

APPLICATION FOR ZONING PERMIT

FILL IN ALL INFORMATION COMPLETELY

Location: _____ Tax Parcel Number: 59- _____

Subdivision: _____ Lot #: _____ Lot Size: _____

Property Owner – Name & Address

Phone Number - _____

Applicant – Name & Address

Phone Number - _____

Proposed Use: _____

Existing Use (if applicable): _____

Lot Dimensions

Width at Front- _____
Width at Rear - _____
Right Side Depth - _____
Left Side Depth - _____

Dimensions of Proposed Structure

Length - _____
Width - _____
Height - _____

Setbacks to Proposed Structure

Front - _____
Rear - _____
Right Side - _____
Left Side - _____

Proposed Structure Square Footage - _____ Total Building Square Footage on Site - _____

A plot plan shall be attached locating all existing and proposed man-made structures and shall include their dimensions and setbacks to at least two property lines. In addition the plan shall include floodplains, wetlands, fences, driveways, streams, north arrow, lot dimensions etc.

Any person aggrieved by the issuance of this permit has the right to appeal, including grants or variances. Such appeal shall be within 30 days of approval, unless such person or persons alleges and proves that he had no notice, knowledge, or reason to believe that such approval had been granted. Because the holder of a permit cannot acquire vested rights prior to the expiration of the appeal period available to protesters, any expenditures made prior to such expiration are at the permit holder's risk. This has sometimes resulted in the removal of premature construction, harsh as it may seem.

APPLICANT'S SIGNATURE

DATE

I hereby certify that the statements contained herein are true to the best of my knowledge and belief.

I understand that this permit will only be issued for the work listed and no other.

I understand that additional information and/or Permits may be required prior to the issuance of this permit

I understand that I shall give London Grove Township 24 hours notice prior to commencing work.

DO NOT WRITE BELOW THIS LINE

Permit No. _____
Permit Fee \$ _____
Approved - _____
Denied - _____

Received - _____
Authorization [] Yes [] No [] N/A
Paid Date - _____
Paid By - [] Check # - _____ [] Cash
Receipt By - _____

