



**ENGINEERING
DEPARTMENT**

4975 DeMoss Road
Reading, PA 19606
610-779-5702

APPLICATION FOR ZONING PERMIT

LOCATION

Address: _____ PIN#: _____
 Cross Streets: _____ and _____
 Subdivision: _____ Lot#: _____ Lot Size: _____
 Zoning District: _____ Sewer: public ____ private ____ Water: public ____ private ____
 Property Access: Public Road ____ Private Road ____ ROW ____ Easement ____ Other _____
 Variance or Special Exception for this property? ____ Re: _____ Date: _____
 Property Use: _____ Is there a Non-Conforming Use? ____

IDENTIFICATION

Owner: Name: _____ Phone#: _____
 Address: _____
Operator: Name: _____ Phone#: _____
 Address: _____
 Email: (for insp. notifications) _____

PERMIT INFO

- Home Occupation: No-Impact Home Based Business?**(see Zoning Ordinance attachment-Sec 390.39) _____
 Description: _____
 Square Footage: home: _____ business: _____ Dwelling Type: _____
 Hours/Days of Operation: _____ No. of Employees: _____
 Advertising Methods: _____ Delivery Frequency: to: _____ from: _____
 If Childcare Services, How many children? total: _____ unrelated: _____
- Change of Use / Tenant:**(circle one)
 Existing use: _____ Proposed use: _____
- Registration of non-abandonment of a non-conforming use**
- Timber Harvesting** (see Zoning Ordinance Section 390.56-Timber Harvesting Controls for regulations and additional submittal requirements)
- Temporary Tents:** Transient ____ Property Owner/Occupant ____ Use: _____
- Clothing Drop-Off Bin:** Date of placement: _____ Duration of placement: _____
 Who is placing the bin? Name: _____ Phone: _____

Initial all that apply

- _____ We have shown all known easements and rights-of-way on the required site plan.
- _____ There are no deed restrictions preventing this work.
- _____ The subject property (circle one) is / is not designated as Historical on the Exeter Township Historical Map.
- _____ All utilities have access to this property.
- _____ If food preparation is taking place, a letter of authorization from the Department of Agriculture shall be obtained.
- _____ If plumbing modifications are required, a plumbing permit shall be obtained.
- _____ I agree to register with the municipal tax administrator for tax reporting purposes.
- _____ We understand that no work shall commence relative to this project until the approved permit is received.
- _____ We are the owners of record of the subject property or we present written authorization from the owner of the property authorizing the work and designating us as agent.
- _____ We understand that in the event Exeter Township incurs consulting engineering charges to perform any review or inspection for this particular permit, we will not receive our permit until such additional fees are paid in full by us.
- _____ I agree to comply with Exeter Township’s Zoning Ordinance, Section 390.39: No Impact Home Based Business OR Section 390.40: Home Occupation Regulations OR Section 390.56: Timber Harvesting Controls OR Ordinance 617: Telecommunications Towers and Antennas, whichever is applicable to this application.

Date: _____

Applicant Name: _____

Signature: _____

ZONING PERMIT FEES (subject to currently adopted fee schedule resolution)	AMOUNT	AMOUNT DUE	DATE PAID
ZONING PERMIT: residential:	\$75.00		
non-residential:	\$150.00		
PERMIT ISSUANCE FEE: (all building, zoning, and road occupancy permits)	\$5.00		
HOME OCCUPATION: with neighborhood impacts:	\$150.00		
no-impact home based business:	\$75.00		
TIMBER HARVESTING:	\$500.00		
CERTIFICATE OF APPROVAL: residential:	\$100.00		
non-residential:	\$150.00		
TEMPORARY TENTS: property owner/occupant:	\$100.00		
transient: 30-day	\$500.00		
60-day	\$750.00		
90-day	\$1,000.00		
120-day	\$1,250.00		
	TOTAL:		

SUBMISSION CHECKLIST

- _____ **Submit Site Plan** (showing: streets, dimensions, easements, property lines, structures, etc)
- _____ **If Home Occupation with neighborhood impact, Submit neighborhood Impact Letter and map.**
- _____ **Submit Fees** - Due at time of application, will not be processed without fees.
- _____ **If applicant is other than owner, submit letter of authorization from owner**
- _____ **If applicable, submit Environmental Assessment Statement**
- _____ **If Timber Harvesting, submit all requirements from Section 390.56 from the Exeter Township Zoning Ordinance**
- _____ **If Telecommunications Tower or Antenna, submit requirements from Ordinance 617 - Telecommunications Towers and Antennas**

