



# POLK TOWNSHIP SUPERVISORS

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

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

## Home Occupation/No-Impact Home- Based Business Zoning Application

Permit applications and required documentation are to be submitted to the Township for processing. Permit 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 call you that your permits are ready.**

**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@polktpw.org](mailto:zoning@polktpw.org)**

**Office Hours:**

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

***Appointments are encouraged.***

**To view the requirements, please see Zoning Ordinance- Section 400-503.C.**

### Definitions

#### HOME OCCUPATION

The use of a portion of a dwelling unit, such as an office, studio or workroom, for a commercial occupation at home by persons residing in the dwelling unit.

#### NO-IMPACT HOME-BASED BUSINESS

A business or commercial activity administered or conducted as an accessory use which is clearly secondary to the use as a residential dwelling and which involves no customer, client or patient traffic, whether vehicular or pedestrian, pickup, delivery or removal functions to or from the premises, in excess of those normally associated with residential use. The business or commercial activity must satisfy the following requirements as set forth in § 107 of the Pennsylvania Municipalities Planning Code:[5]

- A. The business activity shall be compatible with the residential use of the property and surrounding residential uses.
- B. The business shall employ no other employees other than family members residing in the dwelling.
- C. There shall be no display or sale of retail goods and no stockpiling or inventory of a substantial nature.
- D. There shall be no outside appearance of a business use, including, but not limited to, parking, signs or lights.
- E. The business activity shall not use any equipment or process, which creates noise, vibration, glare, fumes, odors or electrical or electronic interference, including interference with radio or television reception, which is detectable in the neighborhood.
- F. The business activity shall not generate any solid waste or sewage discharge, in volume or type, which is not normally associated with residential use in the neighborhood.
- G. The business shall be conducted only within the dwelling and may not occupy more than 25% of the habitable floor area.
- H. The business shall not involve any illegal activity.



## 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.

**POLK TOWNSHIP**  
**Home Business/ No-Impact Home-Based Business**  
**ZONING PERMIT APPLICATION**

Fee: Zoning Application Fee: \$50.00  
Certificate of Occupancy: \$25.00

Total Zoning Fee: \$75.00

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

Address \_\_\_\_\_

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

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

Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Applicant \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Name of Business \_\_\_\_\_

Business Phone \_\_\_\_\_

Nature of Business \_\_\_\_\_

Days/Hours of  
Operation \_\_\_\_\_

Email \_\_\_\_\_

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

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

Total Home Sq.  
Ft. \_\_\_\_\_

Business Sq.

Ft. to be Used: \_\_\_\_\_

Please provide a detailed description of the intended business: \_\_\_\_\_

If you are NOT the Owner of the property, you will be required to provide a notarized letter from the Owner allowing the business in the home. A permit will not be issued until the Township receives it.

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