

BRADFORD TOWNSHIP ZONING APPLICATION

The following is a guide for Bradford Township Residents who intend to:

Build a new home and or garage. Place a trailer, mobile or modular home on a lot in the Township. Make improvements to or build additions onto existing homes or demolition of a structure. Place a storage structure, fence, swimming pool or any other structure on property.

1. Apply for a **SEWER PERMIT** at the Municipal Building and pay a predetermined fee for hook-up to the Township's Sewer System. **The sewer tap-in will be granted upon approval of the Bradford City Sanitary Sewer Authority at their regular meeting which meets the third Tuesday of every month.**

OR

Contact the Bradford Township Sewer Enforcement Officer for an **ON-LOT SEPTIC SYSTEM** if the Township's Sewer System is not located in the area of the building site. Rules and Regulations for On-Lot Sewer Systems will be furnished with the application for a permit. Please call our office for the name and phone number of the Sewer Enforcement Officer.

2. Apply for an application for a **ZONING CERTIFICATE/SMALL PROJECT STORMWATER MANAGEMENT APPLICATION AND BUILDING PERMIT** at the Municipal Building. Fees apply for both applications. Upon completion of the application, submit same to the Municipal Building along with a copy of plans or a drawing of the scheduled project and submit the predetermined fee.
3. If access onto a lot is to be from a Township Road, a **ROAD OCCUPANCY PERMIT** is required. Fee is based upon the type of project (i.e. driveway). Permit is issued at the Municipal Building.
4. If a new home requiring an assigned address you must fill out the **911 ADDRESS APPLICATION**.
5. Should the application for a permit call for a project that does not comply with the Bradford Township Zoning Ordinance, a **HEARING** will be scheduled for the applicant to request a variance. Applicant will be required to pay a predetermined fee for the hearing.

Upon completion of the above requirements, the Zoning Officer will issue a Zoning Permit and a Building Permit will be issued by the Building Inspector which shall be effective for a specified period of time.

Sub-Division Ordinance rules and regulations may alter some of the above procedures and requirements.

There is a 30-day appeal period following the issuance of any Building or Zoning Permit during which any aggrieved person or party may file an appeal to contest a municipal approval. An applicant proceeds with construction at his own risk during the 30-day appeal period. Despite the harsh requirements which may fall upon an applicant who has begun construction "The holder of a permit cannot acquire vested rights prior to the expiration of the appeal period available to protestants, and any such expenditures made prior to such expiration are at the permit holder's risk."

**MCKEAN COUNTY CONSERVATION DISTRICT
PROJECT SCREENING**

The following questionnaire will aid in determining compliance requirements with the Department of Environmental Protection's Chapter 102, Erosion and Sediment Pollution Control Program, Chapter 92, the National Pollutant Discharge Elimination System (NPDES) Program and the Chapter 105, Dam Safety and Waterway Management Program.

- Yes No Does this project disturb more than 5,000 square feet? If yes, the project will need to have an erosion and sediment pollution control plan developed and available on site at all times.
- Yes No Does this project disturb 1 acre and above? If yes, then a NPDES (National Pollution Discharge Elimination System) permit is required, please contact the district.
- Yes No Does this project involve the temporary and/or permanent fill or excavation of wetlands? If yes, please contact the District.
- Yes No Does this project change, expand or diminish the course, current or cross section of a watercourse, floodway or waterbody? If yes, the project is regulated by the DEP, Chapter 105 regulations, please contact the District.
- Yes No Is this project being done by a township, county, government entity, or public utility AND is in the 100 year flood plain shown on a FEMA map? If yes, then the project is regulated by Pennsylvania Department of Environmental protection (DEP) under Chapter 106 of the Floodplain Management Regulation. Please contact the district.

If you answered yes to any of the above questions, please contact Sandy Thompson, District Manager at 814-887-4001 sdthompson@mckeancountypa.org, of the McKean County Conservation District 17137 Route 6, Smethport, PA 16749.

Please sign below to signify you have reviewed the above questions and you have answered the questions to the best of your knowledge.

Applicant Signature

Date

McKean County Planning Commission Project Info

Yes _____ No _____ Does this project involve the sub-division of any parcel of land? Including the combining of lots or re-drawing of boundary lines. If yes, contact the Planning Commission.

Yes _____ No _____ Is this project improving a parcel of land by adding residential buildings or non-residential buildings? This includes the additions to existing non-residential buildings, such as adding to an already existing business. If yes, contact the Planning Commission.

Yes _____ No _____ Is this project in a zoned area? If so, is it an accepted use within that zoning district? Contact the Planning Commission for further information regarding the zoning district and the accepted uses.

