



# POLK TOWNSHIP SUPERVISORS

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

Phone: 610-681-5376 Fax: 610-681-3063 E-mail: [polktpw@ptd.net](mailto:polktpw@ptd.net)

## Pool & Deck- Zoning and Building Applications

Permit applications and required documentation are to be submitted to the Township for processing. Zoning and building 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 ready, the Township will contact you.**

Helpful information:

1. Any body of water more than 24 inches deep is considered a pool and must meet required safety standards.
2. All pools must be fenced on all sides with a structure at least 48 inches high.
3. For above ground pools: If the sides of the pool are 48 inches high, they can count as the fence. A removable or locking ladder is required, and it must be removed or locked when the pool is not in use.
4. For in-ground pools: All fence gates must be self-closing and latching. A house may be used as the fourth side of the fence, but all doors leading to the pool area must have an audible warning device if no other gate or door is between the house and the pool.

**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: [polkcode@ptd.net](mailto:polkcode@ptd.net)**

**Office Hours:**

**Monday, Tuesday, Wednesday, Thursday**

**8am-12pm**

*Appointments are encouraged.*

### Requirements:

1. Markers must be placed where proposed structure will be placed. Zoning Officer will verify at initial inspection.
2. Copies of all required documents are to be submitted:
  - a. 3 sets of Plot plans, Pool specs: ladder, filtering system & pump, fencing, gallon capacity, etc

### Building Setbacks

Conforming Lot

Minimum Setbacks by Zoning District			
Accessory Buildings			
Zoning District	Front	Rear	Side
RR	75'	25'	25'
R-1	60'	20'	20'
R-2	40'	20'	20'
R-3	40'	15'	10'
C	40'	15'	10'
I	40'	15'	10'

Notes:

- 1) For any new detached accessory building or structure it must be a minimum of 20 feet away from the principal building and any existing or proposed accessory structure.

