



## Application Packet for Plan Review & **GRADING PERMIT (Residential)**

**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

### **Ordinance details related to grading:**

§179 Trappe Borough Code, Chapter 179 has important details related to grading and stormwater management that you should take into consideration when applying for a Grading Permit. This section of Borough Code is available online at <http://ecode360.com/13382981> or it can be viewed at the Borough office.

### ***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 “*Grading Permit Application*” including Escrow Statement
- 2) **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
- 3) 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 #4 below*)
- 4) Completed “Worker’s Compensation Insurance Form”  
(*If the required Certificate of Insurance does not show Worker’s Compensation coverage*)
- 5) Pennsylvania State Contractor’s License and Registration number of Contractor (*if applicable*)
- 6) Owner’s Authorization Form  
(***Required if applicant is not owner of record for property where work is to be done***)
- 7) 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***)
- 8) 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](http://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](http://www.trappeborough.com)

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



## **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 Officer 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 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]*



**FOR BOROUGH USE ONLY**

**APPLICABLE FEES:**

\* Permit Fee: \_\_\_\_\_

State Surcharge: \_\_\_\_\_

**Total Fee:**

\* See current fee schedule

**PAYMENT INFO:**

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

Amount paid: \_\_\_\_\_

Payment type:           Cash                    Check # \_\_\_\_\_

Approval: \_\_\_\_\_

**PERMIT APPLICATION: GRADING (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):

Owner-occupied    Renter-occupied    Vacant    Other: \_\_\_\_\_

Residential        Commercial/Non-Residential

**FOR BOROUGH USE ONLY**

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



**ESCROW STATEMENT**

The Applicant agrees to post an eight hundred dollar (\$800.00) escrow, to reimburse the Borough of Trappe for review fees, hearing expenses, and for other costs associated with the residential grading permit to the Borough of Trappe.

The Borough of Trappe shall draw reimbursements from said escrow, and shall provide the Applicant with receipts for same at the time of the draw.

The Applicant agrees to replenish the escrow to the amount originally posted, upon the balance of the escrow falling below one hundred dollars (\$100.00) and within twenty (20) days of the date of written notification from the Borough requesting same.

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_