NEWTOWN TOWNSHIP, BUCKS COUNTY
CODES DEPARTMENT
100 MUNICIPAL DRIVE, NEWTOWN, PA 18940
Phone: 215-968-2800 Fax: 215-968-5931
Website www.newtownpa.gov

For Township Office Use

PERMIT #	
TMP #	29-
ZONE	

PERMIT APPLICATION FOR RESIDENTIAL ACCESSORY STRUCTURES

APPLICATIONS CAN BE EMAILED TO CODES@NEWTOWNPA.GOV (IF YOU NEED A PLOT PLAN YOU CAN REQUEST ONE FROM OUR OFFICE) ***NOTE: APPLICATIONS WILL NOT BE ACCEPTED IF THEY ARE EMAILED or SUBMITTED W/O THE REQUIRED PLOT PLAN, HOA LETTER, AND DRAWINGS (IF APPLICABLE)***

Step 1: SITE/CONTACT INFORMATION (*Please complete information below and sign application*)

Property Address: _____

Owner/Lessee_____	Contractor_____
Address_____	PA HIC Reg. #_____
_____	Address_____
_____	_____
Phone Number_____	Phone Number_____
Email Address_____	Email Address_____

By signing this form, the applicant is certifying that they are empowered by the owner of the property to make an application on their behalf. ***SIGNATURE IS REQUIRED BELOW***

SIGNATURE OF APPLICANT: _____ DATE: _____

Step 2: TYPE OF PROJECT (*Please check whichever applies*)

I. PERVIOUS STRUCTURES

☐ ***Deck (Complete Steps 1, 2 & 3A)***

☐*New* ☐*Replacement** ☐*Enlargement*

☐ ***Fence (Complete Steps 1, 2 & 3D)***

☐*New* ☐*Replacement**

☐*Addition to Existing Fence*

If replacing same in kind (i.e. same size, same height, same location, etc.) a permit may not be required

II. IMPERVIOUS STRUCTURES

☐ ***Patio (Complete Steps 1, 2, 3B & 4)***

☐*New* ☐*Replacement** ☐*Enlargement*

☐ ***Walkway (Complete Steps 1, 2, 3C & 4)***

☐*New* ☐*Replacement** ☐*Enlargement*

☐ ***Driveway Expansion (Complete Steps 1, 2, 3E & 4)***

☐ ***Shed (Complete Steps 1, 2, 3F & 4)***

☐*New* ☐*Replacement**

If replacing same in kind (i.e. same size, same materials, same location, etc.) a permit may not be required

Step 3: PROJECT REQUIREMENTS/INFORMATION *(Please check/complete whichever applies)*

A DETAILED PLOT/SITE PLAN AND HOA LETTER (IF APPLICABLE) MUST BE PROVIDED

A. DECK *(For uncovered decks only)*

☐ **Less than 30" above grade (Zoning Permit)**

-Submit 1 site plan w/ deck drawn to scale including dimensions and distances from side & rear property lines

☐ **30" or more above grade (Zoning & Building Permit)**

-Submit site plan w/deck drawn to scale including dimensions and distances from side & rear property lines
-Submit 2 detailed sets of construction drawings in accordance with the Deck Guidelines Supplement showing footing details, railing, steps, joist spacing, etc.

COST OF IMPROVEMENT: **$**_____ Dimensions (length, width): _____

Per Section 1000(E)(3)(b)(2): For lots less than 15,000sf in the R-1 and R-2 district, decks shall meet the following setback requirements (Note: For lots that are 15,000sf or more and/or located in the CM District –required setbacks will differ from below)

TOWNHOME	SINGLE FAMILY DETACHED DWELLING
Side setback: Min. 3ft. from side w/party wall Rear setback: Min. 15ft. from rear prop. line	Side setback: Min. 15ft. from each side Rear setback: Min. 15ft. from rear prop. line

Do you belong to a Homeowner's Association?

☐ Yes ☐ No **If "Yes", a letter from your HOA must be submitted with this application**

Distance from side property lines_____ft. /_____ft. Distance from rear property line _____ft.

Description of Project: _____

_____

B. PATIO *(For uncovered patios only)*

☐ **Patio (Zoning Permit Only)**

-Submit 1 site plan w/patio drawn to scale including dimensions and distances from side & rear property lines

COST OF IMPROVEMENT: **$**_____ Dimensions (length, width):_____ Proposed sq.ft._____

Per Section 1000(E)(3)(b)(2): For lots less than 15,000sf in the R-1 and R-2 district, patios shall meet the following setback requirements (Note: For lots that are 15,000sf or more and/or located in the CM District –required setbacks will differ from below)

TOWNHOME	SINGLE FAMILY DETACHED DWELLING
Side setback: Min. 3ft. from side w/party wall Rear setback: Min. 15ft. from rear prop. line	Side setback: Min. 15ft. from each side Rear setback: Min. 15ft. from rear prop. line

Do you belong to a Homeowner's Association?

☐ Yes ☐ No **If "Yes", a letter from your HOA must be submitted with this application**

Distance from side property lines_____ft. /_____ft. Distance from rear property line _____ft.

Description of Project: _____

_____

C. WALKWAY *(Does not include repairs or replacements to the public sidewalk))*

☐ **Walkway (Zoning Permit Only)**

-Submit 1 site plan showing walkway location (include dimensions)

COST OF IMPROVEMENT: **$**_____ Dimensions (length, width): _____ Proposed sq.ft._____

Do you belong to a Homeowner's Association?

