

Milford Township Zoning Office  
PO Box 366  
Milford, PA 18337  
**ZONING APPLICATION AND PERMIT**  
AS REQUIRED BY THE TOWNSHIP ZONING ORDINANCE

Application is hereby made for a permit to erect or alter a structure, which shall be located as shown on diagram on the attached sheet, and/or to use the premises for the purposes described herewith. The information, which follows, together with location diagram, is made part of this application by the undersigned. It is understood and agreed by this applicant that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of this applicant, such as might or would operate to cause a refusal of this application, or any change in the location, size or use of structure or land made subsequent to the issuance of this permit, without approval of the Zoning Office, shall constitute sufficient ground for revocation of this permit. Fees are based on actual cost of construction (labor and materials). Any owner performed work must include area average labor rates along with a material estimate.

**PLEASE PRINT LEGIBLE**

**A. Location and Ownership of Property:**

Subdivision: \_\_\_\_\_ Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zoning District:  RD  LG  DD

Job Address: \_\_\_\_\_ Tax Map #: \_\_\_\_\_

Deed Owner: \_\_\_\_\_ Deed Owner's Phone #: \_\_\_\_\_

Deed Owner's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

If Applicant's information is same as Deed Owner, check here:

Applicant's Name: \_\_\_\_\_ Applicant's Phone #: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**B. Present Use of Property: (How is the property/building used NOW?) Check One.**

Present Use of Building/Structure:  Single Family  Multi-Family-Number of families: \_\_\_\_\_  Commercial

Other (describe): \_\_\_\_\_

Present Use of Land:  Unimproved  Single Family  Multi-Family-Number of families \_\_\_\_\_

Commercial  Other (describe): \_\_\_\_\_

**C. Proposed Use of Structure and/or Land: (What are you proposing to do?)**

Type of Work  Single-family  Multi-Family/Number of families \_\_\_\_\_  addition  alteration  deck/porch

Garage attached/detached (circle one)  shed  swimming pool  New Building (Commercial)

Change of Use (attach description)  other: (describe) \_\_\_\_\_

Proposed Use of Structure:  Single Family  Multi-Family  Commercial  other: (describe) \_\_\_\_\_

Proposed Use of Land:  Single Family  Multi-Family  Commercial  other: (describe) \_\_\_\_\_

Percentage of Lot coverage: (bldgs., parking driveways, etc.) \_\_\_\_\_% Building/Structure sq. ft. \_\_\_\_\_

**Please attach a copy of the property deed.**

The use of your property may be governed by private restrictive covenants, rules and regulations. The issuance of a permit to you by Milford Township does not exempt you from complying with those covenants & regulations nor from obtaining any private permits that may be required.

Please Check:  I have read and understand any restrictive covenants, rules and regulations of the deed and any private permit requirements.

**D. Important Notices:**

- This permit applies to Zoning ONLY and shall not relieve the applicant from obtaining such other permits (building, sewage, etc) as required by law.
- A Certificate of Use is required PRIOR to the occupancy or use of any item permitted thereunder.
- Violations of any provision of the Zoning Ordinance or of this permit, by owner, lessee, applicant, tenant or other party, may be punishable by civil penalty not to exceed \$500.00 per day in which the violation occurs.
- Pennsylvania Act 247 (1968) provides for a 30 day appeal period for any party aggrieved by the issuance or denial of this permit. The applicant is warned that any work performed under this permit during the 30 day appeal period is performed strictly at the applicant's own risk.

**E. Applicant's Approval:**

I hereby certify that the information contained in this application and the accompanying site plan is accurate and true, that I read and understood the notices in Section D (above), that I am the lawful owner of the property, and/or that I am authorized to sign this application on behalf of all owners of the property.

