



# Borough of Sugar Creek

Zoning Certificate Application  
212 Fox Street, Franklin, PA 16323  
Office: (814) 437-9453 Fax: (814) 437-1014  
lmoyer@sugarcreekborough.us

Office Use Only:		PERMIT #:	
Zoning Officer Signature: _____		Zoning Officer: Larry Moyer	
Receipt #: _____	Check#: _____	Amount Paid: _____	
Sewage Approval Received with Application: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		Stormwater/E&S Approval Received with Application: <input type="checkbox"/> Yes <input type="checkbox"/> No	

**BOTH PAGES OF THIS APPLICATION MUST BE COMPLETED**

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

Fee Amount: \$20.00

Map Number: 28- \_\_\_\_\_

Zoning District: \_\_\_\_\_

Name: _____	
Address: _____	Own: _____ Rent: _____
Phone: _____	Cell Phone: _____
Address of Proposed Construction: _____	*Property in Floodplain: <input type="checkbox"/> Yes <input type="checkbox"/> No
Owner's Name (If different than above) _____	Owner's Phone: _____
Owner's Address: _____	

**\*Any new construction in Floodplain areas MUST have Floodplain Permit approved prior to building permits issued.**

Contractor Name: _____	Registration #: _____
Contractor Phone: _____	Estimated Cost: _____
Type of construction/structure/demolish/sign: _____	
New Housing Dwelling: <input type="checkbox"/> Yes <input type="checkbox"/> No	Public Sewer: <input type="checkbox"/> Yes <input type="checkbox"/> No
Septic System: <input type="checkbox"/> Existing <input type="checkbox"/> New *See second page	Approval by Sewage Enforcement Officer must be obtained, in writing, prior to building permits being issued for new and existing septic systems. *See back/second page. Contact Michelle LeMire at 814-676-1744

**\*See the Stormwater, Erosion & Sedimentation section on page 2. Permits WILL NOT be issued without all approvals submitted with application.** Total area of earth disturbance: \_\_\_\_\_

Area of Lot: _____	Structure Feet _____	Front: _____	Side: _____	Rear: _____
Size of Proposed Structure (sq. ft.): _____		Dimensions: _____		Height: _____

Signs: Length _____ x width _____ Construction permit must all be filled out	Fence (Max Height 6'): _____
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Garage: Attached <input type="checkbox"/> Yes <input type="checkbox"/> No If garage will be attached or if area is greater than 1000 sq ft a construction permit must be filled out. <b>SEE BACK/2<sup>nd</sup> PAGE</b>	Deck: Max height from ground any level in inches: _____ If over 30" at any given location and/or a roof will be placed on, a construction permit must be filled out.
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**Provide a sketch of proposed construction showing relation of proposed building to lot lines in feet along with size of proposed construction, location of structures already on the property and list of materials to be used.**

Applicant Signature: _____
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By signing you acknowledge all information is correct and all applicable required permits from second page have been submitted to the Zoning Officer with this application.

**ALL OF THE BELOW MUST BE COMPLETED (IF APPLICABLE)**

**New Dwelling/Business Building:** Water and sewer tap ons will be required and are separate from the building permits.

Sewer tap in application for residential can be located at

<https://www.sugarcreekborough.us/documents/ressewertap-in.pdf>

Commercial sewer tap in can be located at

<https://www.sugarcreekborough.us/documents/commercialsanitarysewersystempermit.pdf>

For properties served by Sugarcreek water the water tap in application can be found at

<https://www.sugarcreekborough.us/documents/reswatertap-in.pdf>

Applications/Fees need taken to Borough Admin/Maintenance department, not to zoning.

**Septic Systems:** Whether existing or new septic system will be used, approval must be obtained by the Sewage Enforcement Officer (SEO) prior to building permits being issued. **Zoning officer must have a copy of approval when building permit applications are submitted.** Contact Michelle LeMire of the Oil Region Joint Sewage Agency at 814-676-1744 to start the process to obtain permit.

**Stormwater, Erosion & Sedimentation – Earth Disturbance:**

How many square feet of earth disturbance will the project have? Include area for the driveway, spoil piles, utility cuts, septic, and overall construction disturbance for the building(s). **You MUST contact the Venango County Conservation District REGARDLESS of amount of earth disturbance to see if a NPDES Stormwater Construction Permit is required.**

**Building permits WILL NOT be reviewed or approved until a copy of an approved NPDES is submitted with application.**

For areas under 5000 sq. ft. an E&S plan does not need to be approved, but a copy needs to be on site.

For areas over 5000 sq. ft. an E&S plan must be approved by the Venango Conservation District, 814-676-2832, located at 4871 US 322, Franklin, PA.

\_\_\_\_\_ Will E&S be required for your project? **Copy of permit must be given to the zoning officer with the building permit application.**

If you are adding a small or large building, garage, additions, cement slabs, you **MUST** contact the Venango County Planning Commission regarding a Stormwater Permit by calling 814-432-9689. All stormwater forms must be sent to the Venango County Planning Commission, not to Sugarcreek Borough. For more information you can view the stormwater ordinance by going to <https://www.sugarcreekborough.us/documents/ordinance268.pdf>

Stormwater application can be located by going to <https://www.sugarcreekborough.us/documents/stormwaterapp.pdf>

If construction will occur within 50 feet of the bank of a stream an E&S plan is always required. Contact the Conservation District or DEP for permit. **Copy of permit must be given to the zoning officer with the building permit application.**

**Stream Crossing/Wetlands:**

Does the project involve a stream crossing or wetland encroachment? No, No action needed. Yes, Applicant must contact the County Conversation District at 814-676-2832 or the DEP at 814-332-6942.

**Copy of approval must be given to the zoning officer with the building permit application.**

**Subdivision/Land Development:**

\_\_\_\_\_ Does a new tax parcel need created?

\_\_\_\_\_ Will current property lines be changed in any way? If so, a subdivision plan will be needed. Contact the Venango County Planning Commission regarding subdivision, 814-432-9689.

\_\_\_\_\_ New construction may require a Land Development Plan to be submitted to and approved by Venango County Planning Commission. You may contact them to see if one will be needed at 814-432-9689. Failure to do so may end up in a stop work order until one is completed.

**Highway Occupancy Permit/Road Encroachment: (Must be done prior to building permit being issued)**

If a curb exists or there is a ditch where a pipe would need laid to allow water flow you will need a Road Encroachment Permit. For Borough maintained roads application can be found here.

<https://www.sugarcreekborough.us/documents/roadencroachmentpermit.pdf>

For state roads you must contact PennDOT and a copy of the permit must be received prior to building permit being issued.

