



Jefferson Borough

P.O. Box 146 • 48 Baltimore Street • Codorus PA 17311

717-229-0545 (PHONE)

717-229-2845 (FAX)

jeffersonboro@comcast.net

www.jeffersonboro.net

A **Zoning Permit** is required prior to a change in use of land or structure; the erection, construction, improvement or alteration of any structure or portion thereof; the alteration or development of any improved or unimproved real estate; the erection or alteration of certain permanent and/or temporary signs. A **Building Permit** is required to ensure that all newly proposed structures and proposed structural alterations are performed in compliance with the Pennsylvania Uniform Construction Code.

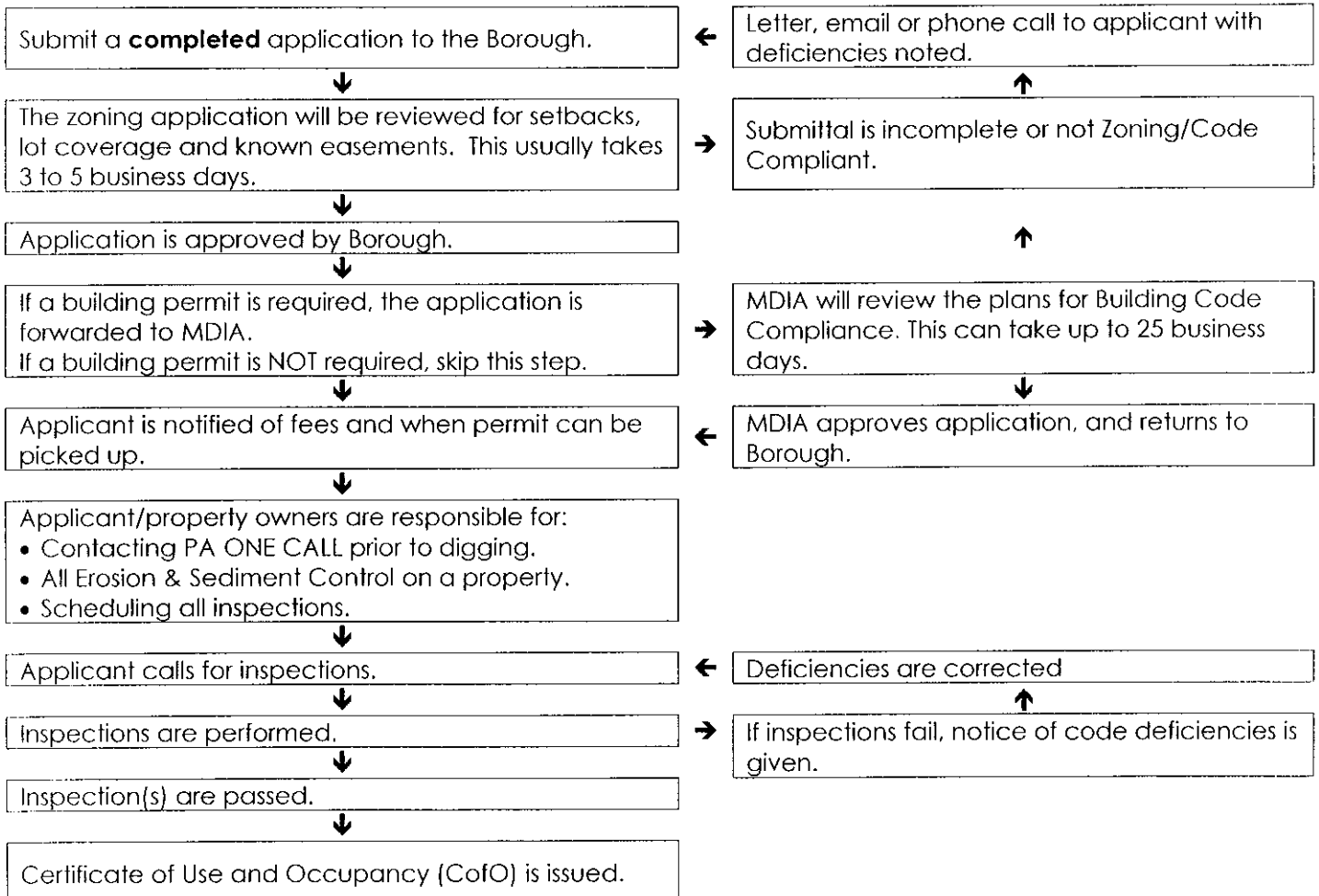
Zoning Permits

- Patios & Sidewalks
- Accessory Structures including sheds & greenhouses (under 1,000 s.f.)
- New uses or change of use of a property
- Retaining walls (under 4' high)
- Fences (under 6' high)
- Grading or placing of fill
- Well/Water Quality
- Ponds
- Any work in a floodplain
- Driveways

