College Township Checklist
Zoning Application for Building Permit Process

All New Construction Area OVER 600 sq. ft. - Floodplain within 100 ft. - Wetland Area on Property - Change of Grades as Stipulated Chapter 200-50 - Rental Homes - Home Occupations ~and~ Non-Residential Interior Alterations, etc. etc.

Most construction requires a zoning permit before going to Centre Region Code; proposed work for all new construction over 600 sq. ft. of additional impervious lot coverage and/or all proposed work at or within a commercial property requires zoning permitting prior to submission to Centre Region Code. However, normal maintenance activities such as painting, carpet replacement, and other minor repairs may not require a zoning permit.

Please contact the College Township Zoning Officer if you question whether permits are needed at 814-231-3021.

The following is a checklist of required submission documents that are generally associated with proposed construction like, but not limited to, new construction and additions "over 600 sq. ft. of impervious area, alterations to an existing use and/or property, accessory structures, sidewalks, hardscapes, and so on...

**Generally, an application submission requires the following documentation for a complete submission:**

- (*) New Business and/or Proof of Owner Approval of Proposed Work, if the new business or business change of lease area involves additions and/or alterations to accommodate the proposed occupancy for the business. Include the required Change of Use / Zoning Verification of Use form as a review document with the Application for Building Permit, as a review document, do not inflate fees; fees shall be based on the cost of construction declared on the application for building permit. This form is located on the College Township web page, under Zoning Department Applications and Forms listing.

- Application for Building Permit, (Complete and sign the form)

- If property owner is not the applicant, required Statement for Proof of Owner Approval is required

  Examples for owner approval:
  - Signed Change of Use / Zoning Verification of Use as a submission document (and, must include "ALL" party signatures), or
  - Owner signs proposed plans, or
  - Written statement from the property owner, approving the proposed work, as a submission document

- Permit/Application fees are based on cost of construction and due on submission
  - $0.00 - $30,000 is the minimum fee of $30.00 per application
  - $30,000.01 - $1M is Cost of Construction x .001. (Example Cost: $180,000 x .001 = $180.00 fee due)
  - Projects costing over $1M (Example Cost: $1,180,000 ($1M x .001 + 180,000 x .0005) = $1,095.00 fee due
  - Fees are payable to: College Township

- Completed Impervious Coverage Sheet

- Site plan, and/or "Recorded" Land Development Plan; or when "all" work is interior, provide Floor plans
  Example, Site plan summary requirements per Chapter 200-50 (see requirements in form listing; when proposed construction is,
  - Any new single-family residential dwelling of any size, or an accessory structure or proposed building addition with a footprint of over 600 sf. (include a minimum of 2-scalable copies for approval)
  - In or within 100 ft. of a floodplain or delineated wetland area, see Chapter 200-30
  - Use or structure is on steep slopes as stipulated in Chapter 200-31
  - Any change of grade 3-ft. on internal lot, 2-ft. within side and/or rear setbacks, 1-ft. within 5-ft. of property lines or any alteration of existing drainage ways or swales that are on-property or within a street right-of-way

- Provide Construction drawings (2-copies for zoning review (one will be returned with the approved zoning permit))

- Provide copy of approved water service

- Provide copy of approved sewer service

- Signed Soils & Erosion Plan Sheet (required)

- Any proposed work within a public right-of-way will require a Road Occupancy Permit with applicable fee due. (This form is located on the College Township web page, under Zoning Department Applications and Forms listing)

Note that the zoning officer may require additional information and/or review documents for clarifications for the proposed project during the review process.

Page 1 of 2
General Information

Formal review periods do not start until an application is determined to be a full and complete submission. CHAPTER 200-49.

The zoning officer shall either approve or deny a zoning permit within 30-days of receipt of a full and complete application... Unless, a Residential Site Plan review is required by CHAPTER 200-50, then the review period to approve or deny a zoning permit within 60-days of receipt of a full and complete application. CHAPTER 200-49(B)

A completed project must be inspected by the Township, prior to the expiration date stated on the zoning permit. CHAPTER 200-49(C)

If you wish to schedule a final zoning inspection prior to absolute completion of the project, a monetary surety, escrow or letter of credit may be posted to cover certain incomplete project items. Please call the Township Zoning Department if you wish to use the surety option as part of your final zoning inspection. CHAPTER 200-49(C)

Please take the time to read all of the requirements that will be listed on the permit you are issued. A smooth inspection process depends on it!