



Chestnuthill Township Commercial Business Application



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

www.chestnuthilltwp-pa.gov
Email: mneeb@chestnuthilltwp-pa.gov

Registration Fee: \$50.00

Make checks payable to Chestnuthill Township
Credit/Debit Cards Accepted

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: 01/17

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.



Chestnuthill Township Zoning Change of Use Permit Application



P.O. Box 243, 271 Rt. 715
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Email: mneeb@chestnuthilltwp-pa.gov

Fee: \$50.00

Make checks payable to Chestnuthill Township

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 herby 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

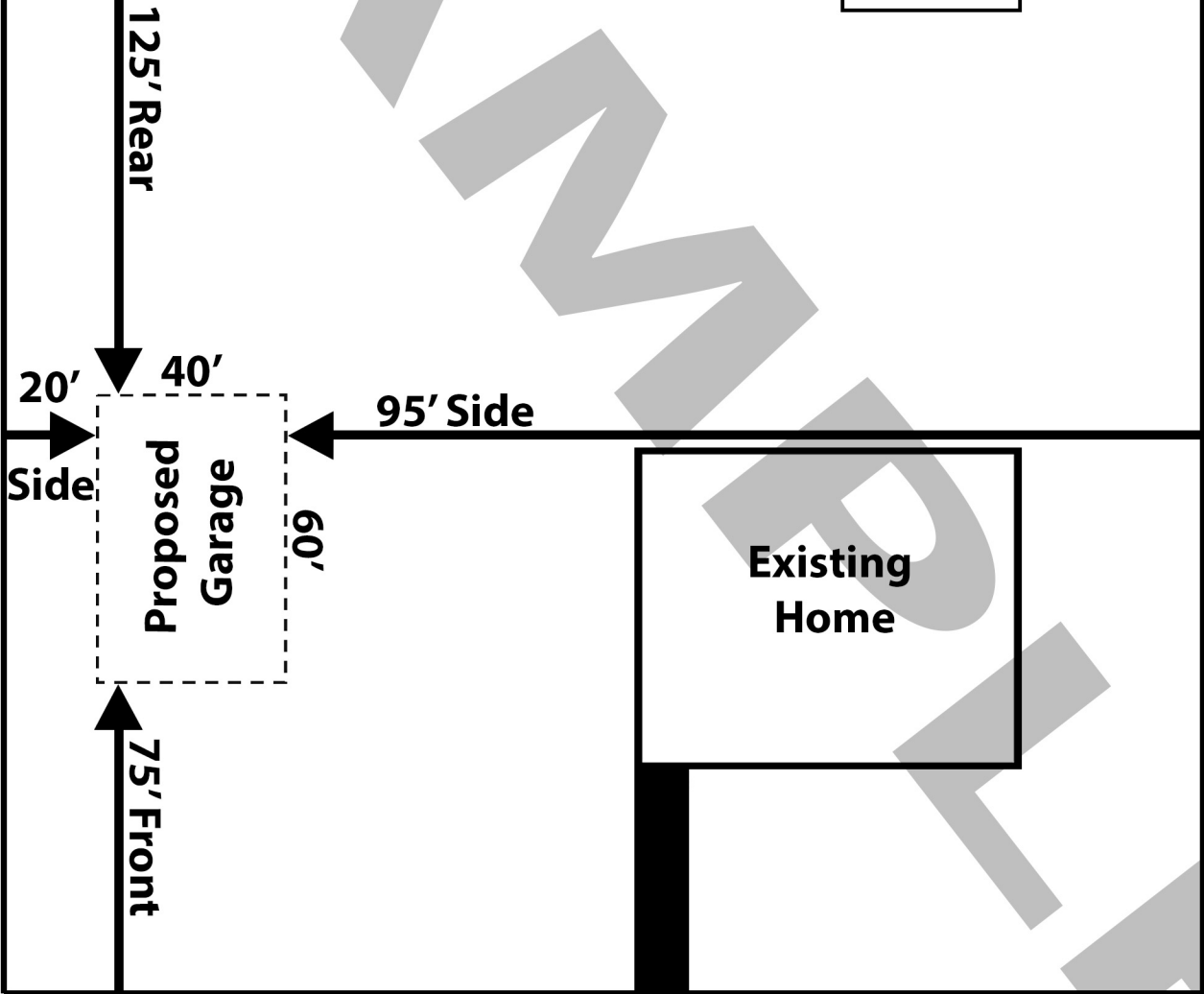
Matthew T. Neeb
Zoning Officer

Revised: 01/17

Applicant Signature:_____

Date:_____

**Existing
Shed**



Road Name

Applicant Signature:_____

Date:_____

Road Name

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Chestnuthill Township

Sign Permit Application



P.O. Box 243, 271 Rt. 715
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Fax: 570-992-2225

www.chestnuthilltwp-pa.gov
Email: mneeb@chestnuthilltwp-pa.gov

**All signs within Chestnuthill Township shall meet the requirements
of: Article 7, Sections 119-56 thru 119-68 2015 Township Zoning
Ordinance.**