For any questions relating to Sub-Divisions, Land Developments, Zoning or the Flood Zone you may have, contact the McKean County Planning Commission for information and PRIOR to beginning any project.

Jeremy S. Morey, Director
814-887-2754
jsmorey@mckeancountypa.org

Laura M. Lord, Assistant Planner
814-887-2348
lmlord@mckeancountypa.org

Please sign below to signify you have reviewed the above questions and you have answered the questions to the best of your knowledge.

Applicant Signature

Date

BRADFORD TOWNSHIP ZONING COMPLIANCE APPLICATION

www.bradfordtwpmckeancty.jimdo.com

136 Hemlock Street ~ Bradford PA 16701 ~ (814) 368-3564

Zoning Officer ~ Michael Salerno

Date _____

Applicant's Name _____ Phone _____

Address _____

Owner of Property _____ Phone _____

Address _____

Description of proposed additions or changes _____

Is this a commercial property/building Yes _____ No _____

Commercial building change of use or occupancy Yes _____ No _____

New House Yes _____ No _____ Add to Present Yes _____ No _____

Add Garage Yes _____ No _____ New Driveway Yes _____ No _____

If new driveway you must apply for a Road Occupancy Permit

Add Fence Yes _____ No _____

Other _____

If new house, add to present house, or add garage, the following must be supplied:

Type of construction (wood, masonry, etc.) _____

Dimensions _____ # of stories _____ Total floor area _____

Cost of Construction \$ _____ Other Cost \$ _____ Total Costs \$ _____

What is the zoned district? _____ Any restriction by deed or other instrument of record? Yes _____ No _____ If yes, give details and attach a copy of deed or instrument.

Do you have Township Sewer? Yes _____ NO _____

If no, a permit for on-lot sewage or permit to connect to the township sewer system must be obtained before this permit can be issued. You must attach, to this application, a copy of the paid and approved sewer permit issued by the sewer permit officer.

The following permits must be approved if applicable: Floodplain Management, Stormwater Management, Road Occupancy Permits, and any other Local, State, or Federal Permits that would be required.

Plot Plan and Building Plan must be provided if applicable: A plot plan showing exact location of old and new additions on the lot must be provided. This plot plan must show the locations of all utility lines. A drawing (to scale) of the new or proposed building and/or additions must be provided and must contain all measurements and building details of the proposed new building and/or additions. Page 3 is provided for your use, or attach actual architectural drawing, or engineering drawings, or survey.

I apply for this Zoning Compliance Permit for the purpose stated. All plans and other supporting data will become part of this application. I agree to comply with all applicable provisions of the Bradford Township Zoning Ordinance and all other applicable laws and regulations, including but not limited to "Land Development", "Stormwater Management", "Sewer Permit", within the proposed erection and/or use of this structure or land development, whether specified or not. This application and all supporting data is true and correct. Any deviation from this application and all supporting data or any conflict with the Bradford Township Zoning Ordinance will render this application "NULL & VOID".