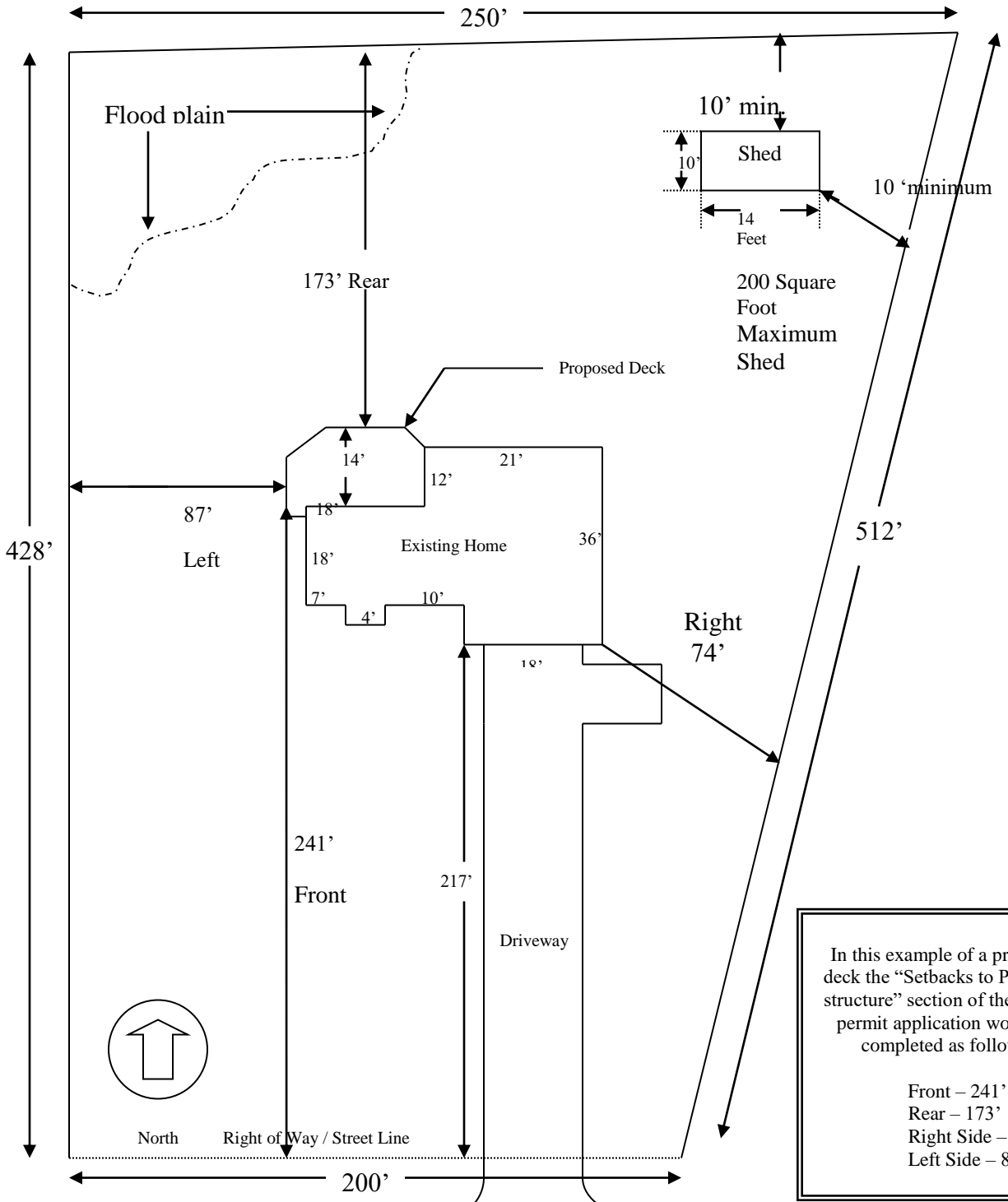
Notes: _____

BY: _____

DATE: _____

EXAMPLE PLOT PLAN

Note – This example plan does not necessarily conform to the Zoning regulations in all zoning districts.



Road

LONDON GROVE TOWNSHIP

372 Rose Hill Road
Suite 100
West Grove, PA 19390

610-345-0100

AUTHORIZATION

(When APPLICANT is not the owner of record, the following must be completed by the owner, and submitted with the permit application.)

I (We) _____
(Name)

(Address)

owners of the property located at: _____
(Site Address)

do hereby authorize: _____
(Contractor's Name)

(Address, Telephone Number)

for the following work: _____

(Owner's Signature)

(Print Name)

(Owner's Telephone Number)

NOTICE

WORKERS' COMPENSATION INSURANCE COVERAGE & PENNSYLVANIA HOME IMPROVEMENT CONTRACTOR (PA HIC) INFORMATION

The attached form shall be completed by all applicants applying for a permit.

Unless exempt, a Workers' Compensation Insurance Certificate (which includes the effective date of the coverage and lists London Grove Township as Certificate Holder) shall be submitted.

Exempt Corporations and Partnerships shall submit proof of exemption.

PA HOME IMPROVEMENT CONTRACTOR INFORMATION

All applicants, with the exception of the property owner, shall submit their Pennsylvania Home Improvement number (PA HIC).

GENERAL LIABILITY INSURANCE COVERAGE INFORMATION

In addition to the above, all applicants, with the exception of the property owner, shall submit an Insurance Certification of General Liability in the amount of \$100,000 or the value of the Structure being worked on; whichever is greater for property damage and \$100,000/\$300,000 for bodily injury.

PROPERTY OWNERS' INFORMATION

The completion of the attached Workers' Compensation form is required by all applicants including property owners.

If the applicant is the owner of the property, insurance certification for general liability, workers' compensation, and Home Improvement Contractor number are not required to obtain a permit; however, should the property owner hire or contract with other parties or subcontractors, the homeowner could be held responsible for a loss, if those parties do not have the proper insurance.

The homeowner applicant should assure that anyone working on their property has in force the proper current liability and Workers' Compensation Insurance coverage, and are named as a certificate holder or additional insured. Homeowner applicants should also be aware that by acting as the applicant the homeowner assumes all responsibility for following Township Ordinances and all liability if those ordinances are not followed.

