



# Hilltown Township Zoning Permit Application

**YOUR INITIALS BELOW INDICATE THAT YOU HAVE READ THE ADDITIONAL INSTRUCTION ON PAGE FOUR(4) OF THIS APPLICATION. THE TOWNSHIP WILL NOT ACCEPT APPLICATIONS UNLESS INITIALED BELOW.**

\_\_\_\_\_ **Applicant's Initials (Must Read Above)**

1. Attach to, or indicate on the reverse side, a sketch showing the precise location of all existing structures and identify all proposed structures (if any) with all distances between buildings indicated, as well as all dimensions of existing and proposed buildings and distance to property or street lines. The sketch must indicate any information as requested on the reverse side.

2. Name of Applicant: \_\_\_\_\_

3. Address of Applicant: \_\_\_\_\_

Telephone #. Home: \_\_\_\_\_ Business: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

4. Name of Property Owner: \_\_\_\_\_

5. Address of Property Owner: \_\_\_\_\_

Telephone #. Home: \_\_\_\_\_ Business: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

6. Tax Parcel Number (found on the County Tax Bill or property owner's deed): \_\_\_\_\_

7. Present Use of the Property: \_\_\_\_\_

8. Proposed Use of the Property: \_\_\_\_\_

9. Lot Size: \_\_\_\_\_ (acres)                      Number of proposed bedrooms: \_\_\_\_\_

10. Application is hereby made to (circle one):

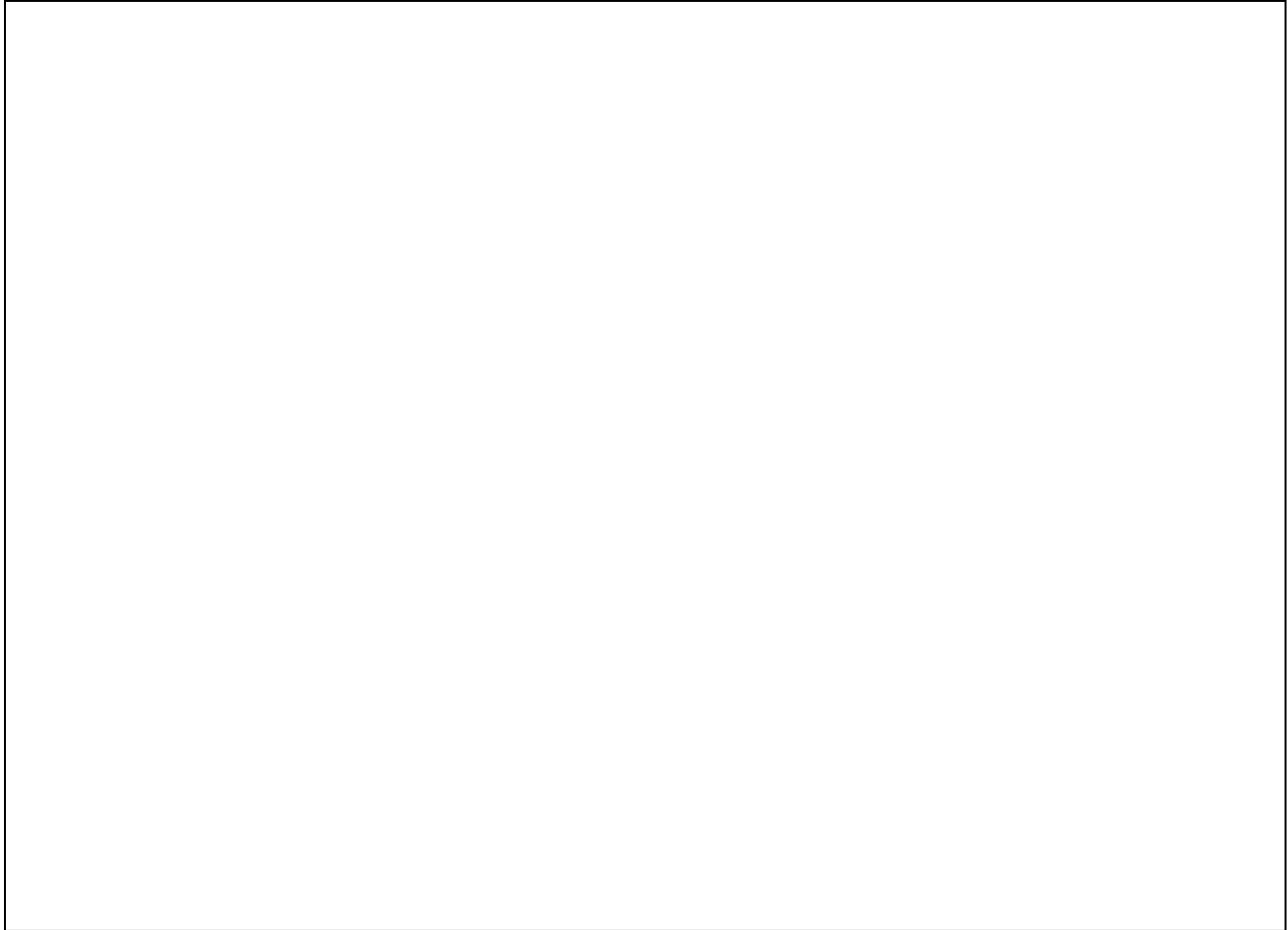
- Change the use of the property       Erect a structure                       Add to an existing structure  
 Remodel an Existing Structure       Other, Please explain

