

LIBERTY TOWNSHIP
 2873 MERCER-BUTLER PIKE - GROVE CITY, PA 16127
 724-794-1773 - 8:30-11:30 M, T, W, TH.

**BUILDING & ZONING PERMIT
 PROCEDURES & FEES**

WEBSITE: WWW.LIBERTYTWP.LIFE.ORG EMAIL: LIBERTYTWP@ZOOMINTERNET.NET

BUILDING PERMIT PROCEDURE

- Application for permit to be made at the Township Office and **TO INCLUDE THE FOLLOWING:**
 - Estimated cost of construction
 - Plot drawing of structure located on the property with size and locating dimensions
 - Builder/Worker's compensation insurance certificate or notarized exemption form
 - Permit fee (as listed below)
 - Sewer/Septic Permit (if applicable)
 - Driveway permit for new residences located on a state and township road
 - Property must be staked

Please note that these items must be completed at the time of application. Incomplete applications will not be accepted.

ZONING PERMIT PROCEDURE

- The Zoning Officer shall issue zoning permits. Zoning permits which are permitted as a conditional use shall be issued only upon approval by the Township Board of Supervisors.
- Zoning permits for construction and uses, which are permitted as a special exception or variance, shall be issued only upon approval of the Zoning Hearing Board.
- A zoning permit shall be required for any of the following: (except where otherwise indicated in this ordinance)
 - Commencing a use, changing a use or intensity of use, or extending or displacing the use of any building, structure, and/or land in the Township.
 - Construction, erection, enlargement, reconstruction, or structural alteration of any building and/or structure including placement of a mobile home on a property.

The Zoning Officer shall act on all applications for zoning permits and amendments thereto within 10 days after filing except where otherwise indicated. He shall conduct a preliminary inspection of all structures and/or land for which an application has been filed for a zoning permit. If the application and preliminary inspection indicate compliance with the Zoning Ordinance, a zoning permit shall be issued. Disapproval of a zoning permit shall be in writing to the applicant.

CERTIFICATE OF OCCUPANCY PROCEDURE

- It shall be unlawful to use and/or occupy any building, other structure and/or land for which a zoning permit is required until a certificate of use and occupancy for such building, other structure and/or land has been issued by the Building Inspector. The purpose of the certificate is to confirm that the work or development described in the zoning permit application has been completed in compliance with this ordinance. The UCC Code application for issuance of a certificate of use and occupancy shall be made at completion of construction.

FEE SCHEDULE

- Zoning permit and certificate of use and occupancy: (one fee covers both)

For up to \$5,000 in value of permitted work purposes:	<u>\$25.00</u>	Accessory structure used solely for Agricultural Purposes:
For \$5,001 to \$15,000 in value of permitted work	<u>\$45.00</u>	For up to \$5,000 in value <u>\$25.00</u>
For each additional \$1,000 value beyond \$15,000	<u>\$ 1.50</u>	For \$5,001 to \$15,000 in value <u>\$45.00</u>
Change of Use w/Alterations	<u>As Above</u>	For each additional \$1,000 value beyond \$15,000 <u>\$1.50</u>
Change of Use w/o Altering Structure	<u>\$25.00</u>	Fine for failure to obtain a zoning permit before
Any building less than 100 Square feet	<u>\$0.00</u>	Commencing/changing a use or construction: <u>\$50.00</u>
- Permit Renewal Fee: \$25.00 yearly
- Zoning hearing board action
 Challenges, appeals and applications for variances Special Exceptions
 For **Residential FEE \$300.00**
- Zoning hearing board action
 Challenges, appeals and applications for variances
 Special Exceptions for **Commercial Fee \$900.00**

In Addition, the applicant shall pay all other costs associated with the hearing. This includes the presence of an attorney, and or a stenographer and all costs associated with them. The zoning hearing board shall pay the cost of the original transcript if the board or hearing officer orders the transcript or it shall be paid by the person appealing from the decision of the zoning hearing board. If such appeal is made, the person requesting such a copy or copies shall pay the cost of the additional copies. In other cases, the party requesting the original transcript shall bear the cost thereof.

Conditional Use: **Fee \$900.00**

- Zoning ordinance amendments to text or map: **\$250.00**
- Zoning Junk Yards and/or junk dealers:
 - Annual License Fee: **\$100.00**
 - License Transfer Fee: **\$20.00**

Fees changed by act of this resolution are effective immediately.

Hereby resolved by the Liberty Township, Mercer County, Pennsylvania Board of Supervisors on this **11th** day of **February, 2016**.

COPY

Supervisor

Supervisor

Supervisor

Attest: _____
Secretary