

TOWAMENCIN TOWNSHIP
ZONING REVIEW APPLICATION PROCEDURES

A zoning review application is required for construction of patios, fences, sheds, retaining walls, driveway expansion, and sidewalks.

FORM

LOCATION OF PROPERTY – Address, Zoning District, Parcel Number and Lot & Block must be provided on all applications.

LOT SIZE – dimensions of the property (length/width) and/or total square feet or acreage must be provided on all applications.

SIGN AND DATE APPLICATION - If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and contractor may be reached.

CONTRACTORS – making application must provide a Certificate of Insurance verifying coverage for Worker's Compensation and their Federal or State Employer Identification Number (EIN).

PLOT PLAN – Show all dimensions of entire property (length x width and square feet of entire lot). Identify streets adjacent to property. Place all buildings, with size dimensions (length and width) indicated, within property lines and indicate whether existing or proposed. Indicate front yard, side yard, and rear yard setbacks by showing the distance from deck to property lines on all sides.

The property owner is responsible for the accuracy of this plot plan. On-lot sewage disposal systems and/or any easements/deed restrictions must be indicated.

PLANS AND SPECIFICATIONS

Two (2) copies of plans and specifications must be submitted with all applications. Cross Section Drawings, giving structural details as outlined below, must be included. (See sample drawings attached).

DIMENSIONS – Show all dimensions of proposed deck – height (ground level to highest point of roof), width and length. Give overall floor plan showing all dimensions.

PIER/ FOOTINGS (SEE G) – Give all foundation information – depth of excavated footings to the finished grade and width of footings. Indicate depth of concrete in footings (minimum 36"). Indicate PSI (pounds per square inch) of concrete and/or other sub-materials.

MAIN BEAMS (SEE G) – Give size and description of materials of beam and column supports. Spans between columns must be indicated. If using *Manufactured Beams*, structural plans must be sealed by licensed design professional.

FLOORS (SEE G) – Indicate joist direction, span, size, spacing, bridging, and anchorage to foundation. Show type and thickness of floor.

WALL – Indicate wall plates, stud size and spacing, type and placement of bracing, details of exterior materials, and door and window headers. Indicate span of cantilever. Show railings and or guards with height and spacing of all balusters where needed.

CEILING & ROOF FRAMING (SEE G) – Indicate size, spacing, direction, and span of joists. Roof rafters must show pitch, size, span, and spacing. Indicate spacing of collar ties. Roof sheathing and type of roof materials to cover it should be shown. If using *Manufactured Roof Trusses*, structural plans must be sealed by licensed design professional.

ATTACHING TO EXISTING STRUCTURE – Indicate method of attachment of items B through F above of the proposed structure to the existing structure, if applicable.

ADDITIONAL INFORMATION

FEES – Permit fees must be submitted with the permit application.

REVIEW – The application will be reviewed by the Code Enforcement and Zoning Departments for compliance with all Township codes and ordinances.

PERMIT GRANTED – **Work may not start until a permit has been approved and granted.** The permit cards are to be displayed so as to be visible from the street.

PLUMBING, ELECTRICAL AND HVAC – All plumbing, electrical, heating and air conditioning contractors and/or their personnel must be registered and provide a Certificate of Insurance verifying Worker's Compensation coverage, and Federal or State Employer Identification Number (EIN). In addition, each contractor must obtain the appropriate permits for the work to be done. All electrical work must be inspected by an electrical underwriting agency, and the Township must receive notification from the underwriter for both rough electric and final electric approval.

INSPECTIONS – Call the Township office (215-368-7602) at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor.

IF THE APPROPRIATE INSPECTIONS ARE NOT REQUESTED, UNINSPECTED WORK WILL NOT BE GRANTED FINAL APPROVAL.