390.39 No Impact Home Based Business Regulations:

1. The business activity shall be compatible with the residential use of the property and surrounding residential uses.
2. There shall be no customers coming to the dwelling.
3. The business shall employ no employees other than family members residing in the dwelling.
4. There shall be no display or sale of retail goods and no stockpiling of inventory of a substantial nature.
5. There shall be no outside appearance of a business use, including, but not limited to parking, signs or lights.
6. The business activity may not use any equipment or process, which creates noise, vibration, glare, fumes, odors or electrical or electronic interference, including interference with radio or television reception, which is detectable in the neighborhood.
7. The business activity may not generate any solid waste or sewage discharge, in volume or type, which is not normally associated with residential use in the neighborhood.
8. The business activity shall be conducted only within the dwelling and may not occupy more than 25% of the habitable floor area.
9. The business may not involve any illegal activity.

390.40 Home Occupation Regulations.

Home occupations may be allowed as conditional uses approved by the Exeter Township Board of Supervisors.

The following requirements must be met in order to have a home occupation:

- A. The home occupation must be conducted within a residential property and must be clearly incidental to the residential use.
- B. Only a resident of the dwelling unit may practice the home occupation, (i.e. the owner cannot rent out a room in the house for someone to run a business).
- C. Any need for parking generated by the home occupation shall be met off-street on the lot and existing paved area, which the home occupation is carried out, any additional paving shall comply with the maximum allowed in the zoning district in question.
- D. Occupations requiring customers coming to the home may:
 1. Allow only two (2) customers at a time; and
 2. Conduct business between the hours of 8 am and 8 pm.
- E. Only one person whether paid or unpaid may assist with the home occupation at the dwelling unit (off street parking must be met for this person also).
- F. No more than twenty-five percent (25%) of the total floor area of a dwelling unit shall be used for the purposes of the home occupation.
- G. In the case of repair services, repairs must be made off the property on which the home office is located.
- H. There shall be no external storage of equipment.
- I. No emission of unpleasant gases or other odorous matter shall be permitted.
- J. No emission of noxious, toxic or corrosive gases or fumes injurious to persons, property or vegetation shall be permitted.
- K. No discharge shall be permitted into a reservoir, sewage or storm disposal system, stream, open body of water or into the ground of any materials in such a way or of such nature or temperature which could contaminate any water supply, or damage or be detrimental to any sewage system or any sewage treatment process or otherwise could cause the emission of dangerous objectionable elements. No hazardous waste or household hazardous waste shall be discharged into sewage disposal systems or public sewers.
- L. No vibration perceptible beyond the structure in which the home occupation is conducted shall be permitted.
- M. No noise shall be audible beyond the structure in which the home occupation is conducted, which exceeds the average intensity of street traffic at the front lot line. Objectionable noises due to intermittence, beat, frequency or shrillness shall be muffled.
- N. No emission of any smoke shall be permitted (unless the smoke is from a wood burning stove or fireplace being used for heating purposes).
- O. In the case of childcare services, a maximum of three (3) children (unrelated to the operator) may attend. Caregiver must comply with all requirements of the Pennsylvania Code Title 55.Public Welfare (copies available in the Engineering Department).
- P. No hazardous, explosive or regulated material shall be produced or stored upon the premise in quantities exceeding National Fire Code standards for residences.
- Q. No display of products related to the home occupation shall be visible from adjoining properties or streets.
- R. There shall be no outside advertising in residential areas. In non-residential areas, there shall be no outside advertising other than one (1) one-sided or two-sided sign of no more than six (6) square feet in area of each side and must comply with all other requirements of the sign ordinance regarding placement of such sign.
- S. There shall be no alterations made to the outside of the dwelling in a manner inconsistent with the basic architecture of the dwelling.
- T. Person must register with the municipal tax administrator for tax reporting purposes.
- U. A zoning permit shall be required.
- V. Neighbor impact letters must be submitted.
- W. All home occupations shall be subject to periodic inspections by the Township Code Enforcement Officer or Assistant Code Enforcement Officers to monitor compliance with the provisions of this ordinance and any and all other Township, State and Federal regulations.

