



# MIDDLETOWN TOWNSHIP APPLICATION FOR ZONING PERMIT INSTRUCTIONS

P.O. Box 157 | 27 N. Pennell Road | Lima PA 19037  
610-565-2700 | Fax 610-566-3640 [www.middletowndelcopa.gov](http://www.middletowndelcopa.gov)

## INSTRUCTIONS FOR ZONING PERMITS

1. Fill out and submit the Application for Zoning Permit.
2. Please fill out and submit the Hard Surfaces Tracking form for determination of additional permitting requirements. Only fencing projects are exempt from filling out this form.
3. A scaled or dimensioned plot plan depicting the size of the lot and the location of existing and proposed improvements and the location of any easements or rights-of-way thereon shall accompany each application.
4. Fees are due at the time the application is submitted. (See attached list of Zoning Permit Fees)
5. All contractors must submit a current Certificate of Insurance for General Liability and Workers' Compensation coverage with every application listing Middletown Township as certificate holder. If you do not carry Workers' Compensation, please fill out the Township's Workers' Compensation Exemption Form.
6. Homeowner signatures are required either on the Application for Zoning Permit or on a signed contract to be submitted with the application.
7. Failure to complete all the above items will result in a delay in the permit being processed and issued. Work may not start until the application has been approved and a permit issued.
8. Homeowners may obtain their own permits to the extent they can demonstrate sufficient expertise to complete the work in conformance with code and zoning requirements.
9. All paperwork and permit fees must be submitted in order for your application to be reviewed by the Township Zoning Department.
10. Inspection(s) are required to be performed. Please refer to the issued permit for the list of inspection(s).



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The Middletown Township Code of Ordinances Chapter 275, Zoning, Article XXXVI, Section 225 requires a Zoning Permit be issued for any of the listed construction activities. A scaled or dimensioned plot plan depicting the size of the lot and the location of existing and proposed improvements and the location of any easements or rights-of-way thereon shall accompany each application.

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

Applicant/Contractor \_\_\_\_\_ Email Address \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone # \_\_\_\_\_

Street Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip Code \_\_\_\_\_

Site Location: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

### Type of Structure/Activity (Check One)

- Retaining Wall under 4 ft. above grade
- Detached Private Garage under 1,000 s.f.\*
- Sheds
- Patio
- Deck – if less than 30 inches above grade (a deck of greater height and square footage requires both zoning and building permit approval)
- Fences up to 6 feet
- Greenhouse\*
- Carport\*
- Other\*

### **Brief Description of Work:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* As defined in PA Act 45 of 2004 and associated administrative and enforcement regulations.

Accessory structures associated with properties containing single family detached dwellings in excess of 1,000 s.f. require both zoning and building permit approval. I declare under the penalties of perjury that this application (including any accompanying plans and specifications) has been examined by me and to the best of my knowledge and belief is true, correct, and complete.

Cost of Project \$ \_\_\_\_\_ Owner's Signature: \_\_\_\_\_

Approved  Disapproved

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

Contractor's Signature: \_\_\_\_\_

Contractor's Address \_\_\_\_\_

\_\_\_\_\_  
Zoning Officer's Signature

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
email address

Approval of this application certifies compliance with zoning regulations only. The Township is not responsible for construction details or the adequacy of the completed improvement.



# MIDDLETOWN TOWNSHIP APPLICATION FOR ZONING PERMIT PERMIT FEES

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## ZONING PERMIT FEES

### Sign Permits

#### Permanent Signs

Public Utility or Municipal activity . . . . .	No Cost
School, Church, Hospital, Sanitarium or Club . . . . .	\$50.00
Professional, Commercial and Non-Residential . . . . .	\$150.00
Residential (When associated with an In-home Occupation)	\$50.00
All Others . . . . .	\$100.00

(Additional fees may be imposed if on-site Engineering inspection or review is required. In addition, the applicant shall provide an Insurance Certificate if requested.)

Temporary Signs      \$100.00 (30 day maximum)

### Zoning Permits for Construction within the R-3 and R-4 Use Groups

(In addition to any applicable Subdivision and/or Land Development costs)

New Dwelling Unit . . . . .	Each	\$200.00
Additions to existing dwelling unit . . . . .		\$150.00
Accessory Buildings/Structures . . . . .		\$150.00

(This item includes storage sheds, detached garages, uncovered decks and patios, retaining walls, barns, silos, swimming pools, hot tubs, etc.) Patios that utilize interlocking pavers and do not require the placement of a foundation and/or frost wall and sheds, pole barns and temporary buildings less than one-thousand square feet (1,000 sf) shall require a Zoning Permit only. This item shall include alternative energy systems (solar, wind, etc.) when not placed on an existing structure.

