

# Conewago Township Adams County, Pennsylvania

ZONING AND CODE ENFORCEMENT OFFICE  
541 Oxford Avenue, Hanover, PA 17331  
Tele: (717) 637-0411 • Fax: (717) 637-6826

## CONEWAGO TOWNSHIP, ADAMS COUNTY, PA APPLICATION FOR ZONING/BUILDING PERMIT

RESIDENTIAL PENNSYLVANIA UNIFORM CONSTRUCTION CODES ENFORCED 2009 IRC

### 1. Location/Address of property the project is being constructed on:

Address \_\_\_\_\_

### 2. Property Owners Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone # \_\_\_\_\_

### 3. Contractor Information

Name of Contractor, Address: \_\_\_\_\_, Phone # / Cell # \_\_\_\_\_

Copy of "Workman's Compensation" Insurance Certificate \_\_\_\_\_ or N/A

Person in charge of Work: \_\_\_\_\_ Phone No. \_\_\_\_\_

### Type of Work or Improvement (*Check all that apply*)

New Building  Addition  Alteration  Repair  Demolition  Re-location

Foundation  Shed  Patio  Deck  Driveway  Plumbing  Mechanical  Electrical  Garage

Other \_\_\_\_\_

### 4. Building Plot Plan

(*On a separate sheet of paper provide a detailed plot plan showing proposed construction within the building set-backs*)

Total Improvement Area: \_\_\_\_\_ Sq. Ft.

Setbacks: Front \_\_\_\_\_ ft Right Side \_\_\_\_\_ ft Left Side \_\_\_\_\_ ft Rear \_\_\_\_\_ ft

Description of work: \_\_\_\_\_

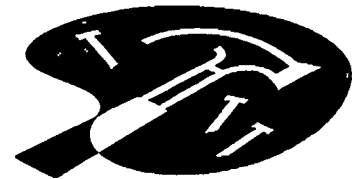
Description of Building Use \_\_\_\_\_

Building Dimensions: Length \_\_\_\_\_ ft, Width \_\_\_\_\_ ft, Height \_\_\_\_\_ ft

ESTIMATED COST OF PROJECT: \_\_\_\_\_



**Building Inspections:**  
Middle Department Inspection Agency  
3901 Hartzdale Dr, Suite 112, Camp Hill, PA 17011  
Tele: (717)761-5340



**Adams County Permit:**  
Adams County Courthouse  
Assessing Office, Room 202  
Gettysburg, PA 17325  
Tele: (717)337-9837

## 5. Grading Plans

Grading plans will be required if the proposed project will be more than 500 square feet. Grading plans are required to be drawn by a licensed engineer or surveyor; their seal is needed on the plans. Criteria for grading plans is specified in Chapter 77 (Erosion, Sedimentation and Grading) and in Chapter 135 (Subdivision and Land Development). Three (3) copies of the Grading Plan will be submitted to the Township Office and accompanied with a fee of \$100 (made payable to Conewago Township). These three (3) copies will be date stamped by Township Administration and the fee will be collected. The township will retain two (2) copies and the other copy will be returned to the applicant. One copy will be given to the Township Engineer for review. The Township Engineer reserves two (2) weeks to review your Grading Plan. The Township Engineer will notify the Township Office if the plan is "adequate". If the Grading Plan is adequate, the Township Office will then commence the building permit review. If the plan is deemed "inadequate" you may submit a revised Grading Plan along with another review fee of \$100.

As-Built Plans and the As-Built Plan reviews are required for projects needing a grading plan. As-Built Plans are drawn by a licensed engineer/surveyor. The As-Built Plan is to be consistent with the approved Grading Plan. Processing the As-Built is the same as the Grading Plan submission. The fee for the As-Built review is \$100 and will be incorporated as part of your permit fee. The As-Built review needs to be deemed "adequate" by the Township Engineer before use/occupancy is granted for your project.

