

HOW TO OBTAIN A

SHED PERMIT

HOW TO OBTAIN A SHED PERMIT (RESIDENTIAL)

Step #1: REVIEW ORDINANCE REQUIREMENTS

- a: Non-attached structures: accessory structures, including sheds, standing apart from the principal structure are permitted between the rear wall of the principal structure and the rear property line but must be at least 10 feet from principal structure. No living quarters are to be located in accessory structures.
- b: Height limit maximum is 2 stories, but not over 25 feet.
- c: Permitted only in the side and rear yards. A corner lot, (a property bounded by streets or alleys on two sides) has 2 front yards and 2 side yards. A triple frontage lot (bounded by three streets or alleys) has a front yard for each street the property is bounded by and the remaining yard is a side yard.
- d: Accessory structures/sheds may not be placed within any easements or right-of-ways for sewer or stormwater purposes (information regarding easements and right-of-ways is generally referenced on a property's deed).
- e: Setbacks: accessory structures/sheds must be at least 10 feet from the rear property line and a combined total of 8 feet or more away from the side property lines. The closest distance to a side property line an accessory structure/shed can be located is 3 feet.
- f: Accessory structures/sheds can be of any material as long as they are properly maintained and in adequate condition.
- g: Lot coverage is dependant on the property's zoning. A stormwater management fee will be charged for the size of the accessory structure/shed. Should the addition of the accessory structure go beyond the permitted lot coverage a zoning hearing is required and a stormwater study maybe necessary.

Step #2: COMPLETE APPLICATION (reference attached)

Step #3: PREPARE A PLOT PLAN ON THE BACK OF THE APPLICATION OR ON A SEPARATE SHEET OF PAPER

Step #4: SUBMIT THE APPLICATION AND PLOT PLAN TO THE DALLASTOWN BOROUGH OFFICE

- a: A completed application will take approximately 1-2 days to process.
- b: All fees doubled if work is started without a permit.

Step #5: POST PERMIT CARD IN A FRONT WINDOW OF THE HOUSE WHERE IT CAN BE SEEN FROM THE STREET

Step #6: INSTALL SHED – PERMIT VALID FOR 9 MONTHS

Step #7: RETURN PERMIT CARD WHEN PROJECT IS COMPLETE

*the above stated are only guidelines and are subject to all applicable provisions of the borough's codes and ordinances.



PERMIT # _____

DATE _____

APPLICATION FOR PERMIT

DALLASTOWN BOROUGH

175 EAST BROAD STREET, DALLASTOWN, PA 17313

TELE: 717-244-6626 • FAX: 717-244-1076 • www.dallastownboro.com

ZONING

BUILDING

ELECTRICAL

OWNER

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

CONTRACTOR

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

ADDRESS/LOCATION OF PROPERTY _____ LOT # _____

SUBDIVISION _____ TAX MAP _____ PARCEL# _____ COO#-MOO# _____

EXISTING USE _____ PROPOSED USE _____

NEW IMPERVIOUS AREA (GROUND COVER ONLY, NOT TOTAL OF ALL FLOORS):

BUILDING/ADDITION _____ SQ.FT. + GARAGE _____ SQ.FT + DRIVEWAY _____ SQ.FT. = TOTAL _____

DESCRIPTION OF PROPOSED WORK:

ESTIMATED COST OF WORK: _____

SIGNATURE

DATE

WORK PHONE #

CELL PHONE #

HOME PHONE #

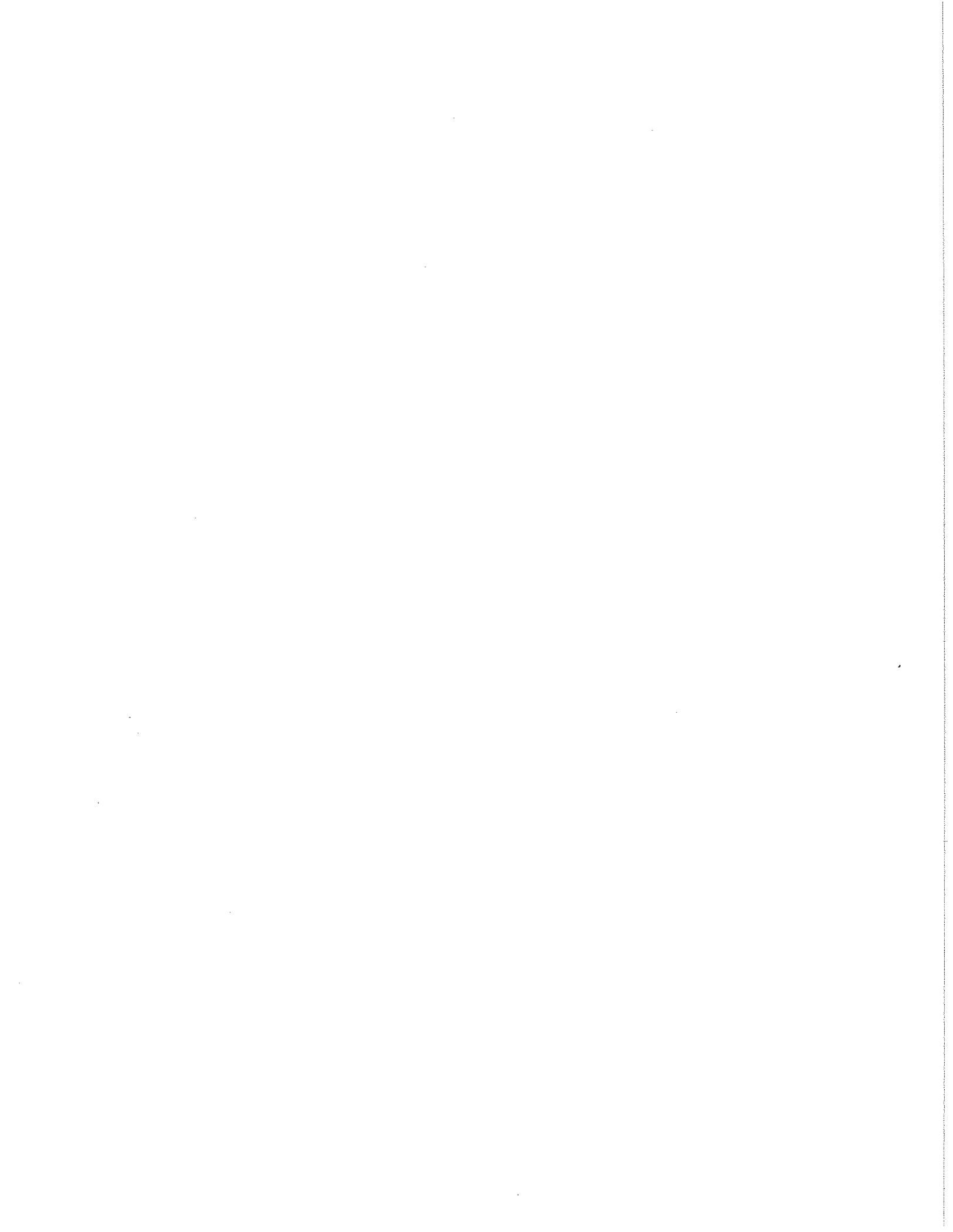
The above signed applicant hereby makes application for a building permit under all applicable ordinances of Dallastown Borough and hereby certifies, under penalties of perjury, that all facts herein are true and correct. The actual work will be performed in accordance with the above, and it is reasonably expected that the work authorized hereby will begin within three (3) months. This permit can be revoked if its issue violates the zoning ordinance or work does not begin within the specified time period.

