

LTL CONSULTANTS, LTD – (610-987-9290)

PERMIT APPLICATION CHECKLIST

Residential Zoning/Building Permit:

- Complete the Zoning/Building Permit Application, include the Parcel ID # and present to UPT, 1409 Farmington Avenue, Pottstown, PA 19464. If electrical, plumbing, and/or mechanical work is being performed, please be sure to complete all appropriate applications. Submit workers compensation insurance for each contractor.
- Complete the driveway and/or well application (if applicable).
- Provide a plot plan showing all structures, including sizes, located on the property along with the distance of the structures to each property line. Please note the location of the septic system, well, and any easements on the property. Make sure site address is on each page.
- Provide two (2) copies of the building plans and include the site address.
- Provide proof of EDU from the Sewer Authority or On-Lot Septic permit from the Sewage Enforcement Officer (if applicable)
- Provide Highway Occupancy Permit from PennDot (if applicable)
- Provide approval from Water Authority for public water connection (if applicable)
- Provide Stormwater Management Permit (if applicable)
- Provide Erosion & Sediment Control Plan approval from Conversation District (if applicable)
- Sign the Permit Terms and Conditions on the second side.
- Submit a non-refundable \$50.00 Application Fee (CHECK PAYABLE TO UPPER POTTS GROVE TOWNSHIP). Should you be completing more than one (1) application for one (1) project, pay only one (1) \$50.00 application fee. Please note other fees will apply once the application is processed.

Additional information/documents may be required depending on the type of construction.

CALL BEFORE YOU DIG, MAKE A PA ONE CALL - Dial 811



Present to: *Township of Upper Pottsgrove*
MONTGOMERY COUNTY, PENNSYLVANIA
1409 Farmington Avenue Pottstown, PA 19464
Phone: 610-323-8675 Fax: 610-327-1967
Webpage: uptownship.org Email: administration@uptownship.org

DRIVEWAY PERMIT APPLICATION

PLEASE NOTE THAT OUR BUILDING INSPECTOR HAS UP TO 15 / 30 (RESIDENTIAL / NON-RESIDENTIAL) BUSINESS DAYS TO PROCESS A PERMIT APPLICATION.

| | | |
|---|--|----------------------------------|
| County: Montgomery | Municipality: Upper Pottsgrove Township | Parcel ID #: 60-00- _____ |
| Site Address: _____ | _____, Pottstown, PA 19464 | |
| Property Owner Name: _____ | Phone #: _____ | |
| Mailing Address: _____ | | |
| E-Mail: _____ | | |
| <input type="checkbox"/> EMAIL / CALL ME WHEN PERMIT IS READY | | |
| Contractor Name: _____ | Phone #: _____ | |
| Mailing Address: _____ | | |
| E-Mail: _____ | HIC #: _____ | |
| <input type="checkbox"/> EMAIL / CALL ME WHEN PERMIT IS READY | | |

Location of Driveway: _____

Statement of materials and Construction to be Used:

A Sketch of the Driveway must be provided
% Slope and distances must be indicated on the plan

I hereby certify that the information hereon and herewith is true and correct to the best of my knowledge, and furthermore the property owner has authorized the work.

I certify the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Property Owner/Applicant's Signature: _____ Date: _____

