

Millersburg Borough, Inc.

Application for Development Packet



www.millersburgpa.org

Revised October 14, 2021

Instructions for Applicant

Thank you for your interest in new development in the Borough of Millersburg. For the health, safety and welfare of our residents, the Borough requires appropriate permitting for development activities. The Borough requires Zoning Permits for all development. Some development also requires floodplain development and stormwater management permits. See Appendices A, B, and C (pages 19-20) of this packet for specific permit requirements. Drawings are required for new construction projects.

Once completed, this application will be reviewed by the Zoning Officer. If appropriate, floodplain and stormwater reviews will also be conducted. The Zoning Officer will prepare a recommendation for the Millersburg Borough Planning Commission. The deadline for submission is nine (9) days prior to the next regular meeting of the Planning Commission. It is highly recommended that the applicant and/or lead contractor attend this meeting to answer any questions.

If any or all permit applications are denied, the applicant has rights of appeal under the Zoning, Floodplain and Stormwater Management Ordinances. These Ordinances are available for review at the Borough Office during normal business hours or any time on the Borough's website. www.millersburgpa.org

All fees must be paid prior to any reviews by the Borough. A copy of the current fee schedule is available at the Borough Office and on the website. Please note that the applicant is responsible for the costs of any required engineering fees.

Unless otherwise noted, all permits expire *one (1) year* from the date of the approval. If an extension is requested, refer to the Permit Application Request for Extension found on page 18 of this packet.

Print legibly or type all required sections. Incomplete or illegible applications may be delayed or denied.

Contact the Borough Manager for additional guidance on completing this application.

This application is to be returned to the Borough Office at 101 West Street. It may be returned in person or be mailed in (please address it to the Borough Manager). The Borough will not be responsible for delays in permitting arising from an applicant improperly returning an application.

Millersburg Borough, Inc. Assessment Cover Page

Address of proposed work: _____

Parcel Number(s): _____

Property Owner: _____

Address: _____

Email: _____ Phone: _____

Lead Contractor: _____

Address: _____

Email: _____ Phone: _____

Estimated Cost of Construction: \$ _____

Type of Development: New Construction Demolition Other

Describe the proposed work. Attach additional pages and drawings as necessary.

Check this box if the Borough requests County review of unpermitted development

Date of Permit Review by Millersburg Planning Commission: _____

Permit Number(s): _____ Permit Fees Paid: _____

The Borough of Millersburg is aware of the above referenced development. We respectfully request that the Dauphin County Office of Tax Assessment review the work and make any necessary adjustments to the assessed value of the property.

Authorized Signature: _____ Date: _____

Name and Title: _____

Note: This document shall be submitted by Millersburg Borough to the Dauphin County Office of Tax Assessment for any necessary adjustments to the assessed value of the property, which may necessitate a visit to the property by an assessor/appraiser from the Office of Tax (Property) Assessment.

Millersburg Borough, Inc. Zoning Permit Application

Address of proposed work: _____

Name and Address of Applicant: _____ **Phone:** ____ ____

Parcel Number: _____ **Fee:** _____

Section I: Acknowledgements

- No work of any kind may commence until all permits are secured.
- All work shall conform to the Borough's current Zoning Ordinance and all other federal, state and local laws.
- The permit may be revoked if any false statements are made herein.
- If a permit is revoked, all work must cease until the permit is re-issued.
- Development shall not be occupied until Occupancy Permits are issued.
- Applicant understands that additional permits and reviews may be required.
- Applicant understands that this application may require additional engineering, hearing and application fees and agrees to pay all such fees.
- Applicant hereby grants consent to the Zoning Officer to enter the property to make reasonable inspections.
- Applicant understands that he/she has the right to appeal any decision to the Zoning Hearing Board. The Borough shall charge a fee of \$_____, which will be held in escrow and used to pay all expenses. Any unused fees will be returned to applicant upon completion of the appeals process.

I have read and understand the above statements. I certify that all statements contained in this application are true and accurate to the best of my knowledge.

Property owner's signature: _____ **Date:** _____

Section II: Proposed Development

Property Owner: _____

Address: _____

Email: _____ **Phone:** _____

Lead Contractor: _____

Address: _____

Email: _____ **Phone:** _____

Architect/Engineer: _____

Address: _____
Email: _____ Phone: _____

Project Location:

Describe the location of the proposed development in sufficient detail to allow the Codes Officer to locate the property. Plot plans may be required.

