



Borough of Sugar Creek

ZONING CERTIFICATE APPLICATION
Office: (814) 437-9453 Fax: (814) 437-1014
lmoyer@sugarcreekborough.us

Office Use:	PERMIT # _____
ZONING OFFICER SIGNATURE: _____	ZONING OFFICER: LARRY MOYER
RECEIPT #: _____	CHECK #: _____

BOTH SIDES OF THIS APPLICATION MUST BE COMPLETED

Date: _____

Amount \$20.00

Map No. 28-	Zoning District:
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Name:	
Address:	Own: _____ Rent: _____
Phone #:	Cell Phone #:
Address of Proposed Construction:	
Owner's Name:	Owner's Phone:
Owner's Address (if different from construction location)	

Contractor Name:	Registration #:
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Structure Yards: Front:	Side:	Rear:
Estimated cost: \$	Area of lot:	

Type of construction/structure/demolish: _____
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Size of structure (sq. ft.):	Dimensions:	Height
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Signs: (Length _____ x Width _____) Construction permit must also be filled out.	Fence: (Max Height 6')
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*Garage: (Attached - Yes _____ No _____) If area is greater than 1000 sq ft you must fill out construction permit application. Attached garages must have construction permit application. *SEE BACK 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 also be filled out)
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Please provide a sketch of proposed construction, showing relation of proposed building to lot lines in feet, size of proposed construction, location of structures already on property, materials to be used.

Applicant Signature:

ALL OF THE BELOW MUST BE COMPLETED (IF APPLICABLE)

___ Stormwater Management:

If you are adding a small or large building, garage, additions, cement slabs you **MUST** contact 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 the Borough.**

For more on stormwater you can view the stormwater ordinance by going to

<http://www.sugarcreekborough.us/documents/ordinance268.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 may be needed. Contact Emily Donaldson of the Venango County Planning Commission regarding subdivisions, 432-9689)

Highway Occupancy Permit:

(Must be done prior to building permit being issued)

If your property is NOT located on a Pennsylvania State road you may skip this section, **however**, if a curb exists or there is a ditch where a pipe would need laid to allow water flow you must contact the Borough Maintenance Foreman.

For state roads:

___ Does the parcel have an existing drive?

___ Is the existing drive permitted? (If not it could require an HOP) (Contact Michele Morningstar of Penndot to verify, 678-7156)

___ Will a new drive be needed? If yes, contact Michele

___ Has copy of HOP permit been given to zoning officer with building permit 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).

For areas under 5000 ft² an E&S plan does not need to be approved, but a copy needs to be on site.

For areas over 5000 ft² an E&S plan must be approved by the Venango Conservation District, 676-2832, 1793 Cherrytree Road.

If construction will occur within 50 ft of the bank of a stream an E&S plan is always required. Contact the Conservation District or DEP for permit.

___ Has copy of E&S permit been given to zoning officer with building permit app?

Stream Crossing/Wetlands

___ Does the project involve a stream crossing or wetland encroachment?

· No, No action needed

· Yes, Applicant must contact the County Conservation District 814-676-2832 or the DEP 814-332-6942

___ Has copy of approval been given to zoning officer?