***Attach plot plan/drawing or sketch on back of this page.**

Zoning Fee \$ _____

Stormwater Mgt Fee \$ _____

Total Permit Cost \$ _____



**DALLASTOWN BOROUGH
STORMWATER MANAGEMENT PERMIT APPLICATION**

If you, as a property owner, are planning to construct any type of structure or improvement to your property (patio, driveway, etc.) that will impact the stormwater runoff leaving your property, then you must comply with Municipal Stormwater Management Ordinance No. 575-12. Completion of this form will allow the staff to guide you through the associated regulations.

Step 1: Complete the Project Information

Property Owner: _____

Property Address: _____

Daytime Phone Number: _____ (preferred)

Email Address: _____ (preferred)

Proposed Development (Please provide information regarding size, type, distance from property lines and existing site features, etc. Attach any manufacturer's sheets or other information related to the proposed development):

Have any other exterior improvements been completed on the property since January 1, 2013 (*Effective Date of SWM Ordinance*)? If so please list the projects and permit numbers _____.

Step 2: Provide Sketch Plan of Property

Plan shall include property lines, existing improvements and proposed improvements. Please indicate which direction the property slopes as well as provide detailed drainage information for proposed improvements (roof breaks, gutters, downspout locations, etc. (Sample included as Attachment A1 in Small Project's Guide).

Sketch Plan Provided

Step 3: Summarize Proposed Impervious Area

- New Pavement (Parking area, driveway) _____ ft²
- New Building (Shed, Garage, Addition) _____ ft²
- Sidewalk or Patio (Concrete, Brick) _____ ft²
- Removal of existing impervious area _____ ft²
- Changing the ground surface/cover (Clearing a wooded lot, converting a meadow area to yard) _____ ft² (Municipal Engineer to be contacted by Borough)
- Farming Activities (not new buildings or impervious) – If in compliance with Chapter 102, exempted from formal submission.
- Timber Activities - If in compliance with Chapter 102, exempted from formal submission.
- Stormwater Improvement - Not associated with a new impervious area (Municipal Engineer to be contacted by Borough)

Applicant Name (Printed)

Signature

Date

Small Projects Guide - Operation & Maintenance Plan**Construction:**

1. Install erosion and sedimentation control facilities.
2. Stormwater Management Facility (ies) shall be installed before impervious areas are completed. If earthwork is involved during the construction of the impervious area, then extreme caution shall be taken so that sediment does not wash into the SWM Facility (ies).
3. Mark the locations of the SWM facility (ies).
4. Excavate the SWM Facility to the required depth. Contact municipality for inspection prior to filling. If standing water is encountered, a SWM Site Plan may need to be submitted; contact Municipal Engineer. All excavated materials shall be removed from the site or stabilized.

For Stone Infiltration Structures

5. Line excavation with Geotextile.
6. Backfill SWM Facility with required stone. If required: Install piping, cleanouts and associated facilities as detailed.
7. If required: Close geotextile material over stone bedding.
8. If required: Place topsoil over trench.
9. Stabilize and seed all disturbed areas.

For Rain Gardens

5. Place topsoil over excavated area.
6. Install plantings as shown on the plan.
7. Stabilize and seed all disturbed areas.

Maintenance:

1. The SWM Facility shall be checked regularly to ensure that no standing water exists in the facility 3 days after a rain event. If water is encountered, the facility may need to be modified. Notification of the municipality is required if facility is not functioning before any modifications are made.
2. Monitor the SWM facility to ensure that no sediment, grass clippings, leaves, and other similar accumulations occur on top of, and/or within, the SWM Facility.

I have read and agree to the above Operation and Maintenance Plan. I, as the property owner, am responsible for the proper construction, operation and maintenance for the SWM Facilities. If I fail to adhere to any of these tasks, the Borough may perform the services required and charge the appropriate fees. Nonpayment of the fees may result in a lien against my property.

 Applicant Name (Printed)

 Signature

 Date