



Application Packet for Plan Review & **DRIVEWAY (Non-Residential) PERMIT**

ZONING OVERVIEW: The purpose of Zoning Ordinances & the place of Zoning Permits “promoting the health, safety, morals and the general welfare of the Borough in accordance with a comprehensive plan ... designed to lessen congestion in the streets, roads and highways, and to secure safety from fire, panic and other dangers, to provide adequate light and air, to prevent the overcrowding of land, to avoid undue concentration of population, to facilitate the adequate provision of transportation, water, sewage, schools, parks and other public requirements, and to encourage the most appropriate use of land throughout the Borough.”

Please refer to Trappe Borough Code § 340.80-82 for detailed Zoning Permit information.

INFORMATION TO KEEP IN MIND:

- All applicable Zoning Permit Applications are to be submitted prior to submission of any Building Permit Applications
- All driveways with 2,000 sq. feet or more of earth disturbance also require a Grading Permit. Submission of “Grading Permit Application” to be simultaneous with “Driveway Permit Application.”

Ordinance details related to driveways, grading, & stormwater management:

§295.10 D. (1) through (10) – driveways

§179.8 through §179.14 – grading & stormwater management

IMPORTANT NOTE:

**Incomplete submission of all required information and/or documents will result in the entire application being rejected and returned.
You will then need to resubmit with all documentation.**

** The one exception to this requirement is the Certificate of Insurance. Certificates of Insurance can be faxed to the Borough office (610-489-8827) by contractor’s insurance company.*



ITEMS FOR INCLUSION AT TIME OF APPLICATION SUBMISSION:

- 1) Completed “*Driveway Permit Application*”
- 2) Any additional completed Permit Applications needed (such as “*Grading Permit Application*”)
- 3) **Two sets** of Plot Plans* (that is, “top down” orientation) including the following:
 - Size of lot, drawn to scale
 - Location of existing structures
 - Location of proposed improvements and/or structures
 - All relevant setbacks
 - Elevations
 - Sections view
 - Footprint size of all existing structures and impervious surfaces

* **NOTE:** All plans for commercial construction are required to be signed and sealed by a Pennsylvania-licensed design professional per PA-UCC Section §403.42a (c) Permit Application.

- 4) Certificate of Insurance naming Trappe Borough as an Additional Insured party, including ...
 - property liability coverage in an amount equal to or greater than the costs of construction
 - adequate worker’s compensation coverage (*See #5 below*)
- 5) Completed “Worker’s Compensation Insurance Form”
(*If the required Certificate of Insurance does not show Worker’s Compensation coverage*)
- 6) Pennsylvania State Contractor’s License and Registration number of Contractor (*if applicable*)
- 7) Owner’s Authorization Form
(***Required if applicant is not owner of record for property where work is to be done***)
- 8) Approval letter from Homeowner’s Association for work/improvement to be done
(***Required if property is within a development controlled by a Homeowner’s Association***)
- 9) Application fee(s)
All applicable permit fees must be submitted with the permit application. Please refer to the current year’s “Fee Schedule” (available at www.trappeborough.com – click on “Forms, Permits, Maps” link on left side) for amount due.

RESOURCES: YOU MAY NEED FOR THIS APPLICATION / PROJECT

All resources available at Borough office and/or on www.trappeborough.com

- “*Worker’s Compensation Insurance Form*”
- “*Owner’s Authorization*” form
- “*Fee Schedule*” for current year
- “*Grading Permit Application*”



PROCESS NOTES: FROM START TO COMPLETION OF PROJECT

- Building may not commence on your project until a permit has been signed by the Borough Building Code Official and by the owner(s) or contractor and is in your possession.
- While work is being done, the permit(s) must be visibly posted at the job site.
- Erosion Control Installation
Must be completed (if applicable). See Trappe Borough Code §295-18.
- As of 05/04/2004 Trappe adopted the Uniform Construction Code, contained in 34 Pa. Code, Chapters 401 to 405, as amended from time to time, as the municipal building code of the Borough of Trappe, Montgomery County, Pennsylvania. All work must comply with UCC in effect at time of the improvement.
- Electrical Improvements
Any & all electrical improvements associated with this project must be inspected by a PA state-certified third-party electrical underwriter. You must provide the Borough with proof of the electrical inspection by supplying a cut-card or other documentation showing that the electrical work passed inspection.
- Mandatory Inspections
 1. A list of required inspections will be provided to the applicant when permit is issued.
 2. Inspections are scheduled in ½ hour increments between 8:00 – 10:00 AM on Mondays, Wednesdays & Fridays. Please call Borough Hall (610-489-7181) 48 hours in advance to schedule an inspection.
 3. All required inspections shall be requested by the applicant or their contractor when the work has been completed. When inspection has been requested / scheduled and the work is found to be incomplete, the contractor shall be charged \$50.00 for each additional inspection for that work.
 4. It is the responsibility of the applicant to verify that each mandatory inspection is conducted and subsequently approved before continuing to the next phase of construction.
- Permit expiration
All buildings and uses, including changes and alterations thereof allowed by a Building Permit, shall be started within one (1) year of the issuance thereof. If work is not started as authorized within one year of the date of issuance of the Building Permit and carried forward with reasonable diligence to completion, the Building Permit shall become void and of no effect. Application may then be made for a new Building Permit as if the unused Building Permit had never been issued. [Trappe Borough Code §340-112]



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APPLICABLE FEES:

* Permit Fee: _____

State Surcharge: _____

Total Fee: _____

* See current fee schedule

PAYMENT INFO:

Date: _____

Amount paid: _____

Payment type: Cash Check # _____

Approval: _____

PERMIT APPLICATION: DRIVEWAY – Non-Residential

OWNER INFORMATION

NAME: _____

ADDRESS: _____

CITY, ZIP: _____

CONTACT INFORMATION: (Please provide **two** phone #s that give quickest access to you)

PHONE: _____

(Please circle phone type): Home Work Cell

PHONE: _____

(Please circle phone type): Home Work Cell

EMAIL: _____

PROPERTY INFORMATION

ADDRESS OF JOBSITE: _____

EXISTING USE (circle selection):

Low Volume

Medium Volume

High Volume

Other: _____

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PARCEL ID #: _____

BLOCK: _____

UNIT: _____

ZONING DISTRICT: _____



CONTRACTOR INFORMATION

CONTRACTOR NAME: _____

ADDRESS: _____

CITY, ZIP: _____

CONTACT INFORMATION: *(Please provide all information available as tools to access you)*

BUSINESS PHONE: _____

CELL PHONE: _____

FAX: _____

EMAIL: _____

PA LICENSE (HIC #) _____

NOTE TO CONTRACTORS:

We need from YOU:

- Certificate of Insurance (with Trappe Borough named as an Additional Insured party)
- Worker's Compensation form if not indicated on Certificate of Insurance

If you are *not* the Property Owner of record but are turning in documents on their behalf, then YOU need to bring these items from the HOMEOWNER:

- Owner's Authorization form (with homeowner's original signature)
- Homeowner's Association letter of approval (if property is part of HOA)

CONTRACTOR SIGNATURE: _____

APPLICANT SIGNATURE: _____

DATE SUBMITTED: _____