Borough of Sugarcreek
Zoning Department
212 Fox Street, Franklin, PA 16323
(814) 437-9453
lmoyer@sugarcreekborough.us

Office Use Only:	PERMIT #:_____
Zoning Officer Signature:_____	Zoning Officer: Larry Moyer
Receipt #:_____ Check#:_____	Amount Paid:_____
Sewage Approval Received with Application: ☐Yes ☐No ☐N/A	**Stormwater/E&S Approval Received with Application: ☐Yes ☐No**

Please read and answer (if applicable) all areas highlighted in yellow.

Date:_____ **Fee Amount: $20.00**

Map Number: 28-_____ Zoning District:_____

Name:	
Address:	Own:_____ Rent:_____
Phone:	Cell Phone:
Address of Proposed Construction:	*Property in Floodplain: ☐Yes ☐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. Contact the Venango Regional Planning Commission office (814-432-9689) regarding any type of construction and renovations for information and how to obtain floodplain permit.**

Contractor Name:	Registration #:
Contractor Phone:	**Estimated Cost:**
Description of Proposed Improvements: _____	
Type of Construction/Development: ☐**New Construction** ☐ **Addition** ☐**Alteration** ☐**Repair/Replacement** ☐ **Relocate** ☐**Other (Explain below)**	
New Housing Dwelling: ☐Yes ☐No	Public Sewer: ☐Yes ☐No Public Water: ☐Yes ☐No
Septic System: ☐Existing ☐New **See third page*	Approval by Sewage Enforcement Officer must be obtained prior to building permits being issued for new and existing septic systems. **See 3rd page*. Contact Michelle LeMire at 814-676-1744. If approval is necessary, please ask us for the application for the SEO to get the process started.

***See the Stormwater, Erosion & Sedimentation section on page 3. Permits WILL NOT be issued without all approvals submitted with application.** Total area of earth disturbance: _____

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

Signs: Length _____ x height _____ Height above ground (Ground to bottom of sign):____ *Construction permit must all be filled out*	Fence (Max Height 6'):

Garage: Attached ☐Yes ☐No *If garage will be attached or if area is greater than 1000 sq ft a construction permit must be filled out.* ***SEE 3rd PAGE***	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.*

Provide a sketch below of proposed construction showing relation to lot lines in feet along with size of proposed construction, location of structures already on the property. Provide proposed front, side, and back setbacks.

In consideration of being granted this Permit, it is agreed that all requirements of the Zoning Ordinance, and other ordinances, laws, and codes of the Township of Sandycreek and Pennsylvania statutes governing building construction, health, sanitations, and safety will be complied with, and no deviation from the plans and/or specifications shall be made without further approval from the Township Zoning Officer.

I hereby certify that the above information is true and correct to the best of my knowledge.

Applicant Signature:	Date:

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.

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. **You can obtain the application at our office to start the process.** Contact Michelle LeMire of the Oil Region Joint Sewage Agency at 814-676-1744 with questions and to submit the application.

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 Erosion & Sedimentation Plan is required and Post construction stormwater management plans. Building permits WILL NOT be reviewed or approved until a copy of an approved NPDES is submitted with application (if applicable).**
_____ Will E&S be required for your project? **Copy of permit must be given to the zoning officer when applying for building permit application**.

Stormwater Management:

< 1,000 sq. ft – small projects app submission – No Acknowledgment Letter Required
1,000 – 2,499 sq. ft – Small projects app submission – Exempt provided applicant meets all required criteria - Acknowledgment Letter for Exemption.
2,500 sq. ft – 4,999 sq. ft. Requires an approved small projects application
5,000 sq. ft or greater – Requires approved engineered stormwater plans.

All stormwater forms must be sent to the Venango County Planning Commission. If construction will occur within 50 feet of the bank of a stream an E&S plan (above) 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:
_____ New construction may require a Land Development Plan to be submitted to and approved by Venango County Planning Commission and Sandycreek Township. 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.

_____Is a subdivision going to be needed to meet setback requirements? If yes, subdivision will need completed prior to permitting.

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