Zoning & Building Permits

- Residential dwellings & additions or alterations
- Commercial buildings & additions or alterations
- Decks & sunrooms
- Swimming pools (including temporary), pool fences & hot tubs
- Retaining walls (over 4' in height)
- Accessory structures (over 1,000 s.f.)
- Signs
- Patio or Breezeway enclosures
- Alternative Energy (solar, geothermal, outdoor furnace, etc.)
- Interior renovations including basement finishing, electrical & plumbing
- Home Occupations

BASIC PROCEDURES FOR OBTAINING A ZONING/BUILDING PERMIT



OTHER PERMITS WHICH MAY BE REQUIRED

Sewage/Septic	For new OLDS or repairs. If adding bedrooms the existing septic system will need to be evaluated. <i>(If the project is connected to a sewer system, contact appropriate agency)</i>	1. Obtain a sewage permit application from Borough office. 2. Contact & forward the original application to the Township Sewage Enforcement Officer.
Erosion & Sedimentation (E&S) Controls	For projects covering 5,000 s.f. of ground cover, a written E&S plan is required. If 1 acre or more in area is disturbed, an NPDES permit is required.	Contact York County Conservation District (YCCD) for process and procedures at 717-840-7430.
Water of the Commonwealth	For stream/creek crossing for driveways, bridges; any work in the streambed or in the floodway.	Contact Ed Muzic at the Department of Environmental Protection at 717-705-4765 or emuzic@pa.gov .
Stormwater Management (SWM)		1. Obtain a SWM application from the Borough Office 2. Complete per application. NOTE: building & zoning permits cannot be released until a SWM Plan/Permit has been approved.

CONTACTS

Rachel Vega -- Zoning Officer	717-739-6633 Call or Text Zoning@jeffersonborough.com	P.O. Box 146 48 Baltimore Street Codorus, PA 17311
Robert Terry – MDIA	717-761-5340 800-382-1438 (main)	3901 Hartzdale Drive York, PA 17403
Pete Schilling – Commonwealth Code Inspection Services	717-846-2004 karen@codeservices.net	40 W. 11 th Avenue York, PA 17404
Cory McCoy - Borough Engineer CS Davidson, Inc.	717-846-4805 717-846-5811 (fax) www.csdavidson.com	38 N. Duke Street York, PA 17401
Doug Stambaugh, GHI Engineers -- Sewage Enforcement Officer	717-637-3800	213 Carlisle Street Hanover, PA 17331

GENERAL ZONING REQUIREMENTS

ZONE	BUILDING TYPE	MAX. LOT COVERAGE	YARD SETBACKS			MAX. HEIGHT
			FRONT	SIDE	REAR	
RT	All Uses	65%/70%*	20'	5'	20'	2.5 stories or 35'/15'***
RO	All Uses	45%	35'	15'	35'	2.5 stories or 35'/15'***
VC	All Uses	85%	20'	15'	20'	35'
I	All Uses	85%	30'	20'	30'	35'

*65% lot coverage. For lots with 50 feet of frontage or less the lot coverage is 70%.

**The maximum height for accessory structures in the RT and RO Zones is 2 stories or 15 feet.

NOTE: This office does not have authorization to permit proposed work should this application be denied or refused. The Zoning Hearing Board has authority to grant permission to vary from what the Zoning Ordinance allows. Please be informed that:

- If this application should be denied due to a violation regarding dimensional requirements of the zoning district, you may file for a variance. Application is made through this office and forwarded to the Zoning Hearing Board.
- If this application should be denied due to a discrepancy against the proposed use in the indicated district zone you may file for a Special Use Permit or a Use Variance, whichever applies. Please inquire for further information and/or procedures.

