



PENN TOWNSHIP BOARD OF SUPERVISORS
100 Municipal Building Road Duncannon, PA 17020-1100

Township Office 834-5281 Fax 834-6854

E-Mail: penntwp6@ptd.net

SIGN PERMIT APPLICATION

Applicant Name: _____ Phone: _____

Address _____

Property Owner: _____ Phone: _____

Address: _____

Contractor: _____ Phone: Address: _____

Property Location: _____

Parcel Number: _____

Date of Application: _____

ZONING DISTRICT-(Please Circle) - FC AR R-1 R-2 C I MUC

WILL SIGN BE- *Permanent* or *Temporary* -(Please Circle One)- If Temporary, date placed _____

WILL SIGN BE- *Freestanding* or *Building* -(Please Circle One)-

SIGN TYPE-(Please Circle)-

Agriculture Products	Garage/Yard Sale	Business Special Event	Identification Minor	Identification Major
Election	Business	Home Business	Incidental	Development
Center	Non-Profit	Contractor	Special Event	Roadside Stand
Real Estate	Public Use	Open House	Off Premise	

SIZE OF SIGN: _____ TOTAL SQ. FOOTAGE: _____ ILLUMINATED: Yes No

TOTAL NUMBER OF SIGNS ON PROPERTY AT THIS TIME: _____

TOTAL AREA OF SIGNS ON PROPERTY AT THIS TIME: _____ Sq. Ft.

APPLICATION MUST BE COMPLETE AND SITE STAKED OUT OR APPLICATION WILL BE DENIED. SIGN PERMIT MUST BE ATTACHED TO ZONING PERMIT APPLICATION AND SKETCH PLAN WITH LOCATION OF SIGN WHEN SUBMITTED.

THIS PERMIT APPLICATION IS ONLY VALID FOR ONE (1) SIGN.

APPLICANTS SIGNATURE :

ZONING OFFICER SIGNATURE: _____

APPLICATION FOR SIGN PERMIT IS: GRANTED _____ DENIED _____

Procedure for obtaining a Zoning/Sign Permit

To All Applicants:

In order to obtain a Zoning Permit in Penn Township, a sketch plan of your property must be attached. The plan must include the following:

1. Overall plan of the property. This does not need to show bearings but should show distances to the best of the Applicants ability.
2. Show locations of all wells, septic tanks, drain fields, existing buildings, proposed buildings, swimming pools, permanent landmarks such as large trees, driveways, electric lines, property lines, and building setbacks for the appropriate district in which you are in.
3. Please be sure to show intersecting street names.
4. Show distances to all property lines that are within 50' of proposed building area.
5. For signs, please show where the sign will be located, dimensions, what the sign will say, height, if it will be illuminated, and is it temporary or permanent?
6. Please note that if you are replacing a structure, you must show what the previous structure size and dimensions were and what the proposed structure size and dimensions are. Please state the use of the proposed structure.

Attached is a sample plan that can be followed. This plan does not need to be to any scale, but must show what the distances are. Please note that following this process will help speed the process along. If a proper plan is not attached the application will be rejected.

Sincerely,



Leonard Sizer
Zoning Officer

**Penn Township, Perry County
Permit Application**

Permit Number: _____ Parcel Number _____

Owner Name _____ Street Address _____

City _____ State _____ Zip _____ Ph. # _____

Owner Phone Number _____ Owner e-mail Address _____

Contractor _____ Phone Number _____

Mailing Address _____

Contractor Number _____ E-mail Address _____

Project Address _____

Project Data: Detailed description of proposed construction and use(s): _____

Setbacks: Front _____ Left Side _____ Right Side _____ Rear _____

All Owner(s) Signature _____

Does the work described occur within the PPL right of way? Yes ☐ NO ☐ If yes, proof of right of way encroachment approval shall be presented. (See Attached information).

Does the work described occur within a Flood Plain? Yes ☐ No ☐ If yes, please provide details to comply with the Penn Township Flood Plain Ordinance.



Penn Township Zoning Permit Application

100 Municipal Building Road

Duncannon, PA 17020

Phone: 717-834-5281

Email: penntwp6@ptd.net

Date: _____

Application No. _____ (to be completed by Township)

Application is hereby made to Penn Township for a Zoning Permit in conformity with the requirements of Penn Township

Property Location: _____

Tax Parcel Number: _____

Present Use:

Residential: ☐

Commercial: ☐

Other: ☐

Zoning District: _____

Proposed Use:

Residential: ☐

Commercial: ☐

Other: ☐

Do you have:

Stream: ☐

Wetlands: ☐

Floodplain: ☐

on property

1. ☐ Add a structure

Total Sq. Ft. _____

Proposed Use: _____

2. ☐ Add addition

Existing sq. Ft. _____

sq. _____

Proposed Addition: _____

sq. _____

If addition-current number of bedrooms _____

Proposed bedrooms: _____

3. ☐ Construct New Dwelling

No. of Bedrooms _____

☐

☐ Septic Permit No. (if applicable) _____

☐ Driveway Permit No. (if applicable) _____

4. ☐ Change a use to: _____

(use additional sheet if needed)

5. ☐ Other: _____

6. Check area of earth disturbance: ☐ $\leq 5,000$ sq. ft ☐ > 5000 sq. ft but < 1 acre

7. ☐ $>$ than 1 acre disturbance-if so a NPDES permit and approvals from the PCCD and DEP are required

Name of:

Property Owner: _____

Address: _____

Subdivision/Lot No. _____

I hereby **swear** and **certify** that the **above** information, and any attachments to this application are true and correct. I understand I cannot occupy or use the structure without a **Certificate of Occupancy**.

Signature: _____

Email: _____

Phone No. _____

(Owner or Owner's Authorized Agent)



I do consent to receive txt messages or emails if the reviewer has questions concerning application.

(Township Use Only)

THIS ZONING PERMIT CERTIFIES THAT THE ABOVE LISTED /DESCRIBED PROPERTY IS LOCATED IN THE ABOVE LISTED ZONING DISTRICT



The proposed work complies with the Zoning Ordinance.



A Zoning Permit for the above described work is issued.



A Zoning Permit for the above work is denied.

A building permit is ☐ is not ☐ required

Permit Fee \$ _____

Issued Date: _____

(Permit good for 1 year from issue date)

Zoning Officer, Signature _____



PENN TOWNSHIP
ZONING PERMIT APPLICATION

PLAN CHECKLIST

Item	Included	N/A	Item Description
	<input type="checkbox"/>		Check Payable to Penn Township
	<input type="checkbox"/>		Indicate north arrow
	<input type="checkbox"/>		Indicate scale
	<input type="checkbox"/>		Indicate boundaries of the property with dimensions of property lines
	<input type="checkbox"/>		Include total acreage of the property
	<input type="checkbox"/>		Include zoning data
	<input type="checkbox"/>	<input type="checkbox"/>	Indicate existing buildings and other structures
	<input type="checkbox"/>	<input type="checkbox"/>	Indicate existing access, right-of-ways, driveways and existing streets
	<input type="checkbox"/>	<input type="checkbox"/>	Indicate location of all percs and probes
	<input type="checkbox"/>	<input type="checkbox"/>	Indicate watercourses and drainage features (streams, ponds, lakes, springs, etc.)
	<input type="checkbox"/>	<input type="checkbox"/>	Indicate wetlands and floodplains
	<input type="checkbox"/>	<input type="checkbox"/>	Indicate building setback lines
	<input type="checkbox"/>	<input type="checkbox"/>	For disturbances of 5,000 SF or greater, include Stormwater Management and Erosion and Sediment Pollution Control Plans as applicable
	<input type="checkbox"/>	<input type="checkbox"/>	(intentionally left blank for future additions)
	<input type="checkbox"/>	<input type="checkbox"/>	(intentionally left blank for future additions)
	<input type="checkbox"/>	<input type="checkbox"/>	(intentionally left blank for future additions)
	<input type="checkbox"/>	<input type="checkbox"/>	(intentionally left blank for future additions)

NOW REQUIRED:

**YOU MUST TURN IN A COPY
OF THE PROPERTY DEED
WITH YOUR
ZONING APPLICATION.**

PROCEDURE FOR OBTAINING A ZONING/SIGN PERMIT

To All Applicants:

In order to obtain a Zoning and/or sign permit, a sketch plan of your property must be attached. The plan MUST include the following or it may be returned as incomplete.

1. Overall plan of property. This does not need to show bearings but should show distances to the best of the Applicant's ability.
2. Show locations of all wells, septic tanks, drainfields, existing building, proposed building, swimming pools, permanent landmarks such as large trees, driveways, electric lines, and property lines.
3. Please be sure to show intersecting street names.
4. Show all distances to all property lines from the proposed structure.
5. For signs, please show where the sign will be located, dimensions, what the sign will read, height, if it will be illuminated, and is it temporary or permanent.
6. Please note that if you are replacing a structure, you must show what the previous structure's size and dimensions were and what the proposed structure's size and dimensions are. Please state the use of the proposed structure.
7. The plan must show the disturbed area including driveway grading, home site grading, including, but not limited to septic systems and wells. This is all part of a new regulation set forth by the PA DEP effective November 19, 2010.

Below is a sample plan that can be followed. You do not need to have this done by a professional as long as it is legible. We understand that plans may not be to exact scale, however they must show the distances. Please note that this will help speed up the process of your permit application. If the plan does not have all the required information, your plan may be denied.