Deed Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE SUBMIT A COPY OF WORK CONTRACT OR MATERIAL & LABOR ESTIMATE. CONSTRUCTION COST \$**

**MUST INCLUDE CONSTRUCTION COST!**

**Please include a check or money order for the applicable fee (see reverse side for fee schedule) made payable to: Milford Township**

**F. Approvals and Tracking (For office use only, do not write below this line)**

Type of Application:  permitted use  accessory use  conditional use  variance

Submission Date: \_\_\_\_\_ Request for additional information (date): \_\_\_\_\_

Conditional Use referred to:  Planning Commission Date: \_\_\_\_\_  Rec. Approval  Rec. Denial

Board of Supervisors Date: \_\_\_\_\_  Approved  Denied

Variance:  Referred to ZHB Date: \_\_\_\_\_  Approved  Denied

List of Conditions: \_\_\_\_\_

Permit Approved  Permit Denied Permit #: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Officer: \_\_\_\_\_

Phone #: (570) 296-5540 Fax #: (570) 409-8348 email: milfrdtp@ptd.net Physical Address: 560 Rt. 6 & 209, Milford, PA

## ZONING

### Permitted Uses in the RD District

Single family Detached Dwelling	.002 construction costs* (100.00 min)
Two Family Dwelling	.003 construction costs* (150.00 min)
Accessory uses/structures, pools, fences, etc.	\$100.00
Agricultural Activities	\$150.00
Conservation Subdivision	\$150.00
Forestry Enterprise	\$150.00
Minor Impact	\$200.00
Certificate of Occupancy/Use	\$100.00
Non-Conforming Certificate	\$150.00
Temporary Uses (does not include sign permit)	\$150.00
Yard Sale	\$10.00

\* **Requires a copy of the construction contract. Residential construction costs based on area average of \$115.00 per square foot. Owner built homes will be accessed at the area average rate.**

### Conditional Uses in the RD District

All Uses listed as Conditional Uses	.005 construction costs* (300.00 min)
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### Permitted Uses in the LG District

Single family Detached Dwelling	.002 construction costs* (100.00 min)
Two Family Dwelling	.003 construction costs* (150.00 min)
Accessory uses/structures, pools, fences, etc.	\$100.00
Agricultural Activities	\$150.00
Conservation Subdivision	\$150.00
Farm Stands	\$ 75.00
Minor Impact	\$200.00
Bed & Breakfast Establishments	\$200.00

\* **Requires a copy of the construction contract. Residential construction costs based on area average of \$115.00 per square foot. Owner built homes will be accessed at the area average rate.**

### Conditional Uses in the LG District

All Uses listed as Conditional Uses	.005 construction costs** (300.00 min)
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\*\* **Requires a copy of the construction contract. Tenant changes, use minimum fee.**

### Permitted Uses in the DD District

Single family Detached Dwelling	.002 construction costs* (100.00 min)
Two Family Dwelling	.003 construction costs* (150.00 min)
Accessory uses/structures, pools, fences, etc.(except signs)	\$100.00
Agricultural Activities	\$150.00
Conservation Subdivision	\$150.00
Farm Stands	\$ 75.00
Minor Impact	\$200.00
Bed & Breakfast Establishments	\$200.00
Personal Service Shops	.005 construction costs** (300.00 min)
Professional Offices	.005 construction costs** (300.00 min)
Specialty Shops	.005 construction costs** (300.00 min)
Studios	.005 construction costs** (300.00 min)
Undertaking Establishments	.005 construction costs** (300.00 min)

\* **Requires a copy of the construction contract. Residential construction costs based on area average of \$115.00 per square foot. Owner built homes will be accessed at the area average rate.**

\*\* **Requires a copy of the construction contract. Tenant changes, use minimum fee.**

### Conditional Uses in the DD District

All Uses listed as Conditional Uses	.005 construction costs** (300.00 min)
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\*\* **Requires a copy of the construction contract. Tenant changes, use minimum fee.**

## A GUIDE TO ZONING APPROVAL

*When are zoning permits required? What information is required to obtain a zoning permit? What are the cost considerations for a permit? This guide is designed to answer these and other common questions.*

### Zoning Permit requirements

You must secure a zoning permit before a building permit can be issued by the Milford Township Building Code Official.