11. Dimensions and Description of Proposed Work and/or Use: \_\_\_\_\_

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

12. Site Address: (if unknown please leave blank) \_\_\_\_\_

## Site or plot plan - for applicant use



The setback for the primary building (house & garage) for the following zoning districts with B1 Use:

	<u>Principal Structure</u>			<u>Sheds (&lt; 250 sqft)</u>	
	<u>Front</u>	<u>Side</u>	<u>Rear</u>	<u>Rear</u>	<u>Side</u>
Rural Residential	50 ft.	25 ft.	75 ft.	12 ft.	12 ft.
Country Residential 1	45 ft.	20 ft.	60 ft.	5 ft.	2 ft.
Country Residential 2	45 ft.	20 ft.	60 ft.	12 ft.	12 ft.
Village Center	35 ft.	20 ft.	50 ft.	5 ft.	2 ft.

Setbacks for **Pools** is 10 ft. side and rear yards only & **Fences** must be 1 foot from property lines and right of ways.

### Plot Plan Requirements

All the following must be clearly illustrated and identified on the site plan or noted as not present on the parcel:

1. Property lines with distance bearing information.
2. Existing - proposed easements with distance bearing information
3. Building setback lines
4. Proposed house corners. Roof-gutter overhangs, porches, pools etc. must be illustrated.
5. Required buffer yards
6. Existing woods and proposed extent of clearing.
7. Driveway location, width and access point.
8. Existing-proposed utility locations including, but not limited to, water lines, sewer laterals, gas lines, electrical lines, proposed and of existing septic fields, proposed or existing wells, etc.
9. Sump pump-roof drain line locations, line sizes, and discharge points.
10. Erosion-Sedimentation control as required.

## **Zoning Ordinance Requirements**

What is the total amount of property (in square feet) covered with structures, driveways, sidewalks, etc?

\_\_\_\_\_

(Total Square feet of structures on the property)

\_\_\_\_\_

(Total square feet of sidewalks & driveways)

\_\_\_\_\_

(All other impervious surface)

Number of off-street parking spaces: \_\_\_\_\_

Height of the proposed structure: \_\_\_\_\_

Is any other part of your property in a floodplain?     Yes     No

Do any neighbors, utilities, etc. have easements or right of way on the property?     Yes     No

Will there be more than 1000 square feet of Earth Disturbance?     Yes     No

**If yes**, a copy of the Bucks County Conservation District Permit (Earth Disturbance Approval) must be submitted with this application. Their phone number is (215) 345-7577.

(There is an exemption for Swimming Pools for up to 2000 square feet).

