

LOWER PROVIDENCE TOWNSHIP

ZONING PERMIT APPLICATION INSTRUCTION FORM

PLEASE READ THESE DIRECTIONS BEFORE FILLING OUT THE ZONING PERMIT APPLICATION:

- ⇒ ZONING PERMIT FOR SIGNS, CHANGE OF USES OF EXISTING LAND OR STRUCTURES & ALL OTHER NEW AND TEMPORARY USES.
- ⇒ **PLEASE NOTE: This permit application will not be accepted until all of the sections in the application are completed properly or marked N/A -- for not applicable.**
- ⇒ **All new and temporary uses** must enclose a written statement with this application describing in detail the proposed use, times of operation, and parking requirements with permission from the property owner to establish such use.
- ⇒ ALL APPLICATIONS MUST BE ACCOMPANIED WITH A SITE PLAN DRAWN TO SCALE INDICATING THE LOCATION AND DIMENSIONS WITH SETBACKS OF THE STRUCTURE, SIGN, NEW USE. THIS PLAN MUST BE DATED AND SIGNED BY THE APPLICANT.
- ⇒ CONSTRUCTION DOCUMENTS AND OR FLOOR PLANS DESIGNED TO COMPLY WITH THE UCC 2003 INTERNATIONAL BUILDING, ELECTRICAL, PLUMBING AND FIRE CODES MAY BE REQUIRED WITH YOUR APPLICATION. THESE PLANS MUST BE DATED AND SIGNED BY THE APPLICANT.
- ⇒ If this is a grading permit application, grading site plans must be provided to the township that are sealed by a licensed civil engineer.
- ⇒ With the submission of any zoning permit, a contractor's license must be on file with Lower Providence Township.
- ⇒ The property owner must sign the permit application before the Township officially accepts the permit application.
- ⇒ The building code inspector may conduct inspections of the proposed structure. There may be additional conditions attached to the permit.
- ⇒ **It is highly recommended that the applicant and owner read the above permit procedures and requirements for each type of permit before completing this application form.**
- ⇒ **This zoning permit will not be issued until all fees have been paid to the township. Please be aware that zoning permits are not issued the same day application is received and it may take up to fifteen (15) days for your zoning permit to be issued, depending on holidays and the amount of permit applications received in the township. If your permit application is incomplete, it will be returned to you with a written explanation on why the zoning permit was ruled incomplete. All permit applications that are denied will receive written notification for the reason of denial.**