

# Zoning Permit Application

This request must be submitted by the applicant to our office with the appropriate information and fee.

Schuylkill County Planning and Zoning  
 401 N Second Street  
 Pottsville PA 17901  
 Phone: 570.628.1415  
 Business Hours: 8:30 AM to 4:30 PM  
 www.schuylkill.us



*Schuylkill county pa-804*

**FOR OFFICE USE ONLY**

Fee: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Permit #: \_\_\_\_\_

Approved       Denied      Date: \_\_\_\_\_ Zoning Officer: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

**1. Application Type**

Residential       Non-Residential       Home Occupation

Applicants for Non-Residential Permits MUST complete Item #7      Applicants for Home Occupation Permits MUST complete Item #8

**2. Subject Property**

Assessor's Parcel Number(s) \_\_\_\_\_

Property Address or Site Location \_\_\_\_\_ Municipality \_\_\_\_\_

Lot Area (square feet) \_\_\_\_\_ Lot Width (feet) \_\_\_\_\_ Lot Depth (feet) \_\_\_\_\_

**3. Property Owner(s)**

If the applicant is not the landowner of record, upon the request of the Zoning Officer, information must be presented (i.e. agreement of sale or lease, construction contract), to demonstrate that the applicant has the legal right to make the application.

Name(s): \_\_\_\_\_

**4. Present Use of Property**

Residential       Commercial/Industrial       Agricultural       Mining       Vacant

Describe the present use of the property (i.e. residential, retail, office, etc) including existing improvements on it (i.e. house, garage, shed; or office and parking lot)

\_\_\_\_\_

**5. Site Information**

Is there an **existing home** on this property?       Yes       No

What type of **water service** is at and/or available at the property?       Public       On-Site

What type of **sewer service** is at and/or available at the property?       Public       On-Site

**6. Proposed Use of New Structure and/or New Use of Land**

Identify the type of proposed use:

New Structure       Addition to Existing Building       Accessory Structure       Sign       New Use of Land

Describe the proposed new construction/new use of land/Home Occupation (i.e. "shed", "addition to home", "Retail Office")

\_\_\_\_\_

What is the square footage of the proposed construction/use?	_____
What is the height of the new construction?	_____
What is the construction cost?	_____
If apartments or townhomes, what is the total number of units?	_____
If the use is new, enlarged, significantly changed, what is the number of off-street parking spaces?	_____
<b>Dimensional Requirements</b>	
Distance from <b>front property line</b> to new construction (feet)	_____
Distance from <b>rear property line</b> to new construction (feet)	_____
Distance from <b>side property line</b> to new construction (feet)	_____
Distance from <b>other side property line</b> to new construction (feet)	_____
What is the Percent (%) Building Coverage? <i>See Calculating Coverage Worksheet</i>	_____
What is the Percent (%) Impervious Coverage? <i>See Calculating Coverage Worksheet</i>	_____

**7. Non-Residential Permit Application** *Only complete if applying for a Non-Residential Permit*  
 Submit a **Site Plan** to show the all of the following: All Items must be completed. Attach additional sheets to the application.

- Locations, dimensions and use of existing and proposed structures, parking and loading areas, and locations of existing and proposed uses of areas of land, with existing features clearly distinguished from proposed features
- Notes showing the dimensions of all buildings from lot lines and street right-of-way
- Locations of any watercourses and any 100-year floodplain
- Proposed lot areas, lot widths and other applicable dimensional requirements
- Locations and widths of existing and proposed sidewalks

**8. Home Occupation Permit Application** *Only complete is applying for a Home Occupation Permit*

What is the total square footage of your home?	_____
What is total square footage of your home which will be occupied by the Home Occupation?	_____
What is total number of employees?	_____
Will this involve customer, client or patient traffic whether vehicular or pedestrian?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be display or sale of retail goods and/or stockpiling of inventory in substantial nature?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have more than 1 Home Occupation in this Dwelling Unit or in an Accessory Unit?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**9. Owner / Applicant Certification**

By my signature below, I hereby certify the following:

1. I understand that if my application is denied, there is no refund of fees paid.
2. I understand that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of the applicant, such as might or would operate to cause a refusal of this application, or any change in the location, size or use of structure or land made subsequent to the issuance of this permit, without the approval of the zoning office, shall constitute sufficient ground for the revocation of the permit.
3. I understand that this permit applies to Schuylkill County Zoning only and shall not relieve me from obtaining such other permits as may be required by law.
4. I certify that the information provided in this application, including attachments, is accurate and correct to the best of my knowledge.
5. I certify that I am authorized by the owner to make the foregoing application and that, before I accept any permit for which this application is made, the owner shall be made aware of all of the conditions of the permit.
6. I understand that if I unknowingly make any false statements herein I am subject to such penalties as may be prescribed by law or ordinance.