Fences within the R-3 and R-4 Use Groups . . . . .      \$75.00

### Zoning Permits for Construction within all other Use Groups

(In addition to any applicable Subdivision and/or Land Development costs)

New Construction . . . . .	\$200.00 plus \$25.00 per 1,000 sf or portion thereof, of the Gross Floor Area
Additions/Fit-Outs to existing space . . . . .	\$100.00 plus \$25.00 per 1,000 sf or portion thereof, of the Gross Floor Area

Accessory Buildings/Structures . . . . .      \$200.00  
(Includes storage sheds, detached garages, uncovered decks and patios, retaining walls, barns, silos, swimming pools, hot tubs, etc.)

Fences within all other Use Groups . . . . .      \$200.00



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**HARD SURFACES TRACKING FORM**

**Note:** This form must be completed by any person proposing the construction or removal of **HARD SURFACES** on their property, except for applications for Grading and Excavating (Township Code Chapter 186) or applicants requesting approval of exemption from Township Code Chapter 198, Stormwater Management Ordinance.

**Hard Surfaces Definition (aka Impervious Surface)** – Surfaces that include, but are not limited to, buildings, parking areas, driveways, roads, and sidewalks; any areas containing concrete, asphalt, crushed stone, gravel, compacted soils, or other equivalent surfaces shall be considered impervious. Decks that do not prevent infiltration of stormwater runoff into the ground below shall not be considered impervious surface. Pool water surfaces shall be considered impervious surface area. Any area designated to be gravel or crushed stone shall be assumed to be impervious unless it is part of an approved stormwater control facility.

**APPLICANT:**

Date of Application: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Mailing Address (including Zip Code): \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**WORK SITE INFORMATION:**

Site Address (if different than mailing address): \_\_\_\_\_  
 Tax Folio Number of Work Site: \_\_\_\_\_  
 Subdivision/Land Development Name: \_\_\_\_\_  N/A  
 Lot No.: \_\_\_\_\_  N/A    Lot Area (acres): \_\_\_\_\_

**PROJECT INFORMATION:**

Brief Description of Work:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Anticipated Commencement of Work \_\_\_\_\_ Anticipated Completion of Work \_\_\_\_\_  
 (Date) (Date)

## HARD SURFACES TRACKING FORM (Continued)

### HARD SURFACES AREA TABULATION:

List all hard (impervious) surfaces created/constructed after August 28, 2012. Quantities will be reviewed by the Zoning Officer against address records and other publicly available information, prior to forwarding to the responsible Township staff or consultant for review (impervious surface area removed shall be denoted with a negative symbol (“-”) and shall be subtracted in the table below).

None (check this box if none installed)

Date of Installation	Description of Impervious Surfaces Installed	Area of Installed Surfaces (Square Feet)	Work Completed Under Township Permit (yes/no)	Township Permit No. (if applicable)

	<b>Enter this quantity in (C) below, of this section.</b>
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- Total impervious surface area approved for construction on this parcel as shown on a recorded subdivision or land development plan approved AFTER August 28, 2012 (Note: This entry is not required for sites that are part of a subdivision or land development approved PRIOR to August 28, 2012): (A) \_\_\_\_\_ (Sq. Ft.)
- Total impervious surface area previously installed at the site PRIOR to August 28, 2012 (Note: This entry will be “zero” for sites that are part of a subdivision or land development approved AFTER August 28, 2012): (B) \_\_\_\_\_ (Sq. Ft.)
- Total impervious surface area previously installed at the site since August 28, 2012 (Note: Identify verifiable net increase only – total added minus total removed; refer to table above): (C) \_\_\_\_\_ (Sq. Ft.)
- Total existing impervious surface area proposed to be removed with this application: (D) \_\_\_\_\_ (Sq. Ft.)
- Total new impervious surface area proposed with this application (including any new surfaces to be placed over surfaces being removed): (E) \_\_\_\_\_ (Sq. Ft.)
- Total increase of impervious surface area since August 28, 2012 (equals (C) plus (E) minus (D)): (F) \_\_\_\_\_ (Sq. Ft.)
- Area of parcel: (G) \_\_\_\_\_ (Sq. Ft.)
- Total square feet of existing impervious surface (equals (B) plus (C)): (H) \_\_\_\_\_ (Sq. Ft.)
- Percent coverage of existing impervious (equals (H) divided by (G) x 100): \_\_\_\_\_ (%)
- Total square feet of proposed impervious surface on this parcel (equals (F) plus (H)): (I) \_\_\_\_\_ (Sq. Ft.)
- Percent (%) coverage of total impervious surface area (equals (I) divided by (G) x 100): \_\_\_\_\_ (%)
- Zoning District \_\_\_\_\_ Maximum Impervious Surface Cover Pursuant to Zoning Requirements. \_\_\_\_\_ (%)

## HARD SURFACES TRACKING FORM (Continued)

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**CERTIFICATION:**

I (we), the undersigned, am/are Owners of the property (or an Authorized Agent of the Owner) proposed for construction/development and hereby certify to the best of my knowledge, the information contained in this application is true and correct:

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(Applicant - Print Name)

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(Signature)

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(Date)

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**TOWNSHIP REVIEW: (This Section to be completed by Township Officials):**

Township Staff – Notes/Remarks:

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Reviewed By

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Date Reviewed