## 6. Stormwater Management Ordinance (Applicant to complete pages 3 to 7)

Stormwater Management Ordinance – enacted on July 16, 2012 by the Conewago Township Board of Supervisors. The purpose of this ordinance is to promote health, safety, and welfare within Conewago Township, Adams County and its watersheds by minimizing the harm and maximizing the benefits described in Section 102 of this Ordinance, through provisions designed to meet water quality requirements under state law, including regulations at 25 PA. Code 93, to protect, maintain, reclaim, and restore the existing and designated uses of the waters of the Commonwealth. This ordinance preserves the natural drainage systems as much as possible, manages stormwater runoff close to the source, provides procedures and performance standards for stormwater planning and management, maintains groundwater recharge to prevent degradation of surface and groundwater quality and to otherwise protect water resources, prevents scour and erosion of stream banks and stream beds, provides proper operation and maintenance of all stormwater management Best Management Practices that are implemented within Conewago Township, Adams County, and provides standards to meet NPDES permit requirements. Projects that are cumulative to 1,000 sq ft of impervious coverage after November 23, 2011 which is the adoption date of the Adams County Act 167 Stormwater Management Plan, or single projects totaling new impervious coverage may require a Stormwater Management Plan. (see the attached Application)

## 7. Adams County Conservation District (Applicant to complete the form on pages 9 to 10)

### 8. Statements and Verification by Applicant

I/We do hereby agree to observe and adhere to any and all provisions of the Conewago Township's Ordinances and do further agree and understand that my failure to do so shall constitute a violation as to any permit issued per this application, which violation shall cause any permit to become NULL AND VOID and revocable by Conewago Township via it's Zoning Officer or other designed agent.

I/We do hereby certify that as applicants, owners, contractors, agents or others that I/We completed and read the foregoing application and notice and that the information and statements in this application and other representations contained in all accompanying plans are made part of this application and are true and correct to the best of our knowledge and belief. This statement and verification are made subject to the penalties of 18 PA C.S.A. Section 4904 relating to un-sworn falsifications to authorities, which provides that if I/we knowingly make false statements or averments, I/we may be subject to criminal penalties. I/We hereby authorize representatives of the Township to make the required inspections upon the property to verify that the construction requested under this application complies with the Conewago Township Zoning Ordinance and other applicable codes.

If the applicant is Contractor or Agent of Owner, he/she/they hereby certify that he/she/they have the authority to act on behalf of the owner.

Signature of Owner or Authorized Agent \_\_\_\_\_

Print Name of Owner or Authorized Agent \_\_\_\_\_

Address \_\_\_\_\_ Date \_\_\_\_\_

#### FOR TOWNSHIP USE ONLY

TOTAL TWP FEE: \$ \_\_\_\_\_ PERMIT APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

TOTAL INSPECTION FEES: \$ \_\_\_\_\_

PERMIT: \$ _____	BUILDING INSPECTOR PLAN REVIEW: \$ _____	FRAMING INSPECTION: \$ _____
PA STATE: \$ _____	FOOTER INSPECTION: \$ _____	ELECTRICAL INSPECTION: \$ _____
GRADING PLAN: \$ _____	ENERGY INSPECTION: \$ _____	PLUMBING INSPECTION: \$ _____
AS-BUILT PLAN: \$ _____	SIDEWALK INSPECTION: \$ _____	OTHER INSPECTION: \$ _____

MAP/PARCEL: \_\_\_\_\_

FLOODPLAIN: \_\_\_\_\_

DATE OF GRADING PLAN & APPROVAL: \_\_\_\_\_

DATE OF STORMWATER MANAGEMENT & APPROVAL: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

## Stormwater Management - Municipal Application Conewago Township, Adams County

Property Owner's Name \_\_\_\_\_

Address of Property \_\_\_\_\_

Parcel ID # \_\_\_\_\_ Municipality \_\_\_\_\_

Phone Number \_\_\_\_\_ New Impervious Area Associated with this Project \_\_\_\_\_

Stormwater Project Type:  Exempt  Minor Plan  Project Requires Formal SWM Plan

Total New Impervious Area Since Adoption of SWM Plan \_\_\_\_\_

**Acknowledgement** - I declare that I am the property owner, or representative of the owner, and that the information provided is accurate to the best of my knowledge. I understand that stormwater may not adversely affect adjacent properties or be directed onto another property. I also understand that false information may result in a stop work order or revocation of permits. Municipal representatives are also granted reasonable access to the property for review and/ or inspection of this project if necessary.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 1: Determine the amount of new impervious area created by the proposed project. This includes any new surface areas that prevent infiltration of stormwater into the ground. New stone and gravel areas are considered impervious. Impervious areas existing before November 23, 2011 are not included in this calculation. Use additional sheets if necessary**

