

Zoning Permit Checklist for Mt Joy Township

- **Zoning Permit Requirements** See [§ 110-1402. Zoning permits](#). For additional information
 - ___ 1. Zoning Permit Application - **must be signed by property owner or attach a letter of approval for applicant to act on their behalf**
 - ___ 2. Site/Plot Plan OR Land Development Plan - including proposed setback measurements from centerline of road and side boundary lines, and distance from well and septic measurements
 - ___ 3. Zoning Permit Fee- Cash or Check (to Mt Joy TWP) only.

- **Will Project involve creating NEW impervious surface (such as driveway, walkways, patio, building, extended roof line, etc)?** See [§ 81 Storm Water Management](#). **If yes, then Complete:**
 - ___ 1. Stormwater Management Application & Worksheet (Complete Application and worksheet A and B for most projects.)
 - ___ 2. SWM Fee, dependent on SWM LEVEL- Cash or Check (to MT Joy TWP) only.
 - ___ 3. *May require* a SWM Site/Plot Plan and ES&S Plan with grade of land and SWM mitigation.
 - ___ 4. *May require* a SWM Operations and Maintenance Agreement for Levels 3 and 4 that is notarized and recorded at the Adams Co. Recorder of Deeds.
 - ___ 5. *May require* an Adams Co. E&S CONTROL, E&S CONTROL PERMIT and/or a National Pollution Discharge Elimination System (NPDES) Permit.

- **Will Project involve earth movement/disturbance to prepare and level build area? If yes, then Complete:**
 - ___ Adams County Conservation District Earth Disturbance Checklist

- **For Lake Heritage and Gettysburg Links Residents or OTHER HOA's – also need:**
 - ___ Homeowner Association Approval Letter

- **NOTE: Project *MAY* require a UCC Building Permit. Please complete Appl. to determine if one is needed.**
 - ___ **M.D.I.A. Building Permit Application -Contact James Zerfing (717) 873-7442**

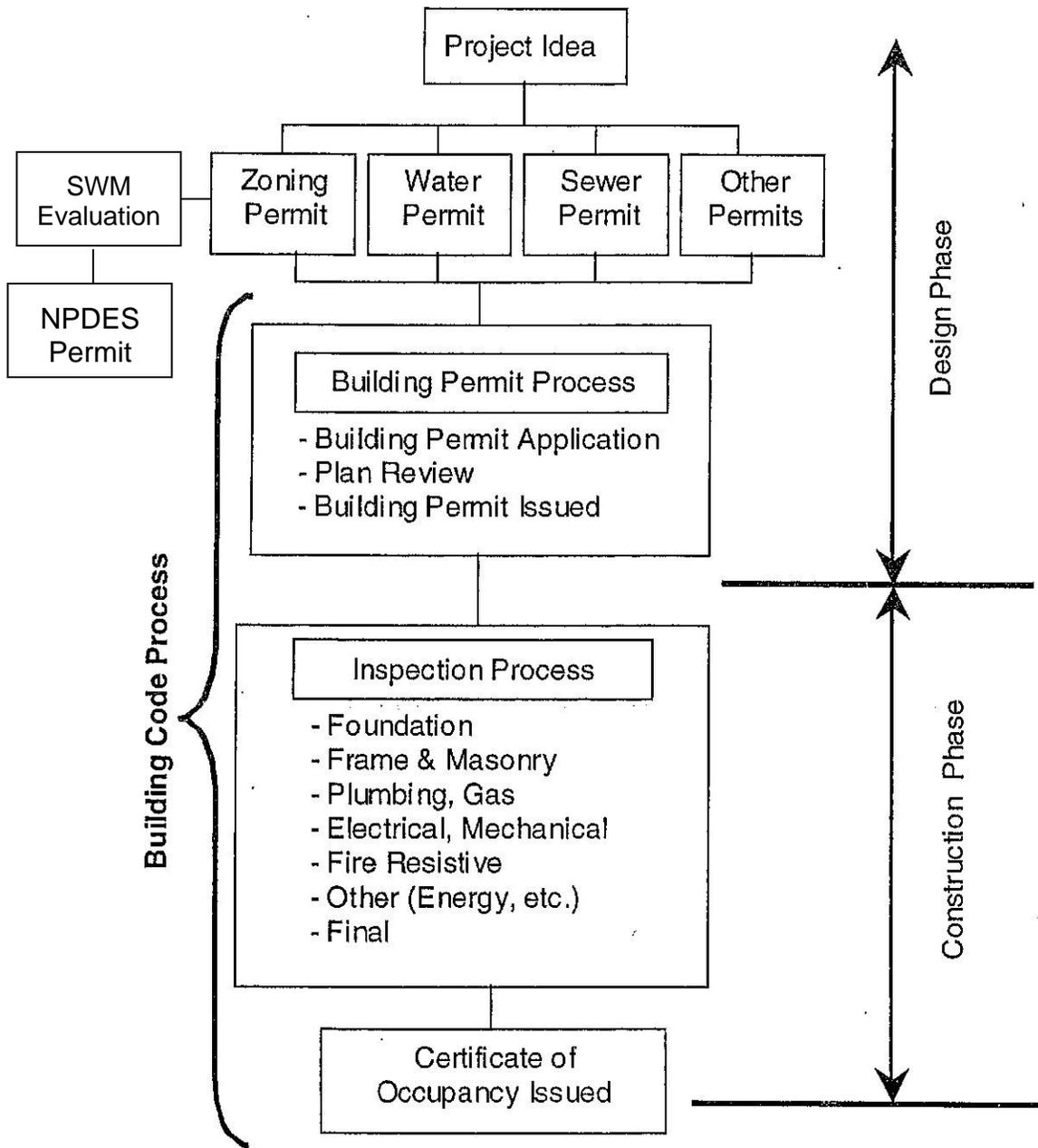
- **Is your building qualified as an “Agricultural Building” that is exempt from the UCC Permit requirement?** See [§ 35 Building Permits](#). **If yes, then Complete:**
 - ___ Agricultural Building UCC Permit Exemption Form

