



**CHESTNUTHILL TOWNSHIP**  
PO Box 243, 271 Route 715  
Brodheads ville, PA 18322  
570.992.7247  
mneeb@chestnuthilltwp-pa.gov

# Commercial Business Application

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## Registration Fee: \$50.00

Make checks payable to Chestnuthill Township  
Credit/Debit Cards Accepted

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14-Digit Parcel Identification Number:

Permit Number:

Name of Business Owner(s):

Name of Applicant:

Name of Property Owner:

Mailing Address:

Street Address/Unit #:

Phone Number:

Is the 911 Address Posted Correctly:

Yes      No

Select Zone/District:

RR	R-1	R-2	R-3	RS	CR	LIC	BP
VC	GC	GI	I				

Name of Business:

Business Website:

Business Phone:

Business Fax:

Business Address:

Use of Structure:

Nature of Business:

Business Square Footage Used:

Parking Spaces:

# of Employees:

Hours of Operation:

Number of Days of Operation

*I fully understand the provisions of this application and hereby certify that all information submitted is true and correct to the best of my knowledge*

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

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

**LEAVE THIS SECTION EMPTY: TO BE COMPLETED UPON REVIEW OF THE ZONING OFFICER**

License (Permit Number):

Date of Application:

Permit Status:

Reason (If Denied):

Approved

Denied

Matthew T. Neeb  
Zoning Officer

Revised: 01/24



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# Zoning Change of Use Permit Application

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**Fee: \$50.00**

Make checks payable to Chestnuthill Township

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14 Digit Parcel Identification Number:

Is the 911 Address Posted Correctly:

Yes      No

Select Zone/District:

RR	R-1	R-2	R-3	RS	CR	LIC	BP
VC	GC	GI	I				

Applicant Name:

Applicant Phone Number:

Applicant Address:

Business Name:

Business Phone Number:

Business Address:

Nature of Business:

Current Use:

Proposed Use:

**A Change of Use Zoning Application Requires a Site Plan and Information Regarding the Following:**

Amount of Sq. Ft. Available to the Public: Existing Interior/Exterior Sq. Ft. and Any Proposed Improvements to the Property:

Number of Parking Spaces (Provide Parking Layout): Highway Occupancy Permit Number (If located on s State Road):

Number of Employees: Hours of Operation:

Number of Days Open a Week of Operation:

**Attach an Approved Septic Application by the Sewage Enforcement Officer**

*I fully understand the provisions of this application and hereby certify that all information submitted is true and correct to the best of my knowledge*

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

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

---

**LEAVE THIS SECTION EMPTY: TO BE COMPLETED UPON REVIEW OF THE ZONING OFFICER**

License (Permit Number): Date of Application:

Permit Status: Reason (If Denied):

