

# LTL CONSULTANTS, LTD – (610-987-9290)

## PERMIT APPLICATION CHECKLIST

### Zoning Permit:

- Submit Application Fee (if applicable for your Township) CHECK PAYABLE TO TOWNSHIP
- Complete the Zoning/Building Permit Application.
- Provide a plot plan showing all structures, including sizes, located on the property along with the distance of the structures to each property line. Please note the location of the septic system, well, and any easements on the property.
- Sign the Permit Terms and Conditions

### Residential Building Permit:

- Complete the Zoning/Building Permit Application. If electrical, plumbing, and/or mechanical work is being performed, please be sure to complete all appropriate applications. Submit workers compensation insurance for each contractor.
- Complete the driveway and/or well application (if applicable).
- Submit Application Fee (if applicable for your Township) CHECK PAYABLE TO TOWNSHIP.
- Provide a plot plan showing all structures, including sizes, located on the property along with the distance of the structures to each property line. Please note the location of the septic system, well, and any easements on the property.
- Provide two (2) copies of the building plans.
- Provide proof of EDU from the Sewer Authority or On-Lot Septic permit from the Sewage Enforcement Officer (if applicable)
- Provide Highway Occupancy Permit from PennDot (if applicable)
- Provide approval from Water Authority for public water connection (if applicable)
- Provide Stormwater Management Permit (if applicable)
- Sign the Permit Terms and Conditions
- Provide Erosion & Sediment Control Plan approval from Conversation District (if applicable)

Additional information/documents may be required depending on the type of construction.

CALL BEFORE YOU DIG, MAKE A PA ONE CALL - Dial 811



*Township of Upper Pottsgrove*  
MONTGOMERY COUNTY, PENNSYLVANIA  
1409 Farmington Avenue Pottstown, PA 19464  
Phone: 610-323-8675 Fax: 610-327-1967  
Webpage: [uptownship.org](http://uptownship.org) Email: [administration@uptownship.org](mailto:administration@uptownship.org)

### DRIVEWAY PERMIT APPLICATION

**PLEASE NOTE THAT OUR BUILDING INSPECTOR HAS UP TO 15 / 30 (RESIDENTIAL / NON-RESIDENTIAL) BUSINESS DAYS TO PROCESS A PERMIT APPLICATION.**

County: <b>Montgomery</b>	Municipality: <b>Upper Pottsgrove Township</b>	Parcel ID #: <b>60-00-</b> _____
Site Address: _____, Pottstown, PA 19464		
Owner/Applicant Name: _____		Phone #: _____
Mailing Address: _____		
E-Mail: _____		
<input type="checkbox"/> CALL ME WHEN PERMIT IS READY		
Principal Contractor: _____		Phone #: _____
Mailing Address: _____		
E-Mail: _____		HIC #: _____
<input type="checkbox"/> CALL ME WHEN PERMIT IS READY		

Location of Driveway: _____  Statement of materials and Construction to be Used: _____ _____ _____
<p><i><b>A Sketch of the Driveway must be provided</b></i></p> <p><i><b>% Slope and distances must be indicated on the plan</b></i></p>

<p>I hereby certify that the information hereon and herewith is true and correct to the best of my knowledge, and furthermore the property owner has authorized the work.</p> <p><b>I certify the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.</b></p> <p>Applicant's Signature: _____ Date: _____</p>
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**ESTIMATED COST** (Reasonable fair market value): \$ \_\_\_\_\_ *(REQUIRED)*