Select Applicable Fee

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

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

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

Sign Dimensions:

Photos Included:

Drawings Included:

Sign Message:

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

Applicant Signature: _____

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Date of Application:

Permit Status:

Reason (If Denied):

Approved

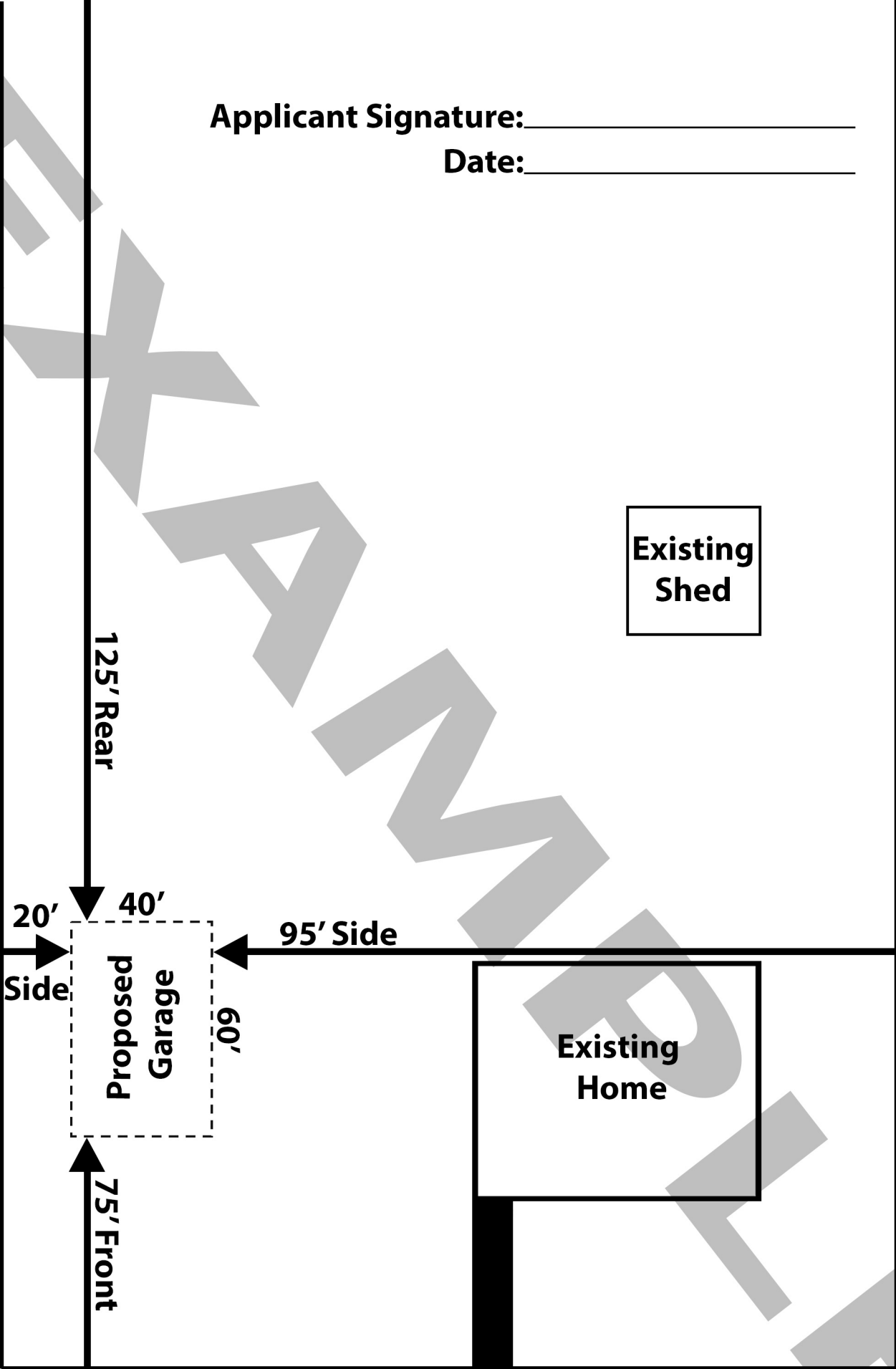
Denied

Matthew T. Neeb
Zoning Officer

Revised: 01/17

Applicant Signature:_____

Date:_____



Road Name

Applicant Signature:_____

Date:_____

Road Name

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Incorrect Placement



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SEWAGE
PERMIT
APPLICATION



Chestnuthill Township Sewage Change of Use Permit Application



P.O. Box 243, 271 Rt. 715
Brodheadsville, PA 18322
Phone: 570-992-7247
Fax: 570-992-2225

www.chestnuthilltwp-pa.gov
Email: hbeers@chestnuthilltwp-pa.gov

Fee: \$45.00 per review

Make checks payable to Chestnuthill Township

Applicant Name

Applicant Phone Number:

Business Address:

Business Name:

Select Zone/District:

Is the 911 Address Posted Correctly:

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

Yes No

Please Include the Following with Your Application:

1. All Existing Uses
2. All Flows for Existing Uses
3. Proposed new use and estimated flows based on **Title 24 Environmental Protection Chapter 73**
4. Design Capacity of the existing sewage system on the site
5. If you are unfamiliar with the above information please hire a professional to evaluate your situation who is qualified to provide the above information

Attached to this application is an example of what is required

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

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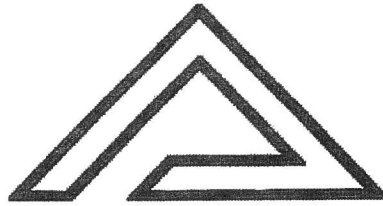
Reason (If Denied):

Approved

Denied

Helen M. Beers
Sewage Enforcement Officer

Revised: 01/17



Any Company Septic Systems, LLP

555 Any Road, ANYTOWN, PA 55555

(555) 555-5555 (555) 555-5555 (555) 555-5555 FAX (555) 555-5555

www.AnyCompany.com

February 08, 2011

Chestnuthill Township
Sewage Enforcement Office
P.O. Box 243
Brodheads ville, Pennsylvania 18342

RE: Generic Strip Mall, Chestnuthill Township, Monroe County, Pennsylvania Dear Ms.

Beers,

Based on information provided to our company, please find following the existing and proposed flows for the above mentioned property.

Unit #'s	Store	Employees	GPO
12, 13, 14	Auto Parts Store	4	40
11	Car Radio Store	2	20
10	Nail Salon	4	40
9	Wine and Spirits	3	30
7,8	Chinese Buffet	110 seats x 10 x1.5	1650
6	Dance	3	30
5	Proposed Tanning Salon	2	20
3,4	Hallmark	2	20
2B	Bagel	2	20
2A	Pet Store	2	20
1	Radio Shack	3	30

Total gallons per day----1930

Please note there is an existing sewage system on the site with a design capacity of 2408 gallons per day.

If you have any questions, please feel free to contact our office.

Sincerely,

Jon Doe Partner

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BUILDING
PERMIT
APPLICATION

CHESTNUTHILL TOWNSHIP
UNIFORM CONSTRUCTION PERMIT APPLICATION
Carl E. Faust – Township Building Code Inspector
Phone # 570-943-2577 Email: bmisinspector@gmail.com

UCC Building Permit # _____ Zoning Permit # _____
(Issued by the Building Code Official) (Issued by the Zoning Officer)

LOCATION of PROPOSED CONSTRUCTION or IMPROVEMENT:

Site Address: _____ Tax Parcel # _____

Owner: _____ Phone # _____

Mailing Address: _____ Email: _____

_____ Fax # _____

Principal Contractor: _____ Phone # _____

Mailing Address: _____ Email: _____

_____ Fax # _____

TYPE OF WORK OR IMPROVEMENT (*Check One*)

- ☐ New Building ☐ Addition ☐ Alteration ☐ Repair ☐ Demolition ☐ Deck ☐ Fence
☐ Foundation Only ☐ Change of Use ☐ Above ground Pool ☐ Inground pool ☐ 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*)

RESIDENTIAL

- ☐ One-Family Dwelling
☐ Two-Family Dwelling

NON-RESIDENTIAL

Specific Use: _____
☐ Updated Certificate of Occupancy

LIST ALL BUILDINGS CURRENTLY ON THE PROPERTY (*include pools*)

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)

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



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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 Blue Mountain Inspection Service (Carl E. Faust), 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 Inspector issues the building permit, the Township will call you, letting you know that both the zoning and building permits are completed, along with the invoice fee for the Building Code Inspector. 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: "Blue Mountain Inspection Service" (or "BMIS").

Chestnuthill Township's Zoning Officer:

Matthew T. Neeb

mneeb@chestnuthilltwp-pa.gov

(570) 992-7247 Ext. 32

Chestnuthill Township's Building Code Inspector:

Blue Mountain Inspection Service

Carl Faust

bmisinspector@gmail.com

(570) 943-2577

Chestnuthill Township's Sewage Enforcement Officer:

Helen M. Beers

hbeers@chestnuthilltwp-pa.gov

(570) 992-7247 Ext. 24

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.