Approved

Denied

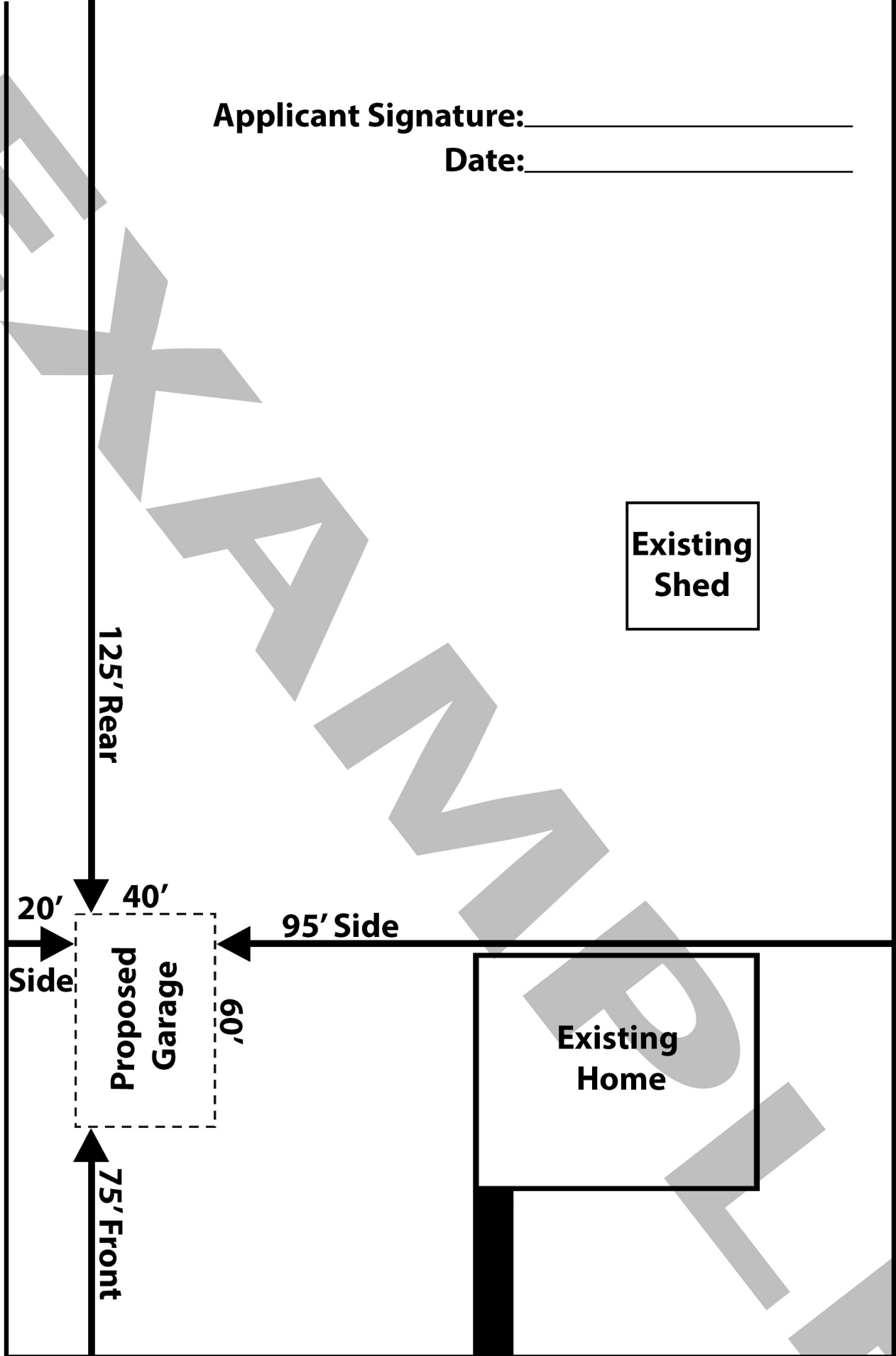
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Matthew T. Neeb  
Zoning Officer

Revised: 01/24

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Road Name**

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Road Name**



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# Sign Permit Application

**All signs within Chestnuthill Township shall meet the requirements  
of: Article 7, Sections 119-56 thru 119-68 Township Zoning  
Ordinance.**

## **Select Applicable Fee**

Check, Money Order or Credit/Debit Card Payments Accepted  
Make checks payable to Chestnuthill Township

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New On Premise Sign:  
**\$100.00 + \$1.50 per sq. ft.**

New On Premise Sign

Copy or Sign Facing Only:  
**\$1.50 per sq. ft.**

Copy or Sign Facing Only

Double Sided Sign:  
**\$1.50 per sq. ft. then multiply by 2**

Double Sided Sign

New Off Premise Sign (Applies to  
LIC Zoning District Only)  
**\$200.00 + \$1.50 per sq. ft.**

New Electronic On Premise Sign  
**\$100.00 + \$1.50 per sq. ft.**

New Electronic On Premise Sign

New Off Premise Sign

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Property Owner Name:

Property Owner Phone Number:

Property Owner Address:

Lot Address (If Vacant Provide Lot Location):

Linear Feet of Building Front along the Road:

Is the 911 Address Posted Correctly:

Yes      No

14-Digit Parcel Identification Number:

Cost of Sign:

Sign Owner Name:

Select Zone/District:

RR	R-1	R-2	R-3	RS	CR	LIC	BP
VC	GC	GI	I				

**Type of Sign**

Wall	Free Standing	Non Conforming	Off Premise
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Sign Dimensions:

Photos Included:

Drawings Included:

Sign Message:

*I fully understand the provisions of this application and hereby certify that all information submitted is true and correct to the best of my knowledge*

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

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**LEAVE THIS SECTION EMPTY: TO BE COMPLETED UPON REVIEW OF THE ZONING OFFICER**

License (Permit Number):

Date of Application:

Permit Status:

Reason (If Denied):

