



# POLK TOWNSHIP SUPERVISORS

165 Polk Township Rd., PO Box 137, Kresgeville, PA 18333

Phone: 610-681-5376 Fax: 610-681-3063 E-mail: [info@polktwp.org](mailto:info@polktwp.org)

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## Fence/Wall

### Zoning Application

Permit applications and required documentation are to be submitted to the Township for processing. Zoning fees are due when permit is picked up by applicant.

Payment of fees in the form of cash or check are payable to POLK TOWNSHIP. **When permits are issued by the Zoning Officer, Building Inspector or Sewage Enforcement Officer, the Township will contact you.**

**Please note that if a permit is not obtained prior to work, fees will be doubled.**

**ZONING PERMITS** will be submitted to Tracy Herman at Polk Township. For any Zoning questions, please contact:

**Tracy Herman, Polk Township Zoning and Codes Enforcement Officer**

**Office: (610) 681-5376**

**Fax: (610) 681-3063**

**Email: [zoning@polktwp.org](mailto:zoning@polktwp.org)**

**Office Hours:**

***Monday- Friday 8am-2pm***

***Appointments are encouraged.***

### Application Requirements:

1. Complete plot plan with property lines, setbacks, street names, well and septic locations must be provided with the signed Zoning application.

### Residential Fence/Wall Setbacks (Zoning §400-504.B)

**FRONT.** Fences and walls may be erected in the required front setback (i.e., between the right-of-way and required front setback); however, no such fence or wall shall encroach upon any public right-of-way and shall not exceed a height of five feet for residential uses and six feet for nonresidential uses.

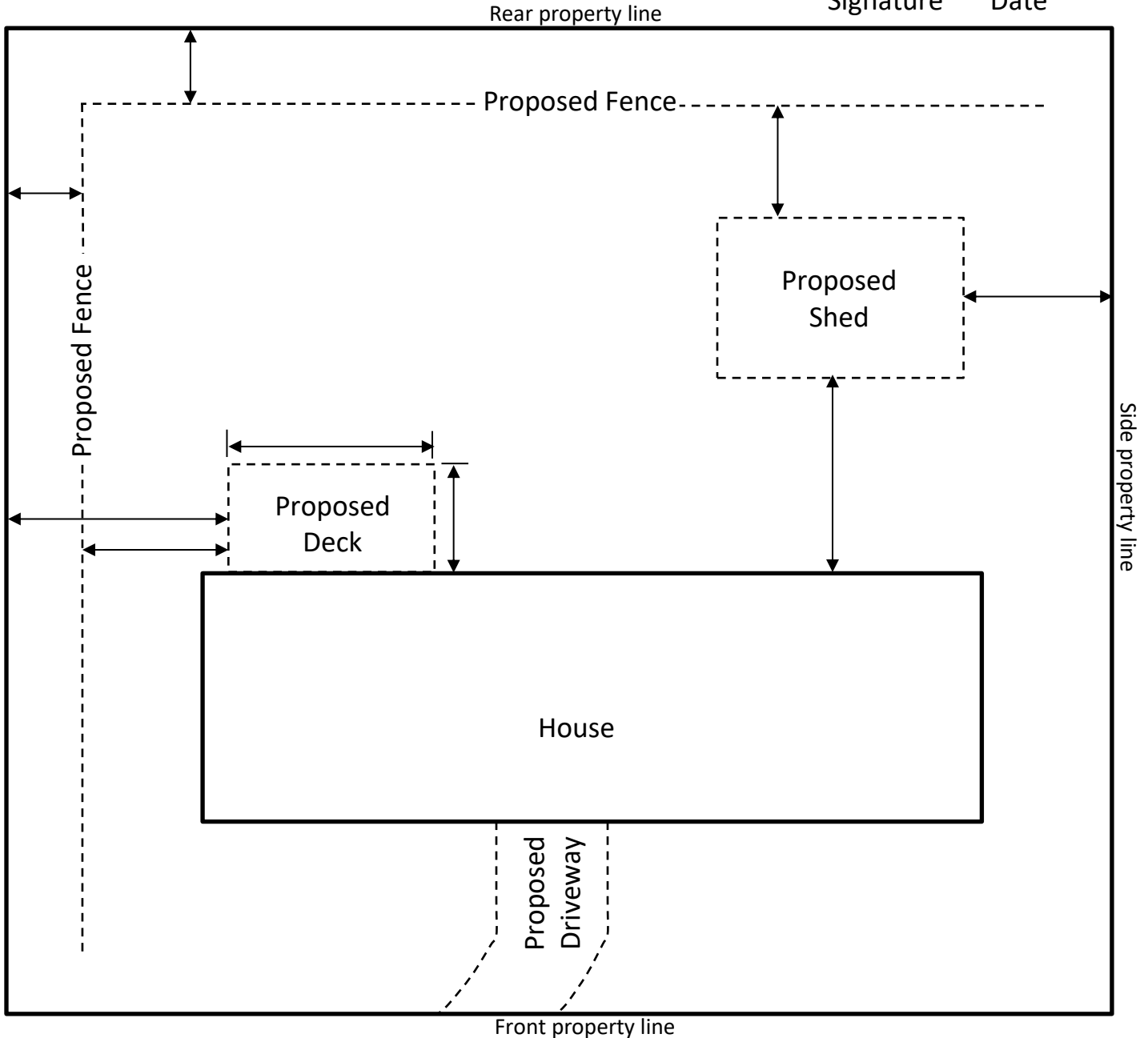
**SIDE AND REAR.** Fences and walls in side and rear setbacks shall not exceed six feet in height, except tennis court fences, which may not exceed 10 feet in height, and shall be no closer than one foot to a property line or easement line.

