

Warwick Township

Lancaster **1716** *County*

Office of Code Compliance

Zoning Permit Packet

Plan Submittal Guide “Our Goal is a Safe Environment”

REVISED 10/16/2017

This pamphlet was prepared to help you plan your building project. By properly submitting the necessary information, the Building Department Staff will be able to swiftly process your zoning permit application. Your project will be evaluated to confirm compliance with the Zoning Ordinances as adopted by Warwick Township. The Code facts presented in this pamphlet are not all inclusive, but are intended to highlight questions and areas that are frequently asked.

Upon issuance of the Zoning Permit, the permit placard should be posted and visible from the public right-of-way. The inspection schedule should be on site for verification and signature at time of inspections.

Along with the application, a plot plan and any supplemental information must be submitted before the plan will be reviewed.

The permit applicant, and ultimately the owner, is responsible for making arrangements for inspections. Construction must not proceed until each phase has received approval. Please refer to the property address and building permit number when scheduling an inspection.

Please remember that structures should not be used until a Final Inspection has been completed.

If you have any questions concerning your project, please call the building department office.

Thank you,
Code & Building Department
Warwick Township
(717) 626-8900

ALL EXTERIOR PROJECTS REQUIRE THE COMPLETION OF THE WARWICK TOWNSHIP EXEMPTION & SMALL PROJECTS APPLICATION WHETHER A PERMIT IS REQUIRED OR NOT.

- 1) If a zoning or building permit is not required, please fill out the application and plot plan and return to the Township.
- 2) If a small project submission is required, additional information and fees would be required (a small project application is available online or at the Township office).

GUIDELINES FOR DRIVEWAYS

- 1) Driveways shall be located to provide reasonable sight visibility.
- 2) Driveways must be 40' from street intersection right-of-way.
- 3) Driveways must be 5' from fire hydrants.
- 4) Driveways must be 3' from property lines unless a shared drive.
- 5) Driveways must be paved in the right-of-way and the rest a dust free surface.
- 6) Driveways must be a minimum of 10' and a maximum of 24'.
- 7) Driveways must meet slope guidelines.
- 8) State driveways require a permit from PennDot.

GUIDELINES FOR DECKS & PATIOS ON GRADE

- 1) Decks & Patios under 30" require only a Zoning Permit.
- 2) Must remain out of building setbacks.

GUIDELINES FOR FENCING

- 1) Fence must remain out of Township right-of-way.
- 2) Fence may not be placed in an easement or swale without approval
- 3) Fence may not be higher than 3' in the front yard and clear-sight triangle.
- 4) Residential fence may not exceed 6' in a rear & side yard.
- 5) Commercial fencing may not exceed 10'.
- 6) Fencing for a pool must meet all pool guidelines.

GUIDELINES FOR SHEDS & ACCESSORY STRUCTURES UNDER 1,000 SF

- 1) No shed or accessory structure may be within the front yard setback.
- 2) There is a minimum 10' setback from rear & side yards.
- 3) No shed can be placed in any easement.
- 4) Sheds & accessory structures can not be higher than 20' to the peak.

GUIDELINES FOR WADING POOLS WITH WATER LEVEL UNDER 24"

- 1) Wading pools must be in the rear or side yard setbacks.
- 2) Wading pools must be 10' from rear & side yards.

TOWNSHIP OF WARWICK

315 Clay Road

P.O. Box 308

Lititz, PA 17543-0308

Phone: (717) 626-8900

Fax: (717) 626-8901

Office Use Only

Account #: _____

Zoning District: _____

APPLICATION FOR ZONING PERMIT

Name of Applicant: _____

Address of Applicant (incl. City, State, ZIP) _____

Telephone of Applicant: _____ Email: _____

If Applicant is not the Owner, have you been authorized to make this application? _____

Location of Property: _____

Name, Address & Telephone number of Owner if not the Applicant: _____

Describe the proposed work to be completed: _____

SPECIFICATIONS:

Width of Structure: _____ Depth: _____ Height: _____

No. of Stories: _____ Type of Construction: _____

The Structure will contain _____ sq. ft. of usable floor space.

The complete cost of the Structure for which this permit has been applied for is: _____

Has the Zoning Hearing Board issued a decision on this application? Yes _____ N/A _____

If yes, what is the case number? _____

I hereby authorize the designated Warwick Township official to investigate, inspect, and examine the Property set forth herein, including land and structures, to determine compliance with the Warwick Township Zoning Ordinance and to determine the accuracy of the statements contained herein.

I am aware that I can not occupy the Property for the purpose of conducting the use set forth herein and not commence excavation or construction until a Zoning Permit has been issued by the Township of Warwick. I am aware that I can not change the use or the Property herein until I have applied for and received a Zoning Permit for such proposed use. By signing this Application, I certify that all facts in the Application and all accompanying documentation are true and correct. This Application is being made by me to induce official action on the part of Warwick Township, and I understand that any false statements made herein are being made subject to the penalties of 18 Pa. C.S. #4904 relating to unsworn falsification to authorities.

The issuance of a Zoning Permit is based upon the facts stated and representations made in this Application. A Zoning Permit may be revoked if the use and or structure for which it has been issued violates any applicable Township, County, State or Federal law or regulation. This Permit may also be revoked if it has been issued in error or if issuance was based upon any misrepresentations or errors in the Application or otherwise made by the Applicant.

Date: _____

Signature of Applicant _____

PLOT PLAN

A plot plan showing the lot size, existing and planned structures, existing and planned driveways and parking areas, interior and exterior storage areas, and all significant features such as flood plains, wetlands, easements, and drainage ways shall be submitted with this application. Until a plan is submitted, this application shall not be considered complete and shall not be processed.

A large, empty rectangular box with a thin black border, intended for the submission of a plot plan. It occupies the central portion of the page below the introductory text and above the list of requirements.

Please show the following on the Plot Plan:

1. Size of the Lot
2. Location of existing & proposed structures (include setback measurements)
3. Street & driveway location

Warwick Township Stormwater Management Exemption & Small Project Application

Property Address _____

Parcel ID # _____

Property Owner's Name _____

Property Owner's Address (if different from Property Address) _____

Property Owner's Phone # _____

Property Owner's Email _____

Applicant's Name (if different from Property Owner) _____

Applicant's Address _____

Applicant's Phone # _____

Applicant's Email _____

Stormwater Management Submission Type: ☐ ☐ Exempt
☐ ☐ Small Project / Minor Stormwater Management Plan

For an Exempt Project submission:	For a Small Project submission:
Proposed Impervious Area _____ sq. ft.	Proposed Impervious Area _____ sq. ft. (include Stormwater Management Worksheets)
Prior Impervious Area Installed Since June 21, 2006* _____ sq. ft.	Prior Impervious Area installed through other Small Projects* _____ sq. ft.
Total _____ sq. ft. (must not exceed 1,000 sq. ft.)	Total _____ sq. ft. (must not exceed 2,500 sq. ft.)
* Information may be obtained from the Warwick Township Administration office.	

Acknowledgement - I declare that I am the property owner, or representative of the owner, or authorized representative of the owner, and that the information provided is true and accurate to the best of my knowledge. I understand that stormwater may not adversely affect adjacent properties or be directed onto another property without written permission. I also understand that false information may result in a stop work order or revocation of permits. Municipal representatives are also granted reasonable access to the property for review and/or inspection of this project if necessary.

Applicant's Signature _____ Date _____

Warwick Township Receipt

Date Received _____ By: _____

Comments: _____