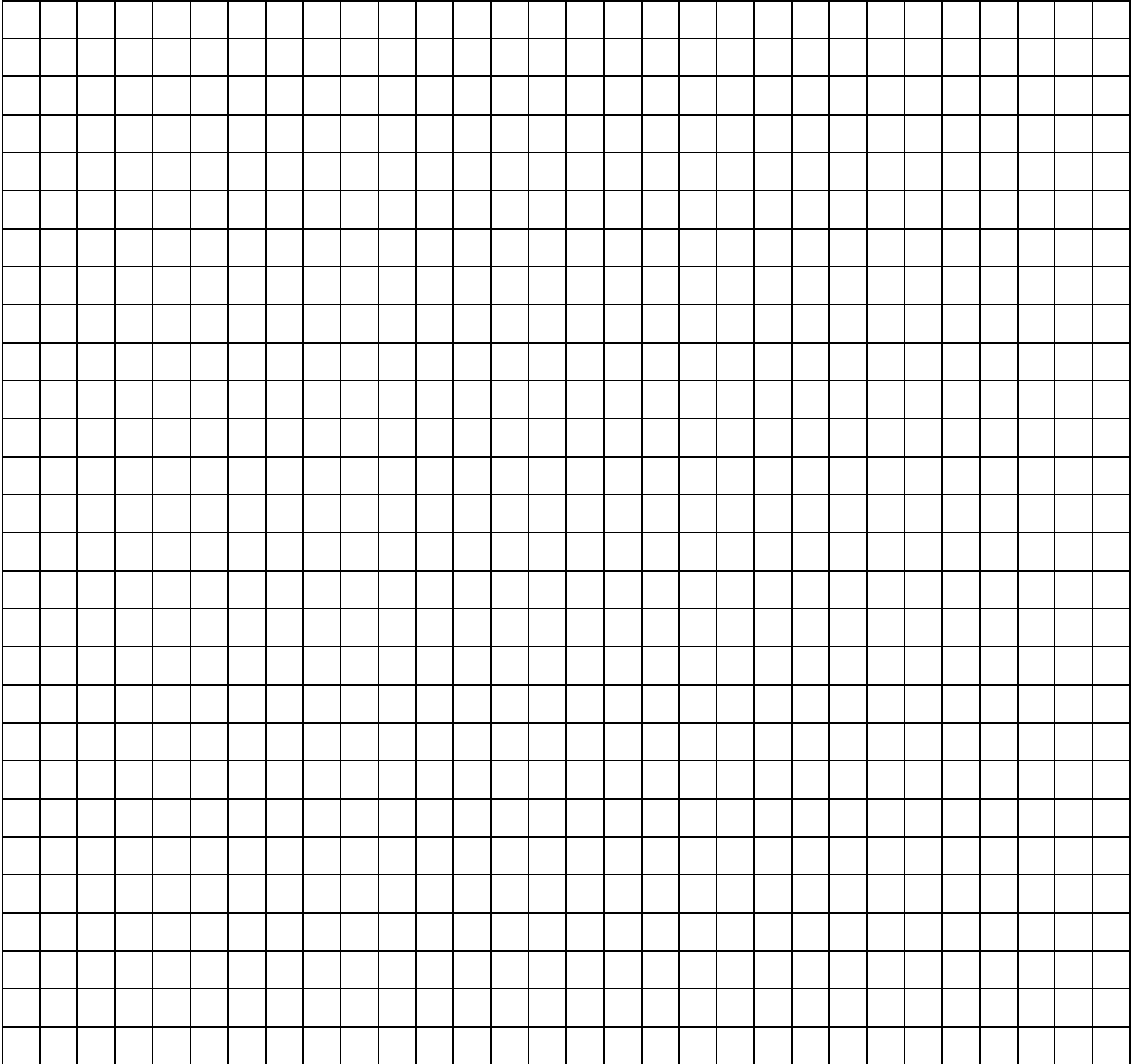
<p><b>- OFFICIAL USE ONLY -</b></p> <p><b>TOWNSHIP APPLICATION FEE PAID: CHECK # _____ AMOUNT \$ _____ DATE: _____</b></p>
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- 1. NON-REFUNDABLE APPLICATION FEE FOR RESIDENTIAL AND/OR AGRICULTURAL IS \$50.00.**
- 2. APPLICATION FEE FOR NON-RESIDENTIAL IS \$500.00 PER SUBMITTAL. THIS FEE SHALL BE APPLIED TO THE COST OF THE PERMIT & ANY REMAINING BALANCE SHALL BE REFUNDED TO THE APPLICANT.**
- 3. MAKE CHECKS PAYABLE TO UPPER POTTS GROVE TOWNSHIP OR CASH (DUE UPON SUBMISSION)**

NAME: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_, Pottstown, PA 19464

**PLOT PLAN / SKETCH PLAN AREA**



The Plot Plan must show size and location of all structures and wells on the property and the distance to property lines (hand drawn is acceptable)

Is your drawing to scale Y / N? If yes, what is the scale? \_\_\_\_\_