Zoning District: RS RT OT RF C I OS/R

Proposed Development:

Describe in detail the proposed new development, including additional impervious surface. See page 19 of this application for a list of activities that require permitting. Attach drawing of the proposed development. For signs, show the proposed design and dimensions. (Attach additional sheets as necessary.)

Total new impervious surface on lot since Dec. 8, 2010: _____

Estimated Cost of Construction: _____

I/we certify that all of the information listed above and otherwise attached is accurate to the best of my/our knowledge.

In the event that the construction requires a UCC permit, I wish to have the following company review my permit application (please select only one):

- Barry Isett & Associates Commonwealth Code Inspection Services

Signature of Applicant: _____ **Date:** _____

Section III: Zoning Officer Determination (To be completed by Zoning Officer)

I have reviewed this application and all relevant documentation. It is my opinion that:

- The proposed development is in compliance with the Millersburg Borough Zoning Ordinance and no other permits are required.
- The proposed development is in compliance with the Millersburg Borough Zoning Ordinance, but further permits or reviews are required (proceed to Section IV).
- The proposed development is not in compliance with the Millersburg Borough Zoning Ordinance. Zoning Officer shall attach a separate sheet stating the reasons for denial and provide

the applicant with a copy the attachment. Applicant has a right to appeal the denial and/or to seek a variance. See Section 4:1:17 of the Zoning Ordinance.

Signature of Zoning Officer: _____ **Date:** _____

Section IV: Additional Reviews and Permitting (if applicable)

If the Zoning Officer indicated in Section III that additional reviews or permits are required, list all additional requirements here. Applicant shall supply all required documentation prior to final approval.

Is a UCC permit required for this proposed project? Yes No

Type of Permit: _____

Is the development located in a flood plain? Yes No

Is a stormwater management review required? Yes No

Other state or federal permits:

Section V: Review by the Millersburg Planning Commission

All zoning permits are subject to review by the Millersburg Borough Planning Commission. *The applicant should attend a meeting of the Planning Commission to address any questions or concerns.*

Check here if the Planning Commission raises any objections to the Zoning Officer's recommendation.

Planning Commission Comments (attach additional sheets if necessary):

Date of Review by Planning Commission: _____

Signature of Planning Commission Chair: _____

Completion of Section III, Section IV and Section V indicates municipal approval of the PLANS for the proposed development detailed herein. A Permit as required by Section 4:1:11 of the Zoning Ordinance may be issued. This approval expires if work does not commence within one year of this date unless an extension is granted.

It is recommended that applicants wait 30 days to begin construction if there is a possibility of an appeal by another party to have the permit revoked. Any commencement of construction or a use within this 30 day appeal period shall be at the risk of the applicant. (See Section 4:1:11 of the Zoning Ordinance.)

Section VI: Appeals

Applicant is hereby advised and informed that he/she has the right to appeal any decision made by the Zoning Officer or the Millersburg Planning Commission. Appeals shall be made in writing to the Millersburg Borough Zoning Hearing Board. See Section 4:1:17 of the Zoning Ordinance for additional information on the appeals process.

No appeal requested

Decision appealed.

Date(s) of Hearing(s): _____

Attach a copy of the appeal and the final decision of the Zoning Hearing Board.

Section VII: Application for Occupancy

I/We hereby request a Permit for Occupancy of the above described development. I/we certify to the best of my/our knowledge that I/we have complied with all requirements of the Millersburg Borough Zoning Ordinance, all special provisions set by the Zoning Officer and Zoning Hearing Board, all outside agencies and laws.

Comments:

Signature of Applicant: _____ **Date:** _____

Zoning Officer shall inspect the development described herein within 10 days of applicant's signature. If further work is required, applicant shall be notified in writing.

Zoning Officer Comments:

I have inspected the development project described herein. I am satisfied that the applicant has complied with all applicable laws, codes and ordinances. An Occupancy Permit is granted.

Signature of Zoning Officer: _____ **Date:** _____

Section VII a: Application for Temporary Occupancy Permit (Zoning)

This section is only for use if Applicant has requested a Temporary Occupancy Permit as allowed in Section 4:1:4 E of the Millersburg Borough Zoning Ordinance. Unless otherwise specified, this authorization is valid for 6 months. This form may be duplicated if multiple Temporary Occupancy Permits are requested.

Describe the nature and location of activity to be conducted prior to the issuance of final Occupancy Permit. Discuss why this activity can be conducted without adverse impacts on public health and safety prior to final project completion. (Attach additional sheets as necessary.)