If the application is denied due to deficiencies, an applicant can re-apply once all the deficiencies have been eliminated.

ZONING (office use)

DATE RECEIVED: _____

DATE COMPLETE: _____

PERMIT #: _____

SENT TO CCIS: _____

JEFFERSON BOROUGH YORK COUNTY ZONING PERMIT APPLICATION

BOROUGH FEES		MDIA FEES	
ZONING:	\$25.00	BUILDING:	\$_____
Additional Inspections _____ @ \$30	\$_____	OTHER:	\$_____
C of O:	\$10.00	TOTAL:	\$_____
OTHER:	\$_____		
TOTAL:	\$_____		

PRINT LEGIBLY – USING BLUE OR BLACK INK

An incomplete application will not be reviewed until all missing information is submitted. This includes all signatures. If information is not submitted the application can be deemed incomplete and can be denied. Mark N/A if a section is not applicable.

CONTACT INFORMATION				
Check box to indicate main contact				
	Name	Address	Phone(s)	E-mail
<input type="checkbox"/> Property Owner				
<input type="checkbox"/> Applicant				
<input type="checkbox"/> Contractor				

PA Act 132 Registration # _____

Provide a list of sub-contractors if any are being used.

Indicate insurance and attach a copy:

- Self - provide copy of homeowners insurance
- Contractor's Workers Compensation or Waiver

EXISTING SITE INFORMATION

Site Address: _____ Tax Parcel ID #: 73-000-____-0____-____ Lot Area: _____ acres.

Zoning District: Residential Town Residential Outlying Village Center Industrial Historic
 Floodplain

Utilities: Sewer Service: Public Private Water Service: Public Private

- Are there any easements or right-of-ways on the property? Yes No
- Are any utility poles on your property? Yes No
- Are there any underground utilities through the property? Yes No
- Are there any deed restrictions or homeowner's association for the property? Yes No
- What type of road does the site access? Township State Private

Attach a copy of documents (deed, restriction, HOP permits, driveway permits, etc).

PROPOSED IMPROVEMENTS

STRUCTURAL ACTIVITY

- New Structure
- Addition
- Alteration
- Demolition
- Replacement
- Other _____

TYPE OF IMPROVEMENT

- Accessory Structure
- Alternative Energy
- Deck
- Fence/Wall
- Single Family Residence
- Sidewalk/Patio/Pavers
- Sign
- Swimming Pool/Spa
- Other _____

OTHER DEVELOPMENT ACTIVITIES

- Fill, Grading, Excavation
- Pond
- Watercourse Alteration Drainage Improvements
- Well
- Other _____

USE

- Change of Use.
- Home Occupation
- Special Event
- Temporary Use
- Yard Sale
- Other _____

SIZE OF IMPROVEMENT	DISTANCE FROM PROPERTY LINES	DESCRIPTION OF WORK
Length: _____	Front: _____	_____
Width: _____	Rear: _____	_____
Height/Floors: _____	Right: _____	_____
Total Bedrooms: _____	Left: _____	_____
Total Area: _____		_____

- Is a construction entrance being utilized for this project? No Yes - provide details of location and method
- Is the proposed land disturbance (construction entrance, grading, etc.) over 1,000 s.f. in area? No Yes - **submit Stormwater Management Application**

"Total cost of construction" means the actual cost incurred by the owner, all contractors, subcontractors and other parties for labor, material, equipment, profit and incidental expenses for the entire project.

TOTAL COST OF CONSTRUCTION: \$ _____

STATEMENTS AND VERIFICATION BY APPLICANT

Initial by each paragraph, then sign & date below

Initials	I hereby understand and agree to the following:
	This application authorizes any municipal representative of Jefferson Borough to access the above property as stated within this application during normal business hours, without an administrative warrant; to inspect and verify that any proposed use and/or structure contained within this application complies with all Jefferson Borough Zoning Ordinance requirements.
	The Borough office is not responsible for any property dimensions shown on the site plan and establishment of property lines is the sole responsibility of the property owner and applicant.
	The failure to adhere to any and all provisions of the Jefferson Borough Ordinances shall constitute a violation as to any Permit issued per this Application, which shall cause any Permit to become Null and Void, and revocable by Jefferson Borough via its Zoning Officer or other designated agent.
	No construction, including moving of earth, can begin until the appropriate permits are acquired.