ESTIMATED COST (Reasonable fair market value): \$ _____ **(REQUIRED)**

- OFFICIAL USE ONLY -

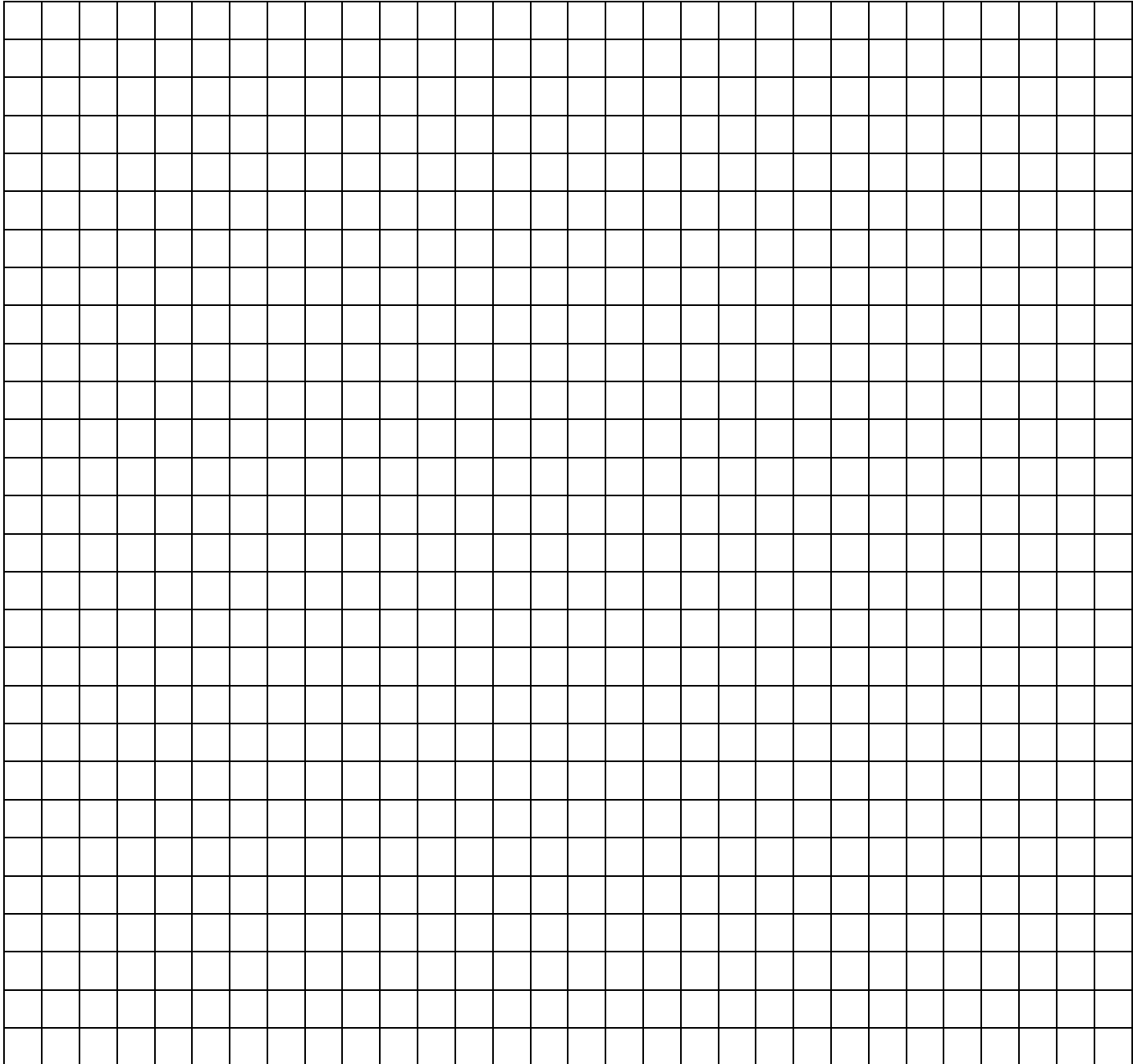
TOWNSHIP APPLICATION FEE PAID: CHECK # _____ AMOUNT \$ _____ DATE: _____

- **NON-REFUNDABLE APPLICATION FEE FOR RESIDENTIAL AND/OR AGRICULTURAL IS \$50.00. (ADD'L. FEES APPLY.)**
- **APPLICATION FEE FOR NON-RESIDENTIAL IS \$500.00 PER SUBMITTAL. THIS FEE SHALL BE APPLIED TO THE COST OF THE PERMIT & ANY REMAINING BALANCE SHALL BE REFUNDED TO THE APPLICANT.**
- **MAKE CHECKS PAYABLE TO UPPER POTTS GROVE TOWNSHIP OR CASH (EXACT CHANGE) (DUE UPON SUBMISSION)**

NAME: _____

SITE ADDRESS: _____, Pottstown, PA 19464

PLOT PLAN / SKETCH PLAN AREA



The Plot Plan must show size and location of all structures and wells on the property and the distance to property lines (hand drawn is acceptable)

Is your drawing to scale Y / N? If yes, what is the scale? _____