A zoning permit is mandatory for the following:

1. The proposed erection, extension or alteration of any structure or portion of a structure (for example, new dwelling units, room additions, decks, enclosed porches, utility sheds, swimming pools, etc.).
2. The proposed use or change in use of a structure, portion of a structure, or land (for example a change from an office use to a retail use).
3. The proposed change in use by a new landowner/tenant for commercial and industrial properties.

A zoning permit is **not** required for the following:

1. Normal maintenance activities and minor repairs that do not constitute the erection, extension or alteration of any structure or portion of a structure.
2. Demolition of a structure. (A building permit is required)

### Application for Zoning Permit Requirements

To apply for a zoning permit, you must submit the following items to the Zoning Officer:

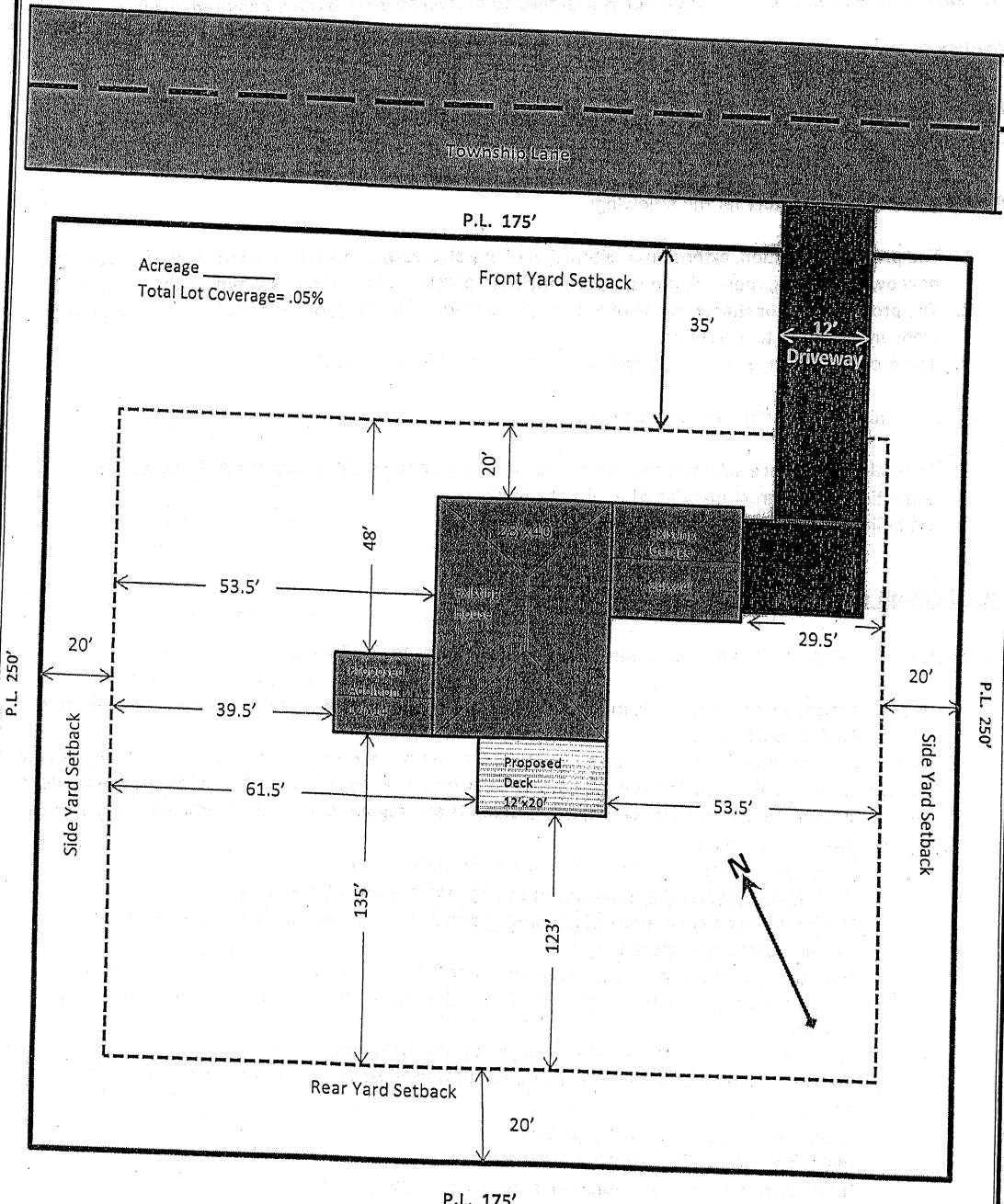
1. A completed zoning permit application along with the associated fee. Applications are available at the Milford Township Office.
2. A copy of the recorded deed must be submitted. The use of your property may be governed by private restrictive covenants, rules and regulations. The issuance of a permit to you by Milford Township does not exempt you from complying with those covenants and regulations nor from obtaining any private permits that may be required.
3. A survey or plot plan (drawn to scale) showing the following information:
  - a. The property lines and dimensions of the lot. Include the lot size (acres).
  - b. The location and dimensions of all existing and proposed buildings/structures on the lot. Include building/structure height.
  - c. The existing and proposed uses of the buildings/structures.
  - d. The location and dimensions of all existing and proposed access points and driveways to the property.
  - e. The number and location of all existing and proposed parking spaces.
  - f. Distances marked between all existing and proposed structures to the front, rear and side property lines.
  - g. Scale used to draw the survey/plot plan.
  - h. Identification of adjoining streets.
  - i. Identification of any easements that cross the property.
  - j. Location of the front, rear and side setbacks.
  - k. Percentage of lot coverage (includes all existing and proposed buildings/structures).