Approved

Denied

---

Matthew T. Neeb  
Zoning Officer

Revised: 01/24



**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Road Name**

SEWAGE  
PERMIT  
APPLICATION



CHESTNUTHILL  
TOWNSHIP

**HANOVER ENGINEERING**  
252 Brodhead Rd.  
Bethlehem, PA 18017  
610.217.5944  
sbrown@hanovereng.com

# Sewage Change of Use Permit Application

**Fee: \$45.00 per review**

Make checks payable to Chestnuthill Township

Property Owner Name

Property Owner Phone Number:

Business Address:

Business Name:

14 Digit Identification Number:

Select Zone/District:

Is the 911 Address Posted Correctly:

RR	R-1	R-2	R-3	RS	LIC	Yes	No
VC	GC	GIC	I	CR	BP		

**Property Owner Must Include the Following Information with the Application:**

1. All Existing Uses :

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2. Total Flows for Existing Uses (Gallons Per Day): \_\_\_\_\_

3. Proposed new use and estimated flows (Gallons Per Day) based on **Title 24 Environmental Protection Chapter 73:**

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4. Design Capacity of the existing sewage system on the site (Gallons Per Day) : \_\_\_\_\_

**If you are unfamiliar with the above information please hire a professional to evaluate your situation who is qualified to provide the above information**

*I fully understand the provisions of this application and hereby certify that all information submitted is true and correct to the best of my knowledge*

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

---

**LEAVE THIS SECTION EMPTY: TO BE COMPLETED UPON REVIEW OF THE ZONING OFFICER**

License (Permit Number):

Date of Application:

Permit Status:

Reason (If Denied):

Approved

Denied

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Scott J. Brown  
Sewage Enforcement Officer

Revised: 01/24

BUILDING  
PERMIT  
APPLICATION



**BUREAU VERITAS NORTH AMERICA INC.**  
PO Box 243, 271 Route 715  
Brodheads ville, PA 18322  
570.594.7747  
cody.craig@us.bureauveritas.com

# Building Permit Application Commercial Business

UCC Building Permit # \_\_\_\_\_  
(Issued by the Building Code Official)

Zoning Permit # \_\_\_\_\_  
(Issued by the Zoning Officer)

### LOCATION of PROPOSED CONSTRUCTION or IMPROVEMENT:

Site Address: \_\_\_\_\_ Tax Parcel # \_\_\_\_\_

Owner: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Fax # \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Fax # \_\_\_\_\_

### TYPE OF WORK OR IMPROVEMENT (Check One)

Alteration  Repair  Demolition  Change of Use  Electric Service

Sign *Sign permit applications must include a site plan showing the location of the sign and measurements from any road or driveway, a detailed drawing of the sign showing all dimensions, and if the sign is internally or externally lighted. The sign must meet the Township Driveway Ordinance for sight distances from any driveway or intersecting road.*

Describe the proposed work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ESTIMATED COST OF CONSTRUCTION (reasonable fair market value) \$ \_\_\_\_\_

### DESCRIPTION OF BUILDING USE (Check One)

NON-RESIDENTIAL

Specific Use: \_\_\_\_\_

Updated Certificate of Occupancy

### LIST ALL BUILDINGS CURRENTLY ON THE PROPERTY

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

### BUILDING / SITE CHARACTERISTICS

Terrain:  Flat  Moderate Slopes  Steep Slopes

Mechanical: Indicate Type of Heating (i.e., electric, gas, oil, etc.) \_\_\_\_\_ Air Conditioning  Yes  No

Water Service: (Check)  Public  Private

Sewer Service: (Check)  Public  Private (Septic Permit # \_\_\_\_\_)

Does or will your building contain any of the following:

Fireplace(s) : Number \_\_\_\_\_ Type of Fuel \_\_\_\_\_ Type Vent \_\_\_\_\_

Elevator/Escalator/Lifts/Moving Walks: (Check)  Yes  No

Sprinkler System:  Yes  No

**FLOODPLAIN** (The Floodplain Maps can be found at the Township Building or online: [www.floodmaps.fema.gov](http://www.floodmaps.fema.gov))

Is the site located within an identified flood hazard area? (Check One)  Yes  No

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniform Construction Code) and any additional approved permit required by the Township. The property owner/applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Township or Regulatory Agencies. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the design professional or contractor employed in connection with the proposed work.