The application, together with the signed site plan and construction documents, is made part of this application by the undersigned. I/We hereby certify that as applicants, owners, or others that I/we completed and read the foregoing Application, that the information and statements provided on this application is true and correct to the best of their knowledge or belief. I/We do hereby certify under penalty of perjury.

Signature of Applicant _____ Date _____
 Signature of Property Owner _____ Date _____

The property owner(s) must sign this application to verify the contractor or tenant has permission from the property owner(s) to do all construction work authorized by the issuance of this permit.

ZONING OFFICER ACTION

(office use only)

_____ The application is in accordance with the Jefferson Borough Zoning Ordinance and is hereby **approved**.

_____ The application is hereby **disapproved** for the following reason(s):

_____ in violation of § 198-

Signature of Zoning Officer _____ Date _____

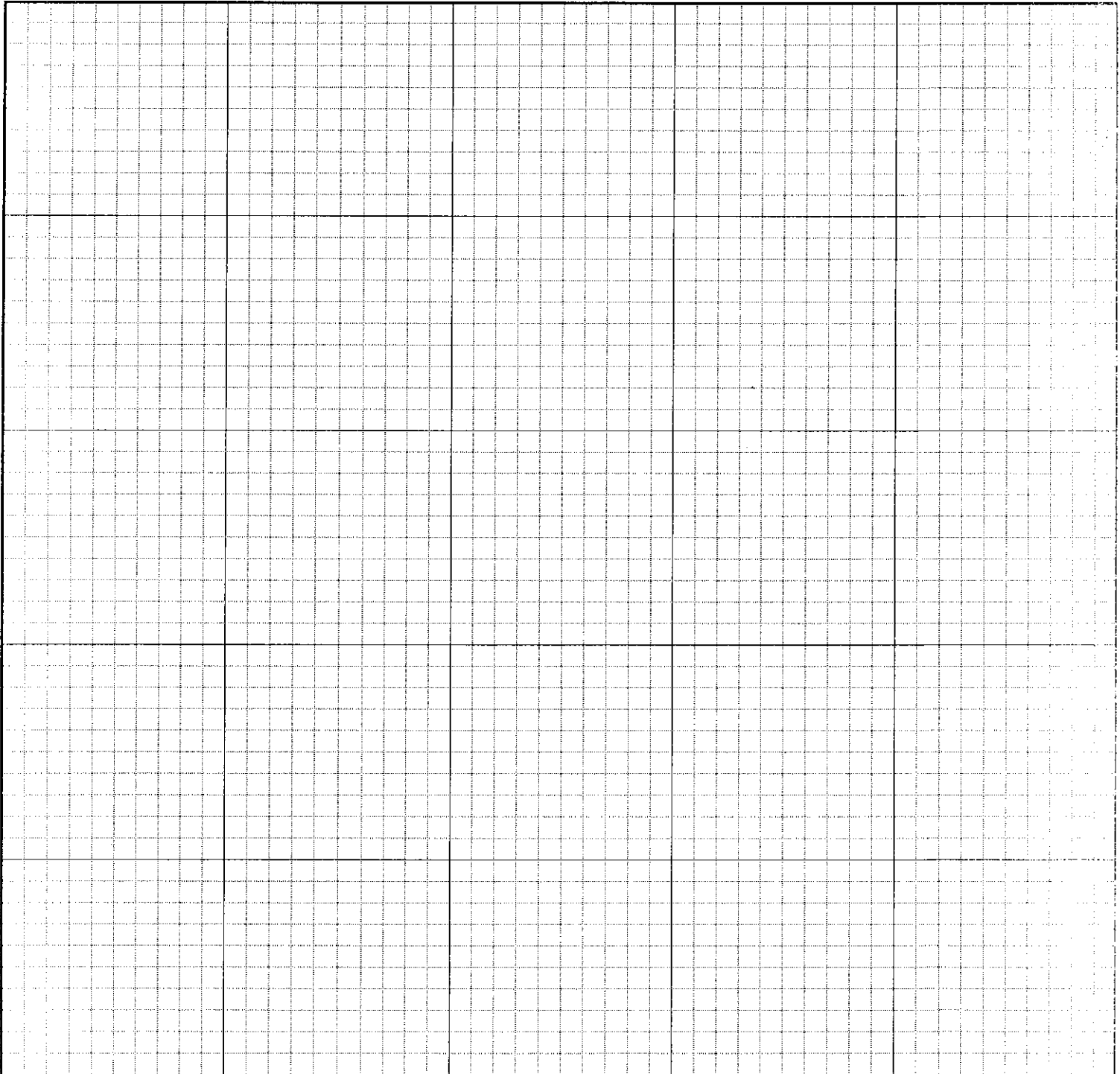
Special Instructions or Restrictions: _____