Signature (Blue Ink):	Date:
Print Name:	Phone:
Address:	Fax:
City/State:	ZIP:      Email:



SCHUYLKILL COUNTY PLANNING AND ZONING

# FEE SCHEDULE

## ZONING PERMITS, ZONING HEARING BOARD APPLICATIONS, SUBDIVISION PLANS, GIS DATA

The following fees are established by resolution by the Board of Commissioners and will be charged by the Schuylkill County Planning and Zoning Office. All applications and plans will not be accepted by the Planning and Zoning Office without the appropriate fee and the required documentation. All fees shall be paid in the form of a check or money order made payable to the **“Schuylkill County Treasurer”**. Permit and Application fee are non-refundable and cover the County’s administrative costs.

### Schedule 1. Zoning Permits

Application For	Permit Fee
<b>Residential</b> including residential homes, additions and accessory structures	\$90
<b>Residential</b> multi family dwelling units, mobile home parks	\$90/unit/lot
<b>Home Occupation</b>	\$120
<b>Non-Residential</b> including all commercial, industrial, and agricultural new structures, additions, accessory structures and uses.	\$150
<b>Signs/Towers</b> including communication towers, windmills, outdoor advertisements	\$150/tower/sign
<p><b>Waste Disposal and/or Processing Activities</b></p> <p>The permit fees listed below shall be applicable to activities pertaining to profit businesses engaged in the principal business of disposing of or processing of regulated waste. Regulated waste shall be those wastes defined in the Pennsylvania Solid Waste Management Act, Act 97 of 1980 and the Municipal Waste Planning, Recycling and Waste Reduction Act, Act 101 of 1988, as municipal solid waste, construction/demolition waste, chemo-therapeutic waste, hazardous waste, or industrial residual waste.</p> <p>The above description does not include disposal/processing activities as an accessory use on the same lot and customarily incidental to a permitted principal use.</p>	
<b>Incinerators/Landfills</b>	\$20,000 Plus \$10/Ton*
<b>Expansion of Incinerators/Landfills</b>	\$10,000 Plus \$10/Ton*
<b>Transfer Station/Composting Facilities</b>	\$20,000 Plus \$40/Ton*
<b>Expansion of Transfer Station/Composting Facilities</b>	\$10,000 Plus \$40/Ton*
*Per Ton Fee is Per Ton as Permitted by PA DEP on a daily basis	
<p><b>Fees for permits obtained after the commencement of any activity for which a permit is required shall be three (3) times the amount of the original fee.</b></p>	

### Schedule 2. Zoning Hearing Board

Application For	Fee
<p><b>All Applications to the Zoning Hearing Board including but not limited to Variances, Special Exceptions, and Appeals from the Decision of the Zoning Officer</b></p> <p><i>For matters in which more than one hearing session is held and/or a hearing continuance is requested by the applicant, the applicant shall be charged for all additional costs incurred by the County except legal, technical consultants, or expert witness(es) and ½ of the court stenographer fee.</i></p>	\$600



**Schedule 3. Zoning Amendment**

Application For	Fee
Zoning Amendment Request	\$3,000

**Schedule 4. Miscellaneous Zoning Requests**

Request For	Fee
Extension of Zoning Permit <sup>1</sup>	\$70
Zoning Verification Letter <sup>2</sup>	\$70

**Schedule 5. Subdivision and Land Development Plans – Annexations and Minor Subdivisions**

Application For	Fee
Annexation Plan	\$145
Minor Subdivision	\$150
Major Subdivision and Land Development Plans	\$150 + Escrow Fee <sup>3</sup>

**Schedule 6. Subdivision and Land Development Plans – Major Subdivisions and Land Development Plans**

Application For			
<b>6.1 Subdivision (All Land Uses) and Land Development (Residential Use Only)</b>			
Number of Lots or Units Including Residue Lots	Administrative Fee	Escrow Fees	
		Plan Review	Inspection
2 – 5	\$150	\$600	\$600
6 – 25	\$150	\$1,000	\$1,000
26 – 49	\$150	\$1,500	\$1,500
50 – 99	\$150	\$2,000	\$2,000
100 – 99	\$150	\$2,500	\$2,500
200 and over	\$150	Add \$1,000 for each 100 lots/units or parts thereof over 199	Add \$1,000 for each 100 lots/units or parts thereof over 199
<b>6.2 Commercial, Industrial, Public and Quasi Public (Land Development Only)</b>			
Area to Be Disturbed by Development	Administrative Fee	Escrow Fees	
		Plan Review	Inspection
Under 2 acres	\$150	\$1,200	\$1,200
2 to under 8 acres	\$150	\$1,600	\$1,600
8 to under 15 acres	\$150	\$2,500	\$2,500
15 to under 30 acres	\$150	\$5,000	\$5,000
30 to under 50 acres	\$150	\$7,500	\$7,500
50 to under 100 acres	\$150	\$10,000	\$10,000
100 acres and over		Add \$2,000 for each 50 acres or part thereof over 100 acres	Add \$2,000 for each 50 acres or part thereof over 100 acres

**Schedule 7. Miscellaneous Planning Items**

Request For	Fee
Municipal Reviews of Subdivision and Land Development Plans	\$75



**Schedule 8. GIS Data and Maps**

Request For	Fee
Standard GIS and Standard Assessment Data	\$120
Custom GIS Data Requests	\$120/hour with a 2 hour minimum