- **For new residential construction – also need:**
 - Driveway Permit:** See [§ 84-1 Highway Occupancy/Encroachment Permits](#) and [§ 86-20 Access Drives](#) for requirements
 - ___ 1. Highway Occupancy Permit Application by the TWP OR State (to connect to a road)
 - ___ 2. Permit Fee-cash or check (to MT Joy TWP for TWP RD) only OR to PennDOT for STATE RD
 - ___ 3. Driveway Final Inspection
 - Sewage Permit:** See [§ 67 Septic Holding Tanks](#), [§ 67 Septic Systems](#) and [§ 67 Sewers](#) for requirements
 - ___ 1. Sketch Plan - including setbacks, well and septic measurements
 - ___ On lot Septic– Contact TWP SEO- Wm. F. Hill, Bryan Leese (717) 334-9137 for approval
 - ___ Lake Heritage – contact White Run Municipal Authority for Approval to connect
 - ___ Links of Gettysburg- contact Auga Pennsylvania for Approval to connect
 - Water:** See [§ 107 Wells](#) for requirements
 - ___ On-lot water well or geothermal wells- complete Well Permit Application and Checklist
 - ___ Lake Heritage – contact Pennsylvania American Water Company for Approval to connect
 - ___ Links of Gettysburg- contact The Gettysburg Municipal Authority (GMA) for Approval to connect

***** All Projects over \$4,500.00 also require an Adams County Property Improvement Certification**

___ Adams County Property Improvement Certification

Building Project Process



**Know what's below.
Call before you dig.**

Homeowners often make risky assumptions about whether or not they should get their utility lines marked, but every digging job requires a call – even small projects like planting trees and shrubs. The depth of utility lines varies and there may be multiple utility lines in a common area. Digging without calling can disrupt service to an entire neighborhood, harm you and those around you and potentially result in fines and repair costs. Calling 811 before every digging job gets your underground utility lines marked for **FREE** and helps prevent undesired consequences.