☐ Yes ☐ No **If "Yes", a letter from your HOA must be submitted with this application**

Description of Project: _____

_____

Step 3: PROJECT REQUIREMENTS/INFORMATION *(Please check/complete whichever applies)*

A DETAILED PLOT/SITE PLAN AND HOA LETTER (IF APPLICABLE) MUST BE PROVIDED

D. FENCE

All fence applications require submission of a detailed plot plan (lot dimensions, easements, deed restricted open space, etc.) noting location and dimensions of proposed fence

☐ **6ft. high or less (Zoning Permit Only)**

☐ **Over 6ft. high (Building & Zoning Permit)**

☐ **Pool Fence (Building & Zoning Permit)**

-Submit gate specification and fence detail sheets in accordance with the following:
Residential – min. 48" above grade; max. 2" between bottom of barrier and grade; self-latching gate(s); openings shall not allow passage of 4" diameter sphere, etc.

COST OF IMPROVEMENT: $_____

Do you belong to a Homeowner's Association?

☐ Yes ☐ No **If "Yes", a letter from your HOA must be submitted with this application**

Corner lot and/or lot with frontage on more than one (1) street?

☐ Yes ☐ No **If "Yes", please make sure the plot plan identifies all adjacent streets and shows the fence's proximity to those streets.** (***Note: The height of the fence shall be restricted in accordance with Section 803(H-3) (1) of the JMZO)***

Are there any easements and/or swales shown on the plot plan which could affect the placement of the fence?

☐ Yes ☐ No **If "Yes", please note that no fences shall be located on drainage easements or drainage swales which are part of an approved stormwater management plan**

Type of fence_____
(i.e., shadow box, aluminum, picket, stockade, post & rail, etc.)

Length_____ (linear feet) Height_____(ft.) Number of Gates_____

Description of Project: _____
_____

E. DRIVEWAY EXPANSION *(Does not include replacement of apron or work in right-of-way)*

☐ **Driveway Expansion (Zoning Permit Only)**

- Submit 1 site plan showing existing driveway identifying areas of expansion (include dimensions)

COST OF IMPROVEMENT: **$**_____ Dimensions (length, width): _____ Proposed sq.ft._____

Do you belong to a Homeowner's Association?

☐ Yes ☐ No **If "Yes", a letter from your HOA must be submitted with this application**

Description of Project: _____
_____

Step 3: PROJECT REQUIREMENTS/INFORMATION *(Please check/complete whichever applies)*

A DETAILED PLOT/SITE PLAN AND HOA LETTER (IF APPLICABLE) MUST BE PROVIDED

F. SHED ☐ **Less than 1000sq.ft. (Zoning Permit Only)**

-Submit 1 site plan w/shed drawn to scale including dimensions and distances from side & rear property lines

☐ **1000sq.ft. and greater (Zoning & Building Permit)**

- **Submit 1 site plan w/shed drawn to scale including dimensions and distances from side & rear property lines**
- **Provide information/details how shed will be secured (i.e. concrete slab base, footings, etc.)**
- **Bucks County Conservation District (BCCD) E & S permit is required for 1000sq.ft. or more of earth disturbance**

COST OF IMPROVEMENT: **$**_____ Dimensions (length, width): _____ Proposed sq.ft._____

Do you belong to a Homeowner's Association?

☐ Yes ☐ No **If "Yes", a letter from your HOA must be submitted with this application**

Per Section 1000(E)(4) of the JMZO: No accessory buildings shall be permitted within the area of the front yard setback. Sheds and accessory buildings, other than garages, shall comply with the following setback standards:	
For lots 10,000sf or less Setbacks: Min. 6ft. from side and rear property lines	**For lots greater than 10,000sf** Setbacks: Min. 12ft. from side and rear property lines

Distance from side property lines_____ft. /_____ft. Distance from rear property line _____ft.

Description of Project: _____

Step 4: IMPERVIOUS SURFACE CALCULATION INFORMATION (To be *completed if the proposed structure is considered an impervious structure as noted on Page 1 of this application*) ***APPLICATION WILL NOT BE ACCEPTED IF THIS IS NOT COMPLETED (IF APPLICABLE) – FOR PATIOS, WALKS, DRIVEWAYS, SHEDS, ETC.***

ADDRESS_____

SQUARE FEET ALLOWED_____ ALLOWED_____%

LOT SIZE (SQUARE FEET)_____

HOUSE (SQUARE FEET)_____

DRIVEWAY (SQUARE FEET)_____

WALKWAY (SQUARE FEET)_____

PATIO, MISC. (SQUARE FEET)_____

TOTAL EXISTING IMPERVIOUS SURFACE_____SQ. FT. _____%

PROPOSED CONSTRUCTION (SQUARE FEET)_____

TOTAL IMPERVIOUS (EXISTING AND PROPOSED)_____SQ. FT. _____%

Impervious surfaces: Impervious surfaces are those surfaces which do not absorb rain. All buildings, parking areas, driveways, roads, sidewalks, and any areas in concrete, asphalt and stone shall be considered impervious surfaces within this definition. In addition, other areas determined by the municipal engineer to be impervious within the meaning of this definition will also be classed as impervious surfaces.

FOR TOWNSHIP OFFICE USE ONLY

FEE SCHEDULE	AMOUNT	FEE SCHEDULE	AMOUNT
USE (ZONING)	$	PA UCC STATE FEE	$
BUILDING	$	PSA (ESCROW)	$

ADDITIONAL PERMITS REQUIRED OR OTHER JURISDICTION APPROVALS

PERMIT OR APPROVAL	DATE OBTAINED	PERMIT OR APPROVAL	DATE OBTAINED
Bucks County Conservation District		**Township Engineer** ***(PSA required)**	
Zoning Hearing Board or PRD Variance		**Zoning Officer** _____ *Signature*	☐ **Approved**_____ ☐ **Denied**_____

COMMENTS & CONDITIONS:_____

_____