Signed _____ Date _____

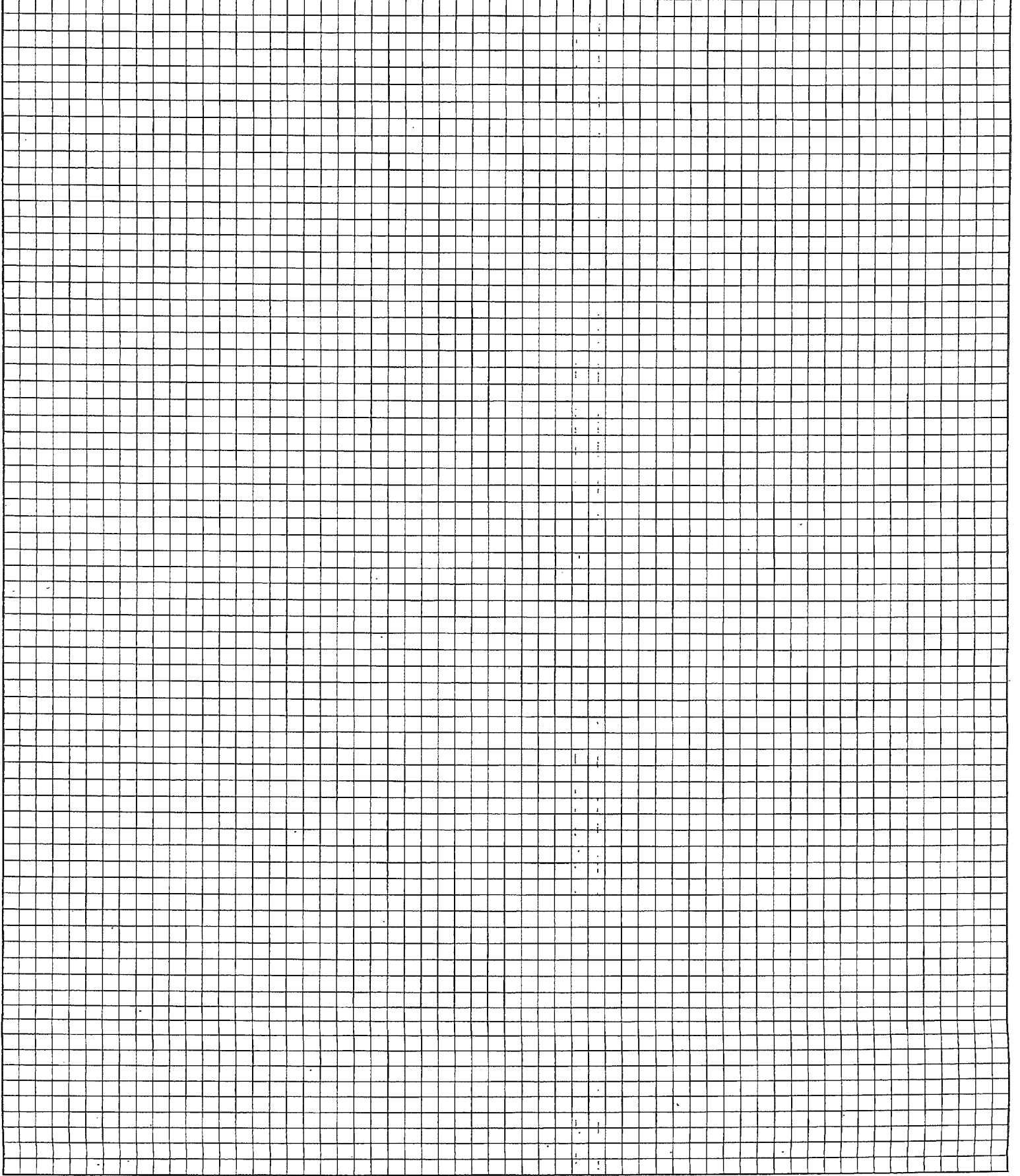
\$35.00 APPLICATION FEE PAYABLE TO BRADFORD TOWNSHIP

******Anyone who starts construction without an approved permit in place shall be charged TWO (2x) the rate.***
Commercial rates are *\$35.00. (*Zoning fees for commercial property that does not utilize the Township's appointed Code Inspection service shall be charged \$0.25/per square foot with a maximum of \$400.00.)***

Office Use Only
Check # _____ Cash _____ Date Paid _____

SITE OR PLOT PLAN

Sketch map showing the exact size and location of the proposed construction as well as any existing buildings or structures. Attach additional sheets if needed.



Bradford Township Small Project Stormwater Management Application

Per Bradford Township's Act 167 Stormwater Management Ordinance, an applicant is required to submit this Small Project Application whenever proposing Regulated Activities involving the creation of new impervious surfaces less than, equal to, or greater than 5,000 square feet. Impervious surfaces are areas that prevent the infiltration of water into the ground and shall include, but not be limited to, roofs, patios, garages, storage sheds and similar structures, and any new streets or sidewalks.

To Calculate Impervious Surfaces Please Complete This Table					
Surface Type	Length	X	Width	=	Proposed Impervious Area
Building (area per downspout)		X		=	
		X		=	
		X		=	
		X		=	
Driveway		X		=	
		X		=	
		X		=	
Parking Areas		X		=	
		X		=	
		X		=	
Patios/Walks		X		=	
		X		=	
		X		=	
		X		=	
Other		X		=	
		X		=	
		X		=	
Total Impervious Surface Area to be managed (sum of all areas)					

For all regulated activities that involve the creation of new impervious surface areas EQUAL to or GREATER than 5,000 square feet, the applicant must submit a *Stormwater Management Site Plan & Report* as defined in Article VII of the Ordinance and implement volume and rate controls.

If the Total Impervious Surface Area is LESS THAN 5,000 square feet, or the proposed development is a Single Family Residential activity implementing the minimum measures in Section 302.E, read, acknowledge, and sign below. If this applies, based upon the information you have provided a *Stormwater Management Site Plan & Report* IS NOT required for this regulated activity. Bradford Township may request additional information and/or a SWM Plan for any reason.

Applicant or Property Owner certifies that Sections 302.A, 302.B, and 302.C have been adequately addressed and acknowledges that a submission of inaccurate information may result in a stop work order or permit revocation. Acknowledgement of such is by signature below. I declare that I am the owner or the owner's legal representative. I further acknowledge that the information provided is accurate and employees of Bradford Township are granted access to the above described property for review and inspection, as they deem necessary.

	Owner	Date:	
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