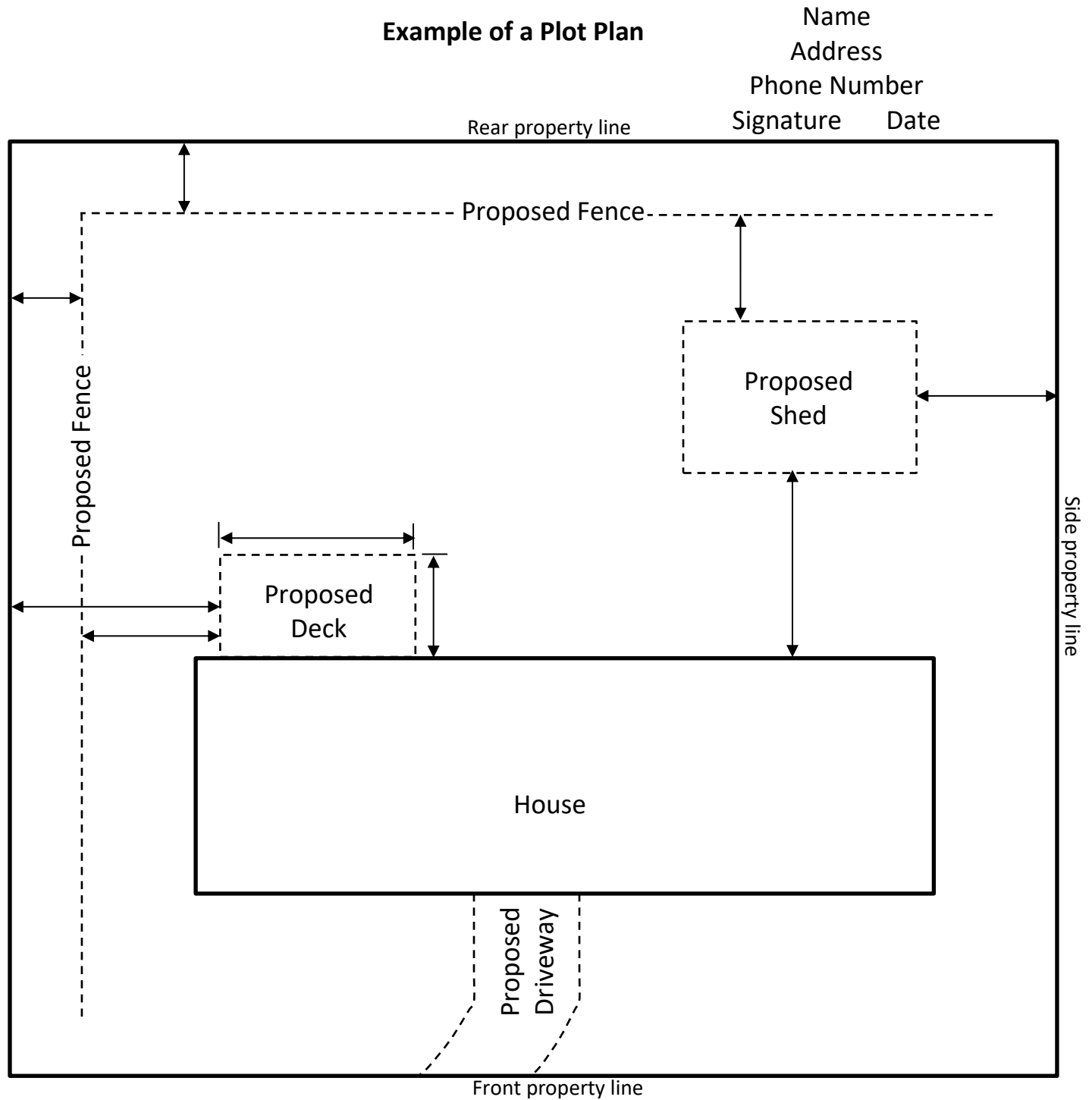
Non-Conforming Lot

Minimum Setbacks				
Accessory Buildings				
Lot Width	Front	Rear	Side	Maximum Lot Coverage
All Lots	40'	15'	15'	40%

Notes:

- 1) For any new detached accessory building or structure it must be a minimum of 20 feet away from the principal building and any existing or proposed accessory structure.

## Example of a Plot Plan



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

## Pool & Deck- ZONING PERMIT APPLICATION

Fee: Pool- In Ground or Above Ground: \$50 + \$0.20 per sq. ft.  
 Fence (for In Ground pool) \$35.00  
 Zoning Application Fee: \$50.00  
 Certificate of Occupancy: \$25.00

Total Zoning Fee: \$ \_\_\_\_\_

NOTE: Square Footage includes pool and deck

Application Date \_\_\_\_\_

Address \_\_\_\_\_

14 Digit PIN \_\_\_\_\_

Owner of Property \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Pool Contractor \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Deck Contractor \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Zoning District

RR ( ) R1 ( ) R2 ( ) R3 ( )

C ( ) I ( )

Lot Size \_\_\_\_\_

Diameter/  
Sq. Ft. of Pool

Sq. Ft. of Deck

Height of Structure \_\_\_\_\_

Total Cost \_\_\_\_\_

Is the structure in a flood zone? *Floodplain maps can be found online : [www.floodmaps.fema.gov](http://www.floodmaps.fema.gov)* 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? *Note: Certificate of Occupancy may be delayed if E-911 is not correct.* YES NO

Is a deed or bill of sale for property ownership included in this application? YES NO

### Setbacks

FRONT:

REAR:

SIDES:

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**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 \_\_\_\_\_

**FOR OFFICE USE ONLY:**

**ZONING APPLICATION**

**APPROVED**

**DENIED**

**Date:** \_\_\_\_\_

Comments/conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Inspections Completed:**

<b>Date</b>	<b>Type</b>	<b>Notes</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# POLK TOWNSHIP

## POOL & DECK-BUILDING PERMIT APPLICATION

ALL WORK SHALL CONFORM TO THE INTERNATIONAL BUILDING CODE AS APPLICABLE TO THE UCC

- Fee:  Above Ground Pool with Deck **\$480.00**  
 Above Ground Pool- No Deck **\$200.00**  
 In-Ground Pool **\$390.00**

Total Building Fee: \$ \_\_\_\_\_

Application Date \_\_\_\_\_

Address \_\_\_\_\_

14 Digit PIN \_\_\_\_\_

Owner of Property \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Pool Contractor \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Deck Contractor \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Zoning District RR ( ) R1 ( ) R2 ( ) R3 ( )

C ( ) I ( )

Lot Size \_\_\_\_\_

### Pool Details:

Diameter/ Sq. Ft. of Pool \_\_\_\_\_

Total Cost of Pool \_\_\_\_\_

Height of Structure \_\_\_\_\_

Type of pool ladder \_\_\_\_\_

Type of fencing around pool & pool gate info. \_\_\_\_\_

Amount of gallons of water pool will hold \_\_\_\_\_

*The company where the pool was purchased will provide the information.*

Total Cost of Pool \_\_\_\_\_

### Deck Details:

Sq. Ft. of Deck \_\_\_\_\_

Total Cost of Deck \_\_\_\_\_

Height of Deck \_\_\_\_\_

Total Cost of Pool \_\_\_\_\_

Brief Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there any additional drawings, plot plans, elevation drawings enclosed with this application that include: Proposed and existing structures, setbacks, septic tanks, drain fields, wells, driveways, and other required improvements? Yes    No

This permit application is a legal and public document. All items must be completed accurately. Falsification of information will result in revocation of permit(s). I agree to conform to all regulations of the Polk Township Zoning Ordinance, any other Ordinances of Polk Township, and any amendments. If anyone other than the property owner, applicant verifies by signing below that he/she is the agent that has legal authority to act in behalf of the owner. Submission of this form grants authorized representatives to access the property to conduct all inspections to Township Code.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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## 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.