**LONDON GROVE TOWNSHIP SHALL BE LISTED AS A CERTIFICATE
HOLDER ON ALL INSURANCE FORMS SUBMITTED TO THE TOWNSHIP**

LONDON GROVE TOWNSHIP
372 Rose Hill Road, Suite 100, West Grove, PA 19390

WORKERS' COMPENSATION INSURANCE COVERAGE INFORMATION
MUST BE COMPLETED BY ALL APPLICANTS

Note: Under State Law, London Grove Township is responsible to stop all work on any site when non-exempt parties are working without Workers' Compensation Insurance and/or non-exempt parties have not completed and submitted the proper exemption form to the Township.

Site Address: _____

Name of **Applicant**: _____

A. Is the **Applicant** the property owner? No (go to B) YES (if yes check statement below)
 Applicant is the property owner, and understand that if he/she hires other parties or subcontractors, such parties or subcontractors shall submit acceptable insurance information or proof of exemption thereof to the property owner before commencing any work on the property. The property owner also should request the contractors Pennsylvania Home Improvement Contractor number (PA HIC).

B. Is the **Applicant** a contractor within the meaning of the Pennsylvania Workers' Compensation Law:
 No (go to C) YES (if yes provide the following)
Home Improvement Contractor (HIC) #: _____ Expires: _____
Federal or State Employer Identification #: _____
Check one of the following:
 Applicant is a qualified self-insurer for Workers' Compensation (certificate attached)
 Applicant is insured by: _____ (certificate attached)

Note: The Township does not keep certificates on file. London Grove Township must be listed as the "certificate holder".

C. Is the **Applicant** a contractor that is **exempt** from Workers' Compensation Law? YES (if yes provide the following):
Home Improvement Contractor (HIC) #: _____ Expires _____
 Applicant is a Contractor with no employees. The contractor is prohibited by law from employing any individual to perform work pursuant to this permit unless contractor provides proof of insurance to the Township.
 Applicant is a Contractor that is a member of a Corporation that has claimed exemption. A copy of exemption notification must be attached.
 Applicant is a registered partnership through State of PA – proof must be attached.
 Applicant is exempt under the religious exemption of the Worker Compensation Law.

Applicant Signature: _____

Name: _____

Address: _____

Telephone: _____

COUNTY OF CHESTER ASSESSMENT OFFICE

313 W. MARKET STREET, SUITE 4202, P.O. BOX 2748, WEST CHESTER, PA 19380-0991

610-344-6105

Fax 610-344-5902

www.chesco.org

JONATHAN B. SCHUCK, MBA CPE

Director of Assessment

Dear Property Owner:

As you have applied for a building permit from your municipality, the county Assessment Office would like to advise you of the steps surrounding our involvement in the process. We would like to make sure that you are aware of what will take place during construction and after the improvement is finished.

- 1) The municipality is required to supply a list of all building and zoning permits to the Assessment Office monthly.
- 2) An assessor will visit your property when they are in your municipality (generally rotate through every 2 – 3 months).
- 3) When arriving at your property, the assessor will come to the front door and identify themselves wearing a Chester County I. D. badge and will present a business card. They will ask you questions about the building permit and may need to measure the improvements (from the outside).
- 4) If you are not home when the assessor arrives, a business card will be left with a note on the flip side of the card. The assessor will proceed to the improvement and measure if the work is sufficiently complete. Otherwise they will mark it for a revisit the next time they are in the municipality.
- 5) Please cooperate with the assessor, as he or she is simply trying to get the correct information about your improvement, so there will be no mistakes on the county record.
- 6) After the construction is finished or 30 months has elapsed your improvement will be assessed and added to your property record card.
- 7) You will receive a notice from our office changing your assessment reflecting the addition of the new improvement. If you require more information please call our office at 610-344-6105 and ask to speak to the assessor assigned to your municipality.

It is the intention of this letter to inform you of the assessment process so that you realize that we will be visiting your property. Please note that due to time constraints we generally **do not make appointments**, unless absolutely necessary. Please be patient when an assessor knocks on your door and answer any questions to the best of your ability. Thank you for your anticipated cooperation.

Sincerely,
Jonathan B. Schuck
Director
Susan L. Caldwell, CPE.
Chief Assessor

Taxing Authority-please run additional copies of this letter when your supply runs low.