PROPERTY DRAWING

Provide a sketch in the box below (or on a separate sheet of paper) depicting the following information.

All information must be displayed on the Zoning Permit Application may be deemed incomplete and may be denied.

1. Rough sketch of the property boundary lines and dimensions, include any roads.
2. Depict all existing & proposed buildings, driveways and sidewalks. Include the location of well, septic system and any easements on the property.
3. Distance in feet from the proposed structure to:
 - All property lines (front, rear, & both sides)
 - Any other accessory structures
 - The primary residence
 - Well and septic systems
4. Outline the area of disturbance and provide location of E&S measures (ex. silt fences or sedimentation trap).
5. Draw the location of any proposed SWM facilities.



1 box = ___ feet (example 1 box = 2 feet)

LOT COVERAGE WORKSHEET

Directions: Complete this worksheet after taking accurate measurements of all existing impervious surfaces. All dimensions should be consistent with the attached site plan. If this worksheet is not completed or if information is left off, the Zoning Officer may deny the application or complete the worksheet using aerial photographs, previous building permits and any available site information (which may be inaccurate).

ADDRESS: _____ **PIDN:** _____ **ZONING:** _____

1. **Lot Size (1 acre = 43,560 s.f.)** Lot size can be found on deed or tax assessment paperwork. Multiply the number of acres by 43,560 to obtain the total square feet (s.f.) of the lot.

_____ ac. _____ s.f.

EXISTING (Indicate dimensions of existing structures/surfaces then multiply the dimensions to obtain s.f.)

Dimensions

Square Feet

2. House	_____	ft	x	_____	ft	_____
3. Attached Garage	_____	ft	x	_____	ft	_____
4. Attached Deck	_____	ft	x	_____	ft	_____
5. Driveway (including stone)	_____	ft	x	_____	ft	_____
6. Sidewalk/Patio	_____	ft	x	_____	ft	_____
7. Detached Garage(s)	_____	ft	x	_____	ft	_____
8. Decking (not attached to house)	_____	ft	x	_____	ft	_____
9. Shed(s) or other accessory buildings	_____	ft	x	_____	ft	_____
10. Pool (including surrounding concrete deck)	_____	ft	x	_____	ft	_____
11. Barn(s)	_____	ft	x	_____	ft	_____
12. Other _____	_____	ft	x	_____	ft	_____

13. **Total Existing Lot Coverage** (add lines 2-12) _____ s.f.

14. **Total % of Existing Lot Coverage** (line 13 divided by line 1, then multiply by 100) _____ %

PROPOSED (Identify structure, i.e. addition, deck, garage, etc.)

Dimensions

Square Feet

15. _____	_____	ft	x	_____	ft	_____
16. _____	_____	ft	x	_____	ft	_____

17. **Total Proposed Lot Coverage** (add lines 15 & 16) _____ s.f.

18. **Total Coverage in s.f. – existing & proposed** (add lines 13 & 17) _____ s.f.

19. **Total % Lot Coverage** (line 18 divided by line 1, then multiply by 100) _____ %

20. **Total % Lot Coverage permitted** (provided on Page 2 of the application directions) _____ %

21. **Total Coverage in s.f. – permitted** (multiple line 20 by line 1) _____ s.f.

Lot Coverage is a percentage of the lot area which may be covered with an impervious surface. An **impervious surface** is made of materials which prevent the percolation of water into the ground. These materials include semi-impervious materials such as gravel stone and block. Examples of surfaces that should be included in lot coverage are buildings, driveways, parking areas, sidewalks, concrete pads, swimming pools, etc.