



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

# New Non-Residential Building: Zoning Permit Application

## Requirements:

1. Attach **3 copies** of a completely dimensioned plot of the lot and location, include placement of the structure on the plot plan and setbacks, include street names, any wetlands delineation; Show lot lines, septic and well locations. Include **3 copies** of the dimensions of the proposed structure.
2. Provide the Parcel Identification Number. If this property has changed owners provide the date of change.
3. Enclose a signed copy of the construction agreement and 2 copies of insurance information, General Liability and Workman's Compensation.
4. All transactions must be by **check, money order, or credit/debit card** and must accompany a completed permit application.
5. Driveways proposed to enter onto a Township Road or Private Road, must be constructed to meet the Chestnuthill Township Driveway Ordinance (Maximum grade 15%, and a culvert pipe 15 in. minimum) Driveways proposed to enter onto a State Road or a Federal highway requires an approved HIGHWAY OCCUPANCY PERMIT, which is issued by Penn Dot. Please provide us with a copy.
6. Attach a copy of an approved Septic Permit and Design Layout.
7. Applications must also be in conformance with Chestnuthill Township Stormwater Management Ordinance.
8. A completed UCC Permit Application must accompany the Zoning Permit Application.

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## Select Applicable Fees

Make Checks Payable to Chestnuthill Township

Commercial/Industrial/Institutional:  
**\$50.00 + \$0.30 per sq. ft.**

Commercial

Parks & Recreation Fee:  
**\$0.25 per sq. ft.** (Separate Check Required)

Parks & Recreation

Commercial Driveway:

Low Volume: **\$50.00** - Medium Volume: **\$75.00** - High Volume: **\$100.00**

Low Volume

Medium Volume

High Volume

Certificate of Occupancy:

**\$50.00** (A \$25.00 fee will be charged for each additional inspection required.)

Certificate of Zoning Compliance: **\$0.25 per sq. ft.**

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Lot Owner Name:

Lot Owner Phone Number:

Lot Owner Address:

Lot Address (If Vacant Lot Location):

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

Number of Floors:

Number of Bathrooms:

Septic Permit Number:

Use of Structure:

Total Sq. Ft.

Height of Structure:

Final Cost of Structure:

**Set Backs:**

Front:

Rear:

Sides:

Contractor Name:

Contractor Phone Number:

Contractor Address:

Applicant Name:

Applicant Phone Number:

Applicant Address:

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

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**Leave This Section Empty: To Be Completed Upon Review of Zoning Officer**

Permit Number:

Date of Application:

Permit Status:

Reason (If Denied):

Approved

Denied

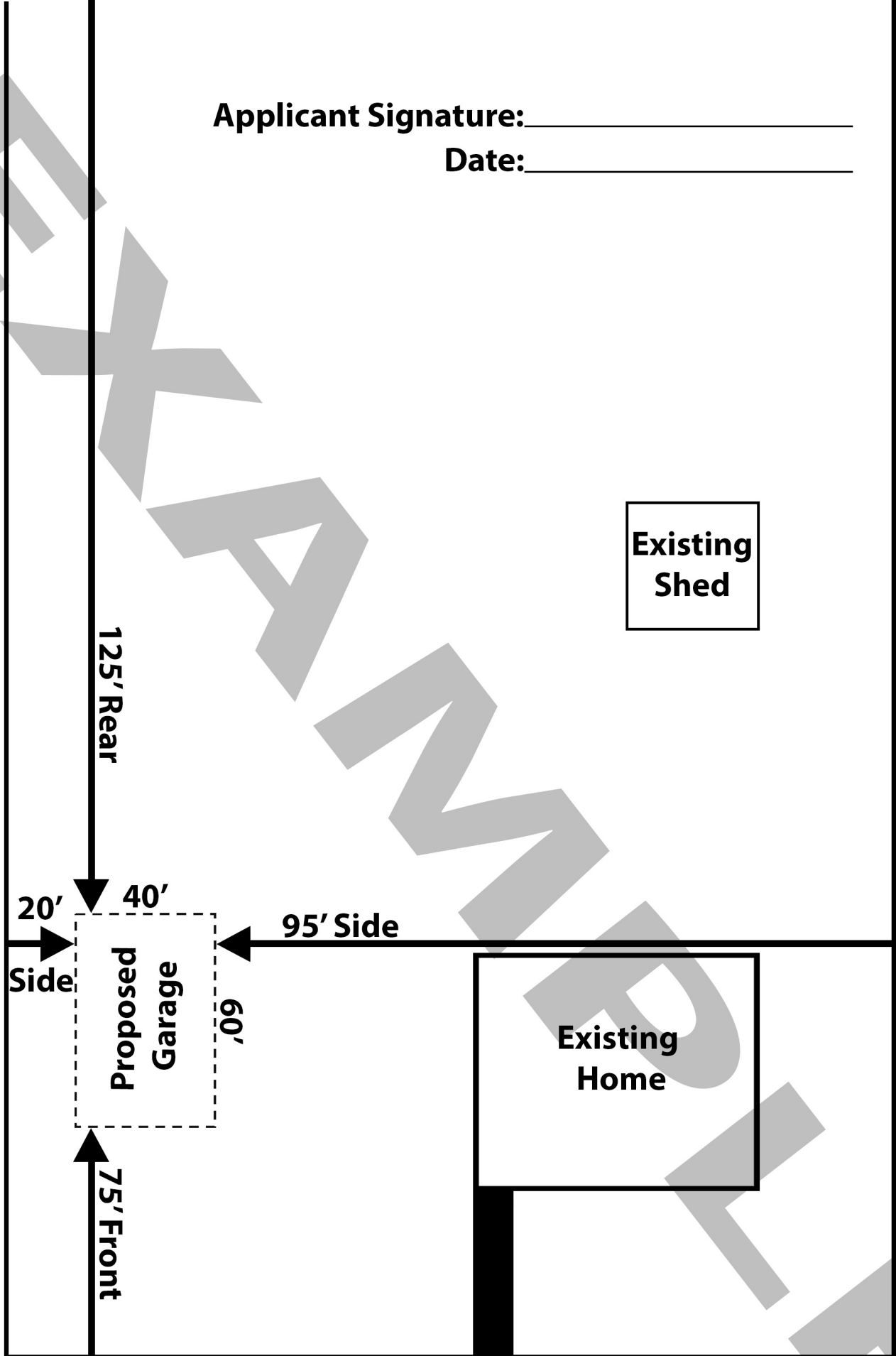
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Matthew T. Neeb  
Zoning Officer

