



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

Accessory Use Structures

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.

Accessory Structures under 1,000 sq. ft. without electric only require a Zoning Permit. If electric will be added to accessory structures under 1,000 sq. ft., a building application will be needed for the electric service.

Accessory Structures over 1,000 sq. ft. require a zoning and building application.

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.

BUILDING PERMITS will be submitted to Base Engineering Inc. **Please note:** You will not be able to schedule any inspection without a building permit tracking number. You will receive all the information to schedule inspections when you receive your building permit packet. If an inspection is scheduled without a building permit, a \$65 penalty per inspection will be imposed.

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

Office Hours:

Monday- Friday 8am-2pm

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 building plans (Structures over 1,000 sq. ft. only)
 - b. Complete plot plan with property lines, setbacks, street names, well and septic locations

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%

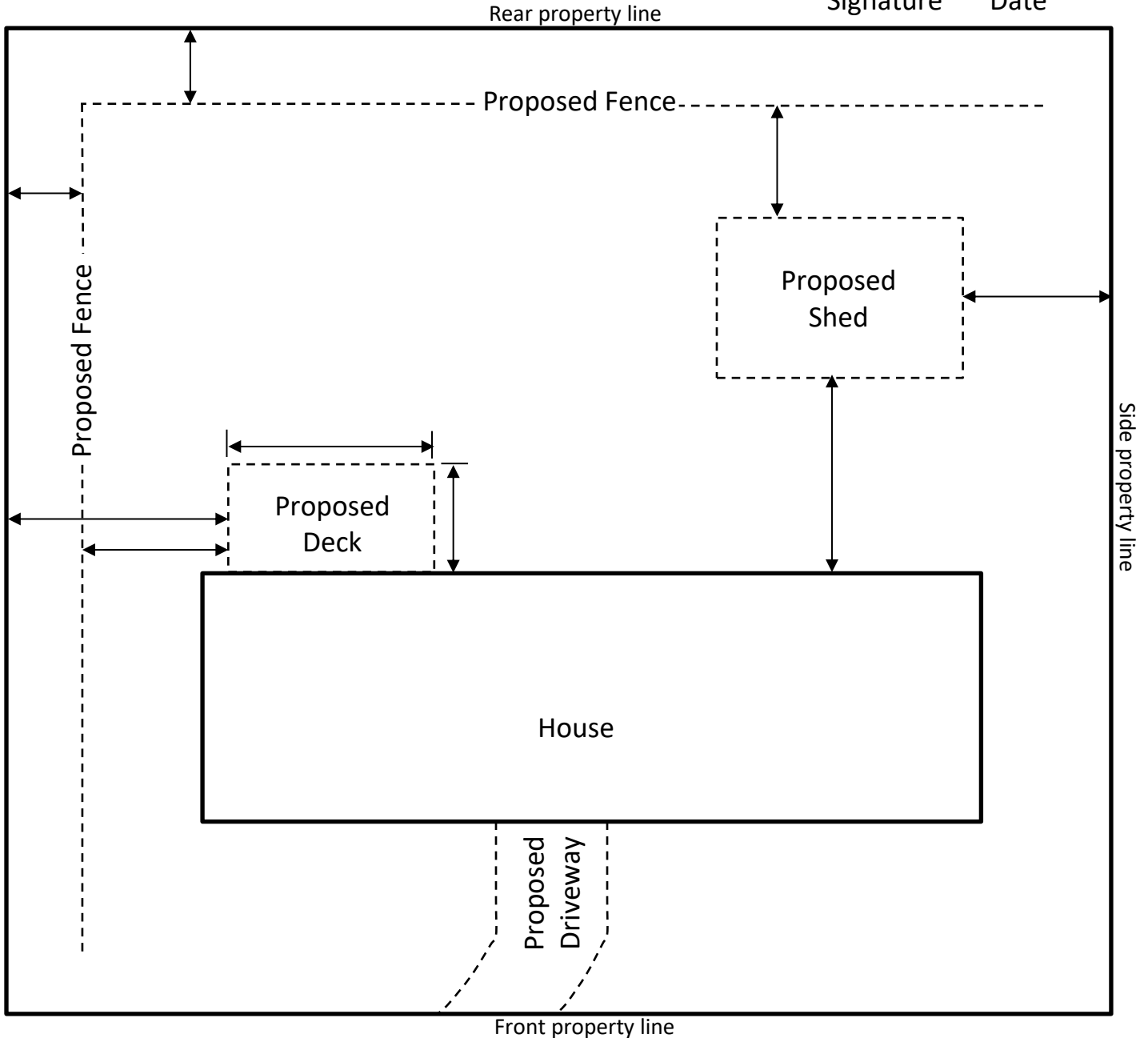
Notes:

- 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.

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

Accessory Use - ZONING PERMIT APPLICATION

- Fee:** Building Structure Assessment:
- Under 1,000 sq.ft. **\$50 + \$0.20 per sq. ft.**
 - Over 1,000 sq.ft. **\$50 + \$0.20 per sq. ft. (+ U.C.C.)**
- Zoning Application Fee: **\$50.00**
- Certificate of Occupancy: **\$25.00**
- Chicken Coop **\$35.00** (Zoning only)

NOTE: Accessory structures include decks, patios, porches, sheds, pole buildings, etc.

Application Date _____	
Address _____	
14 Digit PIN _____	
Owner of Property _____	Applicant _____
Phone _____	Phone _____
Address _____	Address _____
Email _____	Email _____
Contractor _____	Zoning District RR () R1 () R2 () R3 ()
Phone _____	C () I ()
Address _____	Lot Size _____
Email _____	Lot Coverage _____
Proposed Use _____	Total Sq. Ft. _____

Is the structure in a flood zone? <i>Floodplain maps can be found online : www.floodmaps.fema.gov</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
Have you confirmed with Monroe County Conservation District the requirements needed for the proposed project?	YES	NO
Has the required driveway or septic permits that are required for building and zoning permits been obtained previously or has been applied for?	Septic Permit: _____	Driveway Permit: _____

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:

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	_____	_____	_____

POLK TOWNSHIP

Accessory Use-BUILDING PERMIT APPLICATION

- Fee: Detached Garage/Pole Barn:
- No Electric \$250
 - With Electric \$400.00
 - Roof Only Structure \$240.00
 - Other _____

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

Application Date _____

Address _____

14 Digit PIN _____

Owner of Property _____

Phone _____

Alt Phone _____

Address _____

Email _____

Applicant _____

Phone _____

Alt Phone _____

Address _____

Email _____

Contractor _____

Phone _____

Alt Phone _____

Address _____

Email _____

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

Lot Size _____

Lot Coverage _____

Type of Improvement:

- New Building/Construction –
- One family - Total Square Feet _____
#of Stories _____ #of Beds _____ #of full Baths _____ #of ½ Baths _____
 - Two or more family - # of units _____ Total Square Feet _____ Number of Stories _____

Cost:

Building	\$ _____	
Roofing	\$ _____	
Electrical	\$ _____	Electrical Work Order # _____
Plumbing	\$ _____	
Heating/AC	\$ _____	
Other	\$ _____	
Total cost	\$ _____	

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.