



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:	PERMIT #:
Zoning Officer Signature: _____	Zoning Officer: Larry Moyer
Receipt #: _____	Check#: _____
	Amount Paid: _____

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:	
Owner's Name (If different than above)	Owner's Phone:
Owner's Address:	

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 <i>*See second page</i>	Approval by Sewage Enforcement Officer must be obtained, in writing, prior to building permits being issued for new and existing septic systems. <i>*See back/second page. Contact Michelle LeMire at 814-676-1744</i>

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

Signs: Length _____ x width _____ <i>Construction permit must all be filled out</i>	Fence (Max Height 6'):
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Garage: Attached <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If garage will be attached or if area is greater than 1000 sq ft a construction permit must be filled out. SEE BACK/2nd PAGE</i>	Deck: Max height from ground any level in inches: _____ <i>If over 30" at any given location and/or a roof will be placed on, a construction permit must be filled out.</i>
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Please 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: _____

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 Management: 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>

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.

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).

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 1793 Cherrytree Road.

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

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.