Revised: 01/24

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

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



**Road Name**

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

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

**Road Name**

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

## Residential or Non-Residential

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](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

WELL  
DRILLER  
APPLICATION



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

# Well Driller Permit Application

## Requirements:

1. Attach a complete dimensioned plot of the lot and location, include placement of the well on the plot plan and setbacks, include street names, any wetlands delineation; Show lot lines, and septic locations.
2. Provide the Parcel Identification Number. If this property has changed owners provide the date of change.
3. Submit a copy of specs for all construction.
4. All transactions must be check, money order, or credit/debit card and accompany a completed permit change.
5. Within 30 days of the completion of the well, the printed water well report from WebDriller shall be submitted to the Township. (<https://www.webdrillersecure.dcnr.state.pa.us>)

**CHESTNUTHILL TOWNSHIP, MONROE COUNTY, PA**  
**CONTRACTOR CERTIFICATION**

I, \_\_\_\_\_, make this certification as an authorized representative of \_\_\_\_\_, [Property Owner]. I hereby acknowledge that I have received, read and understood the Chestnuthill Township Ordinance No. 2017-01. I certify that, a person licensed by the Commonwealth of Pennsylvania pursuant to the Water Well Drillers License Act (found at 32 P.S. §645.1 et.seq.) to drill dig, drive, bore, core, wash, jet, construct, alter or repair Water Wells in the Commonwealth of Pennsylvania.

Date:

(State License #)

(Printed Name)

(Doing Business As)

(Signature)

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**Fee: \$100.00**

Make Checks Payable to Chestnuthill Township  
Credit/Debit Cards Accepted

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Property Owner Name:

Property Owner Phone Number:

Property Owner Address:

Property Location:

14 Digit Parcel Identification Number:

Is the 911 Address Posted Correctly:

Yes      No

Contractor Name:

Contractor Phone Number:

Contractor Email:

Contractor Fax:

Contractor Address:

If the contractor is not the well driller please complete the well driller information below.

Well Driller Name:

Well Driller Phone Number:

Well Driller Email:

Well Driller Fax:

Well Driller Address:

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

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Permit Number:

Date of Application:

Permit Status:

Reason (If Denied):

Approved

Denied

Scott J. Brown  
Sewage Enforcement Officer

Revised: 1/24

**F.** A Water Well permit shall be valid for a period of three (3) years from the issue date. If the work authorized by the permit is not completed within three (3) years, the permit shall expire and be without effect.

**SECTION 117-5. Fee.**

The fee for a Water Well permit shall be established from time to time by resolution of the Board of Supervisors.

**SECTION 117-6. Location.** Water Wells shall be located at the following minimum horizontal isolation distances to existing or potential sources of pollution.

<u>Source of Pollution</u>	<u>Minimum Horizontal Isolation Distance</u>
Lakes, ponds, streams or other surface waters	25 feet
Preparation area or storage area of hazardous spray material, fertilizers or chemicals, salt piles	100 feet
Gravity sewer lines and drains carrying domestic sewage or industrial waste	10 feet
Septic tanks, aerobic tanks or holding tanks	50 feet
Subsurface sewage disposal systems, elevated sand mounds, other sewage disposal fields	100 feet
Sewage seepage pits, cesspools	100 feet
Farm silos, privies and underground fuel tanks	100 feet
Spray irrigation sites, sewage sludge and septage Disposal sites	100 feet
Property lines, driveways, easements and private roads or rights-of-way	10 feet
Public road or right-of-way	25 feet
Building foundations (except for buildings enclosing)	10 feet

**SECTION 117-7. Water Well Horizontal Isolation Distance Exemption.**

(a) Any minimum horizontal isolation distance requirement for the placement of Water Wells as set forth in Section 117-6 is not applicable if the Board of Supervisors finds that the

# Site Plan

(See #1 of the Front Page Requirements)

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

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

**Road Name**





# 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.