Signature of Applicant: _____ **Date:** _____

I have reviewed this application for a Temporary Occupancy Permit and I find that:

The Activity or Occupancy described above can be conducted without affecting public health or safety. A Temporary Occupancy Permit is granted. This Temporary Occupancy

Permit expires on: _____

The Activity or Occupancy described above may be conducted without affecting public safety or safety with the conditions listed below. A Temporary Occupancy Permit is hereby granted contingent upon the Applicant complying with the stated provisions.

Permit expires on: _____

The Activity or Occupancy described above cannot be conducted without affecting public health or safety under any conditions. This Temporary Occupancy Permit application is DENIED. This decision can be appealed to the Zoning Hearing Board. **Attach any records of appeals.**

Signature of Zoning Officer: _____ **Date:** _____

**Millersburg Borough, Inc.
Permit Application
Request for Extension**

Use this form if any development Permit issued by Millersburg Borough has expired prior to commencement of any development activities.

Address of proposed work: _____

Name and Address of Applicant: _____ **Phone:** _____

Parcel Number: _____

Permit Number (s): _____ **Permit Expiration Date(s)** _____

Provide a brief description and location of the proposed work:

Provide an explanation of the need for an extension of the referenced permit:

I/we certify that all of the information listed above and otherwise attached is accurate to the best of my/our knowledge.

Signature of Applicant: _____ **Date:** _____

For Internal Use Only:

I have reviewed this application for extension of a permit or permits. It is my opinion that:

There are extenuating circumstances justifying the extension of the above referenced permit(s). The permit now expires on _____ . Attach this form to all other approvals.

There are no extenuating circumstances justifying the extension of the above referenced permit(s). The applicant must reapply for all applicable permits. Applicant has a right to appeal this decision to the following board(s): _____

Signature of Officer: _____ Date: _____

Appendix A Development Activities Requiring a Zoning Permit

A Zoning Permit is required to be issued prior to the start of any of the following activities:

- a. Erection, construction, movement, placement, razing, demolition, removal, alteration or expansion (vertical or horizontal) of a structure, building or sign;
- b. Demolition of a building
- c. Other activities required to have a permit by this Ordinance
- d. The alteration or development of any improvement or unimproved real estate, including, but not limited to, mining, dredging, filling, grading, paving, excavation or drilling operations for underground utilities provided the final grade is not altered.
- e. The erection or alteration of any signs specified in Article 2:3 of this Ordinance;
- f. The construction or installation of animal waste impoundments, lakes, ponds, dams, or other water retention basins;
- g. No zoning permit shall be required for repairs or maintenance of any structure or land provided such repairs do not change the use or the exterior dimensions of the structure, or otherwise violate the provisions of this Ordinance;
- h. A structure, building or sign considered to be in dangerous conditions can be repaired or demolished prior to acquiring a Zoning Permit, but the applicant shall apply for a permit retroactively within seven (7) days of demolition.

Appendix B Development Activities Requiring a Flood Plain Permit

The following activities within a Special Flood Hazard Area (floodplain) require a special floodplain permit.

Structures:

- New structure (up to 600 square feet of accessory structures per lot are exempted)
- Additions to an existing structure
- Substantial improvement (see Section 8.01 of the Flood Plain Ordinance)
- Relocation of an existing structure
- Replacement of an existing structure
- Partial or complete demolition of existing structure
- Recreational Vehicle Park

Other Activities:

- Grading
- Drilling
- Mining
- Excavating
- Clearing
- New potable water, sanitary sewer or storm sewer systems
- Drainage improvements
- Watercourse alterations
- Storage of equipment or materials
- Dredging

The following activities are prohibited in Special Flood Hazard Areas

- Storage of hazardous materials (see Section 5.01 G of the Flood Plain Ordinance)
- Hospitals
- Nursing Homes
- Prisons and jails
- Manufactured homes (unless allowed by waiver)
- Parking of recreational vehicles unless they comply with Section 5.06 of the Flood Plain Ordinance

Applicant, architect/engineer, and lead contractor should carefully review the entire Flood Plain Ordinance and contact the Flood Plain Administrator for additional guidance. Flood rate insurance maps (FIRMs) are available for public inspection at the Borough office during normal business hours and on FEMA's website. The property owner should also contact an insurance agent to discuss flood insurance coverage prior to starting any work.

Appendix C**Development Activities Requiring a Stormwater Management Permit**

In general, a Stormwater Management Permit is required if the total earth disturbance equals or exceeds 1,000 square feet. This area is cumulative since the date of the adoption of the Stormwater Management Ordinance on Dec. 8, 2010

Additionally, the Borough may require a permit for smaller disturbances and development if adverse impacts are expected.

See Ordinance No. 4-14 for additional guidance.