is defined as good working condition, acceptable to the Township, so those facilities are performing their design functions and not having any adverse effects on water quality or adjoining or nearby roads, structures or properties.

**Maintenance**

1. The SWM Facility shall be checked regularly to ensure that no standing water exists in the facility 3 days after a rain event.
  - a. If water is encountered, the facility may need to be modified. Notification of the Township is required if facility is not functioning and before any modifications are made.
2. Monitor the SWM facility to ensure that no sediment, grass clippings, leaves, and other similar accumulations occur on top of, and/or within, the SWM Facility.

**Inspection Reports**

1. Submit the provided Inspection Reports to the Township on the following schedule:
  - a. One year from the date of installation.
  - b. Every year following the initial inspection.
  - c. After any 10-year rain event (i.e. after a rain event that results in over 4 inches of rain in a 24 hour period)
2. Keep a record of all inspections.

I have read and agree to the above Operation and Maintenance Plan. I, as the property owner, am responsible for the proper construction, operation, and maintenance, and filing the proper inspection reports for the SWM Facility. If I fail to adhere to any of these tasks, the Township may perform the services required and charge me the appropriate fees. Nonpayment of the fees may result in a lien against my property.

\_\_\_\_\_  
Property Owner Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Plans need not be drawn to scale, but must show:**

1. *Dimensions of lot, setbacks, distances between new construction and property line, dimensions of all improvements (proposed and existing)*
2. *Septic tank and drainfield, water wells, stormwater management, streams, and adjoining streets.*
3. *Neighboring structures within 20 feet of the property line.*
4. *Existing easements and rights-of-way on this lot.*