**Calculate new impervious area by completing this table.**

Surface	Length (ft)	x	Width (ft)	=	Impervious Area (ft <sup>2</sup> )
Buildings		x		=	
Driveway		x		=	
Parking Areas		x		=	
Patios/ walkways		x		=	
Other		x		=	
<b>Total Proposed Impervious Surface Area (Sum of all impervious areas)</b>					

- If the total new impervious surface area is up to 1,000 ft<sup>2</sup>, the project may be exempt from the requirement to submit a plan for approval. Sign Acknowledgement and file this sheet with municipality.
- If total impervious surface area is 1,001 ft<sup>2</sup> to 10,000 ft<sup>2</sup>, continue to Step 2.

## Stormwater Management - Municipal Application Conewago Township, Adams County

- If project area can be entirely disconnected, sign Acknowledgement and file worksheets with municipality.
- If project is between 1,000 ft<sup>2</sup> and 5,000 ft<sup>2</sup> and requires BMPs, complete step 3.
- If project area is 5,000 ft<sup>2</sup> - 10,000 ft<sup>2</sup> and can't be disconnected, the project does not qualify for the Simplified Approach.

**Step 2: Determine Disconnected Impervious Area (DIA).** All or parts of proposed impervious surfaces may qualify as Disconnected Impervious Area if runoff is directed to a pervious area that allows for infiltration, filtration, and increased time of concentration. The volume of stormwater that needs to be managed could be reduced through DIA. Prepare a minor stormwater site plan.

### Criteria

- Overland flow path from the discharge area or impervious area has a positive slope of 5% or less.
- Contributing area to each rooftop discharge (downspout) is 500 ft<sup>2</sup> or less.
- Soils are not classified as hydrologic soil group "D".
- The receiving pervious area shall not include another person's property unless written permission has been obtained from the affected property owner.

Partial Rooftop Disconnection		
Length of Pervious Flow Path (ft) Lots ≤ 10,000 ft <sup>2</sup>	Length of Pervious Flow Path (ft)	DIA Credit Factor
35 or more	75 or more	0
30 - 34.9	60 - 74	0.2
23 - 29.9	45 - 59	0.4
16 - 22.9	30 - 44	0.6
8 - 15.9	15 - 29	0.8
0 - 7.9	0 - 14	1.0
Pervious flow path must be at least 15 feet from any impervious surface		

**Paved Disconnection Criteria:** Paved surfaces (driveways, walkways, etc.) and gravel can be considered disconnected if it meets the criteria above and:

- Runoff does not flow over impervious area for more than 75 feet.
- The length of overland flow is greater than or equal to the contributing flow path.
- The slope of the contributing impervious areas is 5% or less.
- If discharge is concentrated at one or more discrete points, no more than 1,000 ft<sup>2</sup> may discharge to any one point. In addition, a gravel strip or other spreading device is required for concentrated discharges. Non-concentrated discharges along the entire edge of paved surface must include provisions for the establishment of vegetation along the paved edge and temporary stabilization of the area until the vegetation is established.
- If these criteria can be met, the DIA credit = 0

*Using the calculations from Step 1, complete the table below. This will determine the impervious area that may be excluded from the area that needs to be managed through stormwater BMPs. If the total impervious area to be managed = 0, the area can be considered entirely disconnected.*

## **Stormwater Management Fee Schedule**

The following "tiers" have been established to regulate the fee that will be collected by the Township to offset engineering review of the various degrees of submitted Stormwater Management Plans (or exemptions thereof). Where the term "cumulative new" impervious coverage is used, it shall mean the area of impervious coverage created (cumulatively) after November 23, 2011 which is the adoption date of the Adams County Act 167 Stormwater Management Plan. Each project will be required to provide an accounting of both the total impervious coverage since that date and the project specific amount being proposed individually at the time of permit application.

