



# Borough of New Oxford



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New Oxford, PA 17350

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## Application for Building Permit and/or Zoning Permit

**This Application is for ALL proposed projects in New Oxford Borough**

### **Applicant Section to fill out: (Please Print)**

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

Applicant Name \_\_\_\_\_ Phone # \_\_\_\_\_

Site Address \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Email Address \_\_\_\_\_ Fax # \_\_\_\_\_

Principal Contractor \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

**Cost of Construction \$** \_\_\_\_\_

Proposed structure: Width \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_

Contractor Registration # \_\_\_\_\_

Drawing provided: Y/N

Yards proposed: Front \_\_\_\_\_ Ft. Rear \_\_\_\_\_ Ft. Side \_\_\_\_\_ (Distance to property line to new structures)

Total Lot area: \_\_\_\_\_ Acres/Sq. Ft.

Impervious coverage proposed: \_\_\_\_\_ Sq. Ft.

### **PLEASE NOTE ALL BUILDING PERMIT APPLICATIONS MUST INCLUDE TWO (2) SETS OF PLANS FOR ALL UCC PERMITS**

Please submit two (2) copies of a plot plan drawing showing:

- 1) The property lines of the subject property.
- 2) The location and dimensions of existing structures including wells and septic system components.
- 3) The location and dimensions of proposed structures.
- 4) The distance between structures and property lines.
- 5) Storm water controls shown in accordance with Borough Stormwater Ordinance.

6) Erosion and Sediment Controls for Construction. (Ex. Silt Fence, Mulch Socks, Etc.)

The plot plan, Erosion & Sediment Control Plan, and Stormwater control plan may be drawn on a blank separate sheet of paper for small projects. Engineered plans for larger Projects.

By signing this Application, I certify that the Application and all accompanying documentation are true and correct. This Application is being made by me to induce official action on the part of the Borough and I understand that any false statements made herein are being made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities. I hereby authorize the designated New Oxford Borough official to investigate, inspect, and examine the property set forth herein, including land and structures, to determine compliance with the New Oxford Borough Zoning Ordinance and to determine the accuracy of the statements contained herein. The issuance of a Zoning Permit is based upon the facts stated and representations made in this application. A Zoning Permit may be revoked if use and/or structure for which it has been issued violate any applicable Borough, County, State or Federal law or regulation, including but not limited to the New Oxford Borough Zoning Ordinance. This Permit may also be revoked if it has been issued in error or if issuance was based upon any misrepresentations or errors contained in the Application or otherwise made by the property owner.

**The Property Owner bears all responsibility for ensuring compliance with all applicable Borough, County, State, and Federal laws and regulations. Owner assumes all responsibility for the establishment of official property lines, right of way lines, easements, and property corners prior to design and construction. Approval can be revoked in the future if it is determined that information provided of these facts was misrepresented.**

I am aware that I cannot commence excavation or construction until a Zoning Permit has been issued by the New Oxford Borough Zoning Officer. I am aware that I cannot use the property or change the use of the property herein until I have applied for and received a Zoning Permit for such proposed use. I am aware that prior to the occupancy or use of the property for which this Zoning Permit Application has been made I must apply, in writing, for a Certificate of Use and Occupancy. I am aware that the Application for a Certificate of Use and Occupancy must be made at least fourteen (14) days prior to the date upon which I wish to commence use and occupancy of the property. I understand that moving personal belongings into the property constitutes a use of the property and if I move such personal belongings into the property I understand that I am violating the New Oxford Borough Zoning Ordinance and the terms of this Zoning Permit.

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Property owner must provide a letter giving permission if an agent signs )

**ANY UNSIGNED APPLICATION WILL RESULT IN THE RETURN OF THE APPLICATION WITHOUT PROCESSING**

**NO PERMITS OR APPROVALS WILL BE GRANTED UNTIL ALL FEE'S ARE PAID**

**ALL FEES ARE NON-REFUNDABLE**

**(FOR MUNICIPAL USE)**

**REQUIRED FEE'S IN ACCORDANCE WITH NEW OXFORD BOROUGH FEE SCHEDULE**

\$ \_\_\_\_\_ Building / Zoning Permit Fee

\$ \_\_\_\_\_ Total Building/Zoning Permit Fee (Make checks payable to: New Oxford Borough)

Date Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Copy of Check: Y / N Cash: \_\_\_\_\_ Initials: \_\_\_\_\_

Reviewed and Approved by New Oxford Borough Zoning/Code Enforcement Officer:

\_\_\_\_\_ (Date)

**UCC Inspection Fees if needed are additional and payable by check to the Middle Department Inspection Agency.**

## SITE PLAN

**MUST INCLUDE:**

- PROPERTY LINES
- EXISTING STRUCTURE(S) ON PROPERTY
- (IF APPLICABLE) LOCATION OF SEPTIC SYSTEM
- LOCATION OF PROPOSED STRUCTURE(S)
- DISTANCE LABELED FROM PROPERTY LINES TO PROPOSED STRUCTURE(S)
- DIMENSIONS OF PROPOSED STRUCTURE(S)
- IF STRUCTURE IS A FENCE, THE HEIGHT MUST BE LABELED

**ANY MISSING INFORMATION WILL RESULT IN THE RETURN OF THE APPLICATION**