### Approval Process

Once an application is submitted, the Zoning Officer will review it to determine if it is a Permitted Use or a Conditional Use and will proceed with processing the application. The Zoning Officer will review and approve or deny any Permitted Uses (includes Accessory Uses) as listed in the Schedule of District regulations. The Zoning Officer will forward any Conditional Uses to the Planning Commission and the Board of Supervisors for their review and approval.

All zoning permits are valid for 1 year from date of issuance.

See reverse side for example plot plan with required information.



- Included:
- Property Lines
  - Setbacks
  - Percentage of Lot Coverage
  - Dimensions to proposed Buildings/Structures
  - North Arrow
  - All Proposed and existing buildings/structures
  - Acreage

This is an sample drawing only. Some items such as setback dimensions will vary based on district regulations. This is only a guide to assist you with creating your own Plot Plan. Please verify the correct regulations subject to your property by researching the Zoning Ordinance or by contacting the Zoning Officer. Please include ALL existing buildings/structures on the plot plan (house, garage, decks, sheds, pool, etc). Failure to do so will delay the review and permit process.

PLEASE USE THIS FORM TO DRAW YOUR PLOT PLAN. IF YOU ARE SUBMITTING A CERTIFIED SURVEY, PLEASE WRITE "SEE ATTACHED SURVEY". PLEASE DRAW TO SCALE (1'=30', 1'=40', or 1'=50'). IF ADDITIONAL SPACE IS NEEDED PLEASE SUBMIT PLOT PLAN ON APPROPRIATE SIZED PAPER AND WRITE "SEE ATTACHED PLOT PLAN" ON THIS SHEET. INCLUDE ALL PROPOSED AND EXISTING BUILDINGS/STRUCTURES LOCATED ON THE PROPERTY.



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FAX (570) 409-8348  
Website: [www.milfordtownshippike.com](http://www.milfordtownshippike.com)

# MILFORD TOWNSHIP

Due to the Covid-19 Public Health Emergency, the applicant will grant the Township a waiver of the required time limits for taking action on the application.

The Township will act as expeditiously as possible to process the application. The Township thanks you for your patience.

Property Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_