**Schedule 9. Administrative**

Request For	Fee
Photocopies	\$0.25/page
Reproductions of Large Plans	As billed by the Assessment Dept.
Zoning Ordinance Book	\$30
Subdivision and Land Development Book	\$30
Municipal Officials Book	\$20
Administrative Fee	10% of the total cost of bill paid on behalf of the applicant if a positive balance is not the escrow account
Returned Check Fee	As required by County Treasurer

**Additional Information Regarding Zoning Fees**

<sup>1</sup> **An extension of a zoning permit may be requested.** Pursuant to Section 103.E of the Schuylkill County Zoning Ordinance (2010-1) states, in part, that work authorized by zoning permits shall be substantially completed within 24 months after the issuance of the zoning permit, unless specifically stated otherwise on the permit. Failure to comply with the aforementioned time limit, the Zoning Officer shall conclusively presume that the applicant has waived, withdrawn or abandoned approvals, variances and permits under this Ordinance and all such approvals, variances and permits shall be deemed automatically rescinded by the County. **In response to an applicant stating good cause in writing, the Zoning Officer may extend in writing the time limit for substantial completion of work to a maximum total of 48 months after permits are issued.**

<sup>2</sup> **Property owners may request "Zoning Verification Letters".** The purpose of the Zoning Verification Letters is to satisfy requirements of other applications (i.e. sales of used autos, license to sell weapons, etc). These Zoning Verification Letters are meant to indicate only if the use is permitted in a particular Zoning District. A Zoning Verification Letter does not relieve the property owner from applying for a permit for such use. A Zoning Verification Letter is not an indication of permit approval.

Zoning Permit Fees, regardless of approval or denial, are non-refundable. Applicants who submit incomplete applications will have their full application fee returned along with their permit application.

**Additional Information Regarding Subdivision and Land Development Fees**

Where combinations of subdivision and land development are proposed on a plan, the fees must be determined separately and added together.

<sup>3</sup> Engineering Escrow amounts are intended to cover consulting fees incurred by the County during the plan review process and/or inspection period and are not considered estimates of the cost of such services. Fees may vary based on the unique circumstances and complexities of individual applications. These fees are billed as set forth in this fee resolution, as may be amended from time to time. Failure to maintain a positive escrow balance



will result in a stoppage of work and the addition of a late payment penalty on any balance unpaid after 30 days, as established by this fee resolution, until the escrow fund is replenished to a minimum balance of 50% or greater than the original escrow posted. **Applicants who do not have a positive balance in their escrow account at the time a bill is received for the project will be charged an administrative fee equal to 10% of the bill(s) received.**

Application fees and escrows should be paid on two separate checks, both made out to the "Schuylkill County Treasurer". Upon the recording of the Subdivision or Land Development Plan, as applicable, with the Recorder of Deeds and the payment of all County engineering, legal and other expenses incurred by the County, exclusive of work performed by full-time County staff members, the Applicant may submit a written request to the County Planning Office for a refund of the unused escrow account. Money held in escrow will not be returned until all invoices from the County's Consulting Engineer have been received by the County and paid by the Applicant.

**Schedule 6.1 Escrow Fees** are based on the number of lots or units and include annexations where there is separate and distinct ownership; minor subdivisions, and major subdivisions. All land uses are included, residential, commercial, industrial, public, quasi-public, and other.

**Schedule 6.2 Escrow Fees** are based on the acreage of the area to be disturbed. The total area to be disturbed is most accurately calculated by CAD software and is subject to review by the Engineer.

The terms "lots", including the residual tract or lot, includes a designated parcel, tract or area of land established by plat or otherwise permitted by law and to be used, developed or built upon as a unit.

For subdivisions that transcend the boundary limits of any municipality governed under the Schuylkill County Subdivision and Land Development Ordinance, only those lots/units which are located entirely or partially within the limits of any municipality governed by the Schuylkill County Subdivision and Land Development Ordinance shall be considered when determining appropriate escrow fees. The entire building square footage shall be considered when determining appropriate Schedule 3 Fees whether or not the building lies entirely within a municipality governed by the Schuylkill County Subdivision and Land Development Ordinance.

An applicant may withdraw the submission of a plan at any time prior to the approval or disapproval of the plan. If the application is withdrawn within 7 calendar days of the plan submittal, the applicant will be reimbursed the plan fees less \$75. However, if the applicant withdraws their plan any time thereafter no fees will be reimbursed to the applicant.

Until a submission is approved or disapproved by the Planning Commission, the applicant may submit a revised plan following the submission and review procedures, which apply to that plan. **Any submission of a Revised Annexation or Minor Subdivision Plan must be accompanied by a fee equal to 50% of the original fee. Any submission of a Revised Major Subdivision and Land Development Fee must be accompanied by \$75. Additional review fees from the County's consulting engineer should be anticipated.**

If the applicant requests a special meeting in order to expedite the review process and the County agrees to such request, the applicant shall pay for all advertising and administrative costs for the requested meeting.