Fence and wall requirements can be found in the Zoning Ordinance §400-504.B.

# POLK TOWNSHIP

## Example of a Plot Plan

Name  
Address  
Phone Number  
Signature      Date



This is an example of a plot plan. Please create a plan for the property in which you are applying by showing:

1. Show all roads that are next to the lot.
2. Lot Dimensions
3. Septic and Well location
4. All existing structures including porches, decks and pools. Dimensions of all structures must be included.
5. Show the driveway and the size, along with any parking areas.
6. Include any proposed structures in which you are applying for.
7. Any other information that the Zoning Officer may request to make an informed decision.
8. Your drawing should be as close as you can to scale. This drawing should be an accurate portrayal of an overhead view of your property.

# POLK TOWNSHIP

## Fence/Wall - ZONING PERMIT APPLICATION

Fee:  Fence \$35.00 (Zoning only required)  
 Wall \$35.00 (Zoning only required)

Application Date \_\_\_\_\_  
 Address \_\_\_\_\_  
 14 Digit PIN \_\_\_\_\_

Owner of Property \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Email \_\_\_\_\_

Applicant \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Email \_\_\_\_\_

Contractor \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Email \_\_\_\_\_

Zoning District RR ( ) R1 ( ) R2 ( ) R3 ( )  
 C ( ) I ( )  
 Lot Size \_\_\_\_\_  
 Lot Coverage \_\_\_\_\_

Proposed Use \_\_\_\_\_ Total Sq. Ft. \_\_\_\_\_

**Type of fence is: (check all that apply)**

- Split Rail
- Chain Link
- Privacy
- Metal
- Wood
- Vinyl or Plastic
- Other \_\_\_\_\_

**Height of fence:**

Front \_\_\_\_\_  
 Side \_\_\_\_\_  
 Back \_\_\_\_\_

Is the structure in a flood zone? <i>Floodplain maps can be found online : <a href="http://www.floodmaps.fema.gov">www.floodmaps.fema.gov</a></i>	YES	NO
Will there be any fill or encroachment of wetlands?	YES	NO
Does the property have a proper E-911 (green) sign with 4" white numbers been placed so the bottom of the sign is 48" from the ground and at least 6-8' from road? <i>Note: Certificate of Occupancy may be delayed if E-911 is not correct.</i>	YES	NO
Is a deed or bill of sale included in this application?	YES	NO

**I fully understand the provisions of this application and hereby certify that all information submitted is true and correct to the best of my knowledge.**

**Applicant Signature:** \_\_\_\_\_

Date \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

Date of Submittal: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Pin # \_\_\_\_\_

	REQUIRED	SUBMITTED	NOTES:
1. Permit Application	_____	_____	_____
2. Verification of Ownership	_____	_____	_____
3. Sewage Disposal Permit	_____	_____	_____
4. Well Permit	_____	_____	_____
5. Driveway Permit	_____	_____	_____
6. Plot Plans (4 copies)	_____	_____	_____
7. Building Plans (3 copies)	_____	_____	_____
8. Compliance with Stormwater Management	_____	_____	_____



## A MATTER OF “LIFE” OR “DEATH”

If we can't find you, we can't help you!

**Polk Township Ordinance 2011-03 adopted 6/27/11** requires reflective E-911 sign be placed at all driveway entrances to all properties with principal structures. To view the entire Ordinance, please call the Polk Township Office during regular business hours.

**Certificate of Occupancies may be held if the property E-911 sign is not correct.** The Zoning Officer will require the E-911 sign to be installed or corrected before a Certificate of Occupancy can be issued.

### **E-911 Sign Requirements:**

- Signs may be *VERTICAL* or *HORIZONTAL*
- Signs must be REFLECTIVE GREEN BACKGROUND with 4" WHITE NUMBERS
- Must be adequately visible from both directions of travel
- Sign must be 42" off the ground and under 72" in height
- Sign posts must be on your 6' to 8' from the road pavement and not in Township right-of-way. They can be placed on mailboxes
- Do not place sign on a fence, utility pole, stone, tree or across the street.
- Call 811 (One Call) before you dig!

### **Mailbox requirements:**

- The front of the mailbox must be 4 ½ feet from the road pavement (This is the Township right-of-way)
- Mailboxes must be maintained by the homeowner. (snow must be removed in order to receive mail)
- Mailboxes in Township right-of-way that are damaged during snow and ice events are NOT reimbursed by the Township.