The following tiers are hereby established;

### **Tier 1**

This fee shall include all projects that are appropriately deemed "exempt" due to the project being less than 1,000 sq ft. of cumulative new impervious area. The review will be completed in house by Zoning Officer. There will be no initial fee for applications submitted under this tier.

### **Tier 2**

This fee shall include all projects that cannot show a cumulative new impervious coverage less than 1,000 square feet, however are able to adequately demonstrate that the area is properly "disconnected". The initial review will be processed by the Zoning Officer, with a subsequent review (and report) conducted by the Township Engineer. The fee for reviews in this tier is \$100.00.

### **Tier 3**

This fee shall include all projects that cannot show a cumulative new impervious coverage less than 1,000 square feet and are unable to adequately demonstrate that the area is "disconnected". The initial review will be processed by the Zoning Officer, with a subsequent review (and report) conducted by the Township Engineer. The fee for reviews in this tier is \$200.00.

### **Tier 4**

Projects that propose an impervious coverage of 1,000 square feet (or greater) of cumulative new impervious coverage and will require a Land Development Plan to be prepared, reviewed and approved, will be addressed per the section of the Fee Schedule established for such plans.

### **Tier 5**

If a project requires the Township to issue a Municipal Concurrence Letter, as part of an NPDES Permit, where there is no other impervious coverage, a \$ 100.00 review fee shall be required to be submitted to offset fee accrued by the Township Engineer. If the Municipal Concurrence Letter is part of an NPDES Permit and the Township is reviewing the Post Construction Stormwater Plan for this project, there is no additional fee as that time will be accounted for in the normal processing of the Land Development Plan.

### **Additional Fee**

If in the course of normal review, under any of the above listed tiers, there are unusual circumstances that will require a further level of review effort by the Township, moreso than envisioned in the scope of this fee schedule, the Applicant shall be immediately notified of the situation and provided with the option to either withdraw the application (pending further effort to resolve such circumstances) or accept the continued processing of the application, agreeing to directly compensate the Township for any effort invoiced by the Township Engineer. An estimate of fee will be provided to the Applicant to assist in this situation.

# WORKER'S COMPENSATION INSURANCE COVERAGE INFORMATION

A. Applicant or Contractor is a contractor within the meaning of the Pennsylvania Workers' Compensation law?

\_\_\_\_\_ yes, complete Sections B & D below as appropriate

\_\_\_\_\_ no, complete Sections C & D below as appropriate

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B. Insurance information:

Name of Contractor: \_\_\_\_\_

Federal or State Employer Identification No.: \_\_\_\_\_

Applicant is a qualified self-insurer for workers' compensation. \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ Certificate attached

Name of Workers' Compensation Insurer: \_\_\_\_\_ Certificate attached \_\_\_\_\_

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C. Exemption (Complete Section C if the applicant is a contractor claiming exemption from providing workers' compensation insurance.)

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

\_\_\_\_\_ Contractor with no employees. [Note: Contractor prohibited by law from employing any individual to perform work pursuant to this building permit and/or zoning permit unless contractor provides proof of insurance to Conewago Township.]

\_\_\_\_\_ Religious exemption under the Workers' Compensation Law.

Affidavit of Exemption

The undersigned affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

\_\_\_\_\_ Property owner performing own work. If property owner does hire contractor to perform any work pursuant to building permit and/or zoning permit, contractor must provide proof of workers' compensation insurance to Conewago Township. Homeowner assumes liability for contractor compliance with this requirement.

\_\_\_\_\_ Contractor has no employees. [Note: Contractor prohibited by law from employing any individual to perform work pursuant to this building permit and/or zoning permit unless contractor provides proof of insurance to Conewago Township.]

\_\_\_\_\_ Religious exemption under the Workers' Compensation Law. All employees of contractor are exempt from workers' compensation insurance (attach copies of religious exemption letters for all employees).

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D. Signatures:

\_\_\_\_\_  
Signature

County of \_\_\_\_\_

Township of \_\_\_\_\_

Subscribed, sworn to and acknowledged before me by the above.

\_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

(seal)

\_\_\_\_\_  
Notary Public