



Union Township, Berks County

ZONING PERMIT APPLICATION

A. LOCATION AND OWNERSHIP OF PROPOSED WORK OR IMPROVEMENT

Street and Number: _____ Tax Parcel #: _____

Owner's Address: _____ Phone #: _____

Zoning District (as shown on ZONING MAP): _____

Present Tenant: _____

Has owner consented to proposed work?: ☐ Yes ☐ No

B. PRESENT USE OF LAND

☐ RESIDENTIAL

☐ COMMERCIAL

Present use of structure: _____

Number of Families: _____

Present Building (Description): _____

Present Use of Land: _____

Is any portion of the property located in a FEMA Flood Plain? ☐ Yes ☐ No

Is the site located within a Historic District? ☐ Yes ☐ No

C. PROPOSED WORK OR IMPROVEMENT (Check One)

☐ New Construction ☐ Addition ☐ Interior Alteration ☐ Exterior Alteration

☐ Fence ☐ Accessory Structure ☐ Deck

☐ Sign (Sign application and drawing of sign must be submitted with this application.)

☐ Change in Use. Present Use: _____ Proposed Use: _____

Describe proposed work: _____

Is the proposed structure or use located in FEMA designated flood plain? ☐ Yes ☐ No

D. PROJECT DIMENSIONS

PLOT DIMENSIONS

Frontage _____ ft.
Depth _____ ft.
Area _____ sq. ft.
Irregular plot _____

BUILDING SETBACKS

Front _____ ft.
Side A _____ ft.
Side B _____ ft.
Rear _____ ft.

BUILDING DIMENSIONS

Width _____ ft.
Depth _____ ft.
Height _____ ft.
Stories _____

SIGNAGE:

Type: _____

Number: _____ Size: _____ sq. ft.

E. CERTIFICATE OF INSURANCE COVERAGE

All contractors performing residential improvements must provide a certificate of insurance naming Union Township as a Certificate Holder.

F. APPLICATION

Application is hereby made for a permit to erect or alter a structure which shall be located as shown on diagram on reverse side of this sheet and/or to use the premises for the purposes described herewith. The information which follows, together with location diagram, is made part of this application by the undersigned. It is understood and agreed by this applicant that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of this applicant, such as might or would operate to cause a refusal of this application, or any change in the location, size or use of structure or land made subsequent to the issuance of this permit, without approval of the Zoning Office, shall constitute sufficient grounds for the revocation of this permit.

Name of Applicant: _____

Address of Applicant: _____

Owner, Lessee or authorized agent for owner of subject property: _____

Applicant's Signature: _____ Date: _____

Systems Design Engineering, Inc.
1032 James Drive
Leesport, PA 19533
Phone 610-916-8500; Fax 610-916-8501

Municipality: _____ County: _____ Permit No.: _____
Version 01

NOTE: The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Property owner and applicant shall not construct or erect structures or encroach into the Municipality's right-of-ways.

G. REFERENCES (OFFICIAL USE ONLY)

Block Plan No.: _____ Certificate of Occupancy No.: _____ Issued: _____
Plan is attached.: ☐ Yes ☐ No Diagram is shown on reverse side of this sheet.: ☐ Yes ☐ No

H. APPLICATION AND DATES OF ACTION TAKEN (OFFICIAL USE ONLY)

Application approved: ☐ Yes ☐ No Date: _____ Zoning Official Signature: _____
If denied, Reason for Denial of Application: _____

NOTE: The applicant has the right to appeal the denial of this application to the Municipality's Zoning Board within 30 days from the date of denial pursuant to procedures set forth in the Pennsylvania Municipalities Planning Code, as amended.

Applied to Board of Adjustment: _____ Date: _____ Appeal: ☐ Yes ☐ No Hearing No.: _____
Special Use of Application: ☐ Yes ☐ No
Board's Decision: ☐ Granted ☐ Denied Date: _____
Order: _____