**I certify that the Building Code Official or the Construction Code Official or their Authorized Representatives shall have the authority to enter areas covered by this permit at any reasonable or mutually agreed time to enforce the provisions of the code(s) applicable to this permit.**

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Print Name of Owner or Authorized Agent

\_\_\_\_\_  
Address  
\_\_\_\_\_

\_\_\_\_\_  
Date

Reviewed By and Date	Description	
	Permit Fee	
	Administration Fee	
	State Fee	
	Total	

**WORKERS COMPENSATION AFFIDAVIT**

I, \_\_\_\_\_, do solemnly swear that I will not  
Employ/hire any other persons for the project for which I am seeking a building permit.

After receipt of the building permit, if I employ any other persons, I must notify the  
Township Office and provide proof of Workers Compensation coverage within three (3)  
working days.

I understand that failure to comply will result in a stop work order and that such order  
may not be lifted until proper coverage is obtained, as provided by Section 302 (e) (4) of  
the act of June 2, 1915 (P.L. 736), known as The Pennsylvania Workmens'  
Compensation Act, reenacted and amended June 21, 1939 and amended December 5,  
1974 and amended July 2, 1993. (P.L. ).

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_  
My Commission expires





# CHESTNUTHILL TOWNSHIP

P.O. Box 243, 271 Route 715  
Brodheads ville, PA 18322  
Phone: 570-992-7247  
Fax: 570-992-2225

[www.chestnuthilltwp-pa.gov](http://www.chestnuthilltwp-pa.gov)  
email: [info@chestnuthilltwp-pa.gov](mailto:info@chestnuthilltwp-pa.gov)



## PERMITTING PROCESS FOR CHESTNUTHILL TOWNSHIP

All permit applications get submitted to the Township at the same time (one stop shop).

1. The Zoning fees are due at the time of application submission, payable by credit/debit card or by check/money order to "Chestnuthill Township".
2. Once we receive the permit applications, we will forward the building permit (UCC application) to Bureau Veritas North America Inc, if needed.
  - Please note that three (3) sets of plan copies are required to be submitted with the building permit application. In most cases signed & sealed plans are necessary.
3. Once the Building Code Official issues the building permit, the Township will contact you, letting you know that both the zoning and building permits are completed, along with the invoice fee for the Building Permit. The building permit fees will be due when all permits are completed and ready for pick-up. The building permit fee can be made payable by check or money order to: "BVNA".

### **Chestnuthill Township's Zoning Officer:**

Matthew T. Neeb  
[mneeb@chestnuthilltwp-pa.gov](mailto:mneeb@chestnuthilltwp-pa.gov)  
(570) 992-7247

### **Chestnuthill Township's Building Code Official and Building Code Inspector:**

Bureau Veritas North America Inc.  
Cody Craig  
[cody.craig@us.bureauveritas.com](mailto:cody.craig@us.bureauveritas.com)  
(570) 594-7747

### **Chestnuthill Township's Sewage Enforcement Officer:**

Hanover Engineering  
Scott J. Brown, S.E.O.  
[sbrown@hanovereng.com](mailto:sbrown@hanovereng.com)  
(610) 217-5944

## WHY IT IS IMPORTANT TO CLOSE OUT YOUR ZONING PERMITS WHEN COMPLETED:

The importance for applicants to call when their zoning projects are completed is multi-faceted.

- Zoning Permits expire within one year of the issued date, and by calling to let the Zoning Department know that the project is complete, you are assuring that the permit will not expire, and additional fees are not charged to renew that permit.
- You are assuring that the project receives a Zoning Compliance letter, so that if in the future the home changes ownership, all permit records are complete. This is a good selling tool and will reassure the prospective buyer that the house is in compliance with zoning and building codes.

# If we can't find you, we can't help you!

## Correct Placement



## Incorrect Placement



## Some DOs and DON'Ts to help you with proper sign placement

### Do place your sign...

- With 4 inch numbers
- At least 3 feet but no greater than 6 feet above the ground surface
- On the same side as your driveway
- So it is adequately visible from both directions of travel
- At least 4 feet off of the edge of the paved roadway
- Call 811 (One Call) before your dig!

### Don't...

- Purchase a sign with 3 inch numbers
- Place the sign across the street from your driveway
- Place the sign below 3 feet as it may be obscured by snow in the winter.

Chestnuthill Township Ordinance 2011-03 requires reflective emergency response signs be placed at all driveway entrances to occupied structures. Be sure your sign measure 6" by 18" reflective green with 4" reflective white numbers on both sides. Signs can be purchased at any retail store which carries the 6" x 18" reflective green sign and 4" reflective white numbers.