To speed up the process for rejection letters and requests for more information the Township can email any correspondence regarding this application. If you wish to give an email address, please give it on the line below.

\_\_\_\_\_

### **CERTIFICATION**

I (print name) \_\_\_\_\_ hereby state the above facts and statements, including any attachments, are to the best of my knowledge accurate and complete. I further understand that any falsification of information or an incomplete application may be considered reason to reject the application and that the false statements herein are made subject to the penalties of PA Cons. Stat. 4904 relating to Unsworn Falsification to Authorities.

Signature: \_\_\_\_\_

Owner: (if other than above)

I (print name) \_\_\_\_\_ have read and familiarized myself with the contents of this application and hereby consent to its submission and processing.

Signature: \_\_\_\_\_

## **ADVISORY TO APPLICANT:**

Applicant is advised that upon review of a completed application, it may be determined that additional approvals are required prior to final issuance of a Zoning Permit. Those additional approvals may include (but are not necessarily limited to):

- **PennDOT**  
Applications that affect the use of a property that takes access from a road under PennDOT Jurisdiction may require a PennDOT Permit.
- **Pa. UCC**  
If the proposal includes construction regulated by the Pennsylvania Uniform Construction Code, a Building Permit Application is required.
- **BCCD**  
If the proposed work area involves disturbance of more than 1000 square feet of soil, then approval from the Bucks County Conservation District is required (there is an exemption of up to 2000 sqft. for in-ground swimming pools). Bucks County Conservation District Permit phone number is (215) 345-7577.
- **Stormwater**  
If your proposal involves the construction of 1000 square feet or more of impervious surfaces since the year 2000, a stormwater management plan or review may be required. Impervious surfaces include (but are not necessarily limited to): driveway (both asphalt and crushed stone), buildings, some decks, patios, walkways, sports courts, etc.
- **Wastewater**  
Certain projects may necessitate the review and approval of either the Bucks County Health Department or your Public Water and/or Sewer provider.
- **Driveway Permit**  
If your proposal involves work of any type within a township Right-Of-Way, a Driveway or Road Opening Permit may be required.
- **Land Development**  
Certain uses may require the submission of a Land Development Application to the Planning Commission and Board of Supervisors.
- **Other**  
Certain uses may require submission to the Planning Commission (Conditional Uses), Zoning Hearing Board (Special Exceptions) or other Boards, Commissions or Agencies.

**If it is determined that additional approvals are needed, you will be notified in writing from the Hilltown Township Zoning Office.**

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*Do not write below this line*

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Zoning Officer's Review:

COMMENTS:

APPROVED

REJECTED

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Hilltown Township

Bucks County, Pennsylvania

P.O. 260, 13 West Creamery Rd - Hilltown, PA 18927

Phone: (215) 453-6000 x214 – E-Mail: [buildingandzoning@hilltown.org](mailto:buildingandzoning@hilltown.org)

### COMMERCIAL ACCOUNTABILITY REGISTRATION FORM

#### I. BUSINESS INFORMATION *(Each line item MUST be completed)*

Business Name:

Business Address:

Business Mailing Address:

Phone:

E-Mail:

Type of Business:

Hours of Operation:

No. of Employees:

#### II. BUSINESS OWNER INFORMATION *(Each line item MUST be completed)*

Name:

Home Address:

Phone:

E-Mail:

#### III. PROPERTY OWNER INFORMATION *(Each line item MUST be completed)*

Name:

Address:

Phone:

E-Mail:

#### IV. EMERGENCY CONTACT INFORMATION *(Three Names Required – place in priority order)*

Name:

Phone:

Name:

Phone:

Name:

Phone:

#### V. FIRE ALARM INFORMATION *(Each line item MUST be completed)*

Fire Alarm Company:

Phone:

Fire Alarm Monitor Provider:

Phone:

Sprinkler Company:

Phone:

**\*\*OFFICE USE ONLY\*\***

Copies sent to:

Police Department \_\_\_\_\_

Fire Department \_\_\_\_\_