

# East Brunswick Township

Board of Supervisors

55 West Catawissa Street

New Ringgold, PA 17960

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Office Hours: Mon to Friday 8:30 to 300

PC meeting: 1<sup>st</sup> Thursday of Month 6:30 PM BOS Meeting: 3<sup>rd</sup> Tuesday of Month 6:30 PM

## PERMIT APPLICATION CHECKLIST

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email \_\_\_\_\_ Cell: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Subdivision:(if applicable) \_\_\_\_\_ Date of Subdivision Approval: \_\_\_\_\_  
Parcel Number: 07- - . \_\_\_\_\_ [www.co.schuylkill.pa.us/parcelviewer/](http://www.co.schuylkill.pa.us/parcelviewer/)

### Zoning Permit per Ordinance 2011-5

\_\_\_\_\_ Zoning Permit Application Submitted to Township - Amount \$: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Variance required  Yes  No \_\_\_\_\_  
\_\_\_\_\_ Application reviewed  Approved  Denied \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Approval/Denial sent to Owner/Developer \_\_\_\_\_ Date: \_\_\_\_\_

### Storm Water Management (SWM) per Ordinance 2008-4

\_\_\_\_\_ Application, plan and supporting information Check No.: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ \$50 Fee – all projects with any impervious area  
\_\_\_\_\_ \$0 Review and inspection fee (0 SF to 500 SF of new impervious area)  
\_\_\_\_\_ Application, Review and inspection fee (500 SF to 1500 SF of new impervious area)  
\_\_\_\_\_ (\$50, \$300 plus \$500.00) Amount: \$ 850 Check No.: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Application, Review and inspection fee (Greater than 1500 SF of new impervious area)  
\_\_\_\_\_ (\$50, \$800 plus \$1,500) Amount: \$ 2350 Check No.: \_\_\_\_\_ Date: \_\_\_\_\_

### E&S Approval (Check all that apply)

\_\_\_\_\_ E&S Plan created (any project with disturbance greater than 5000 SF)  Yes  No  
\_\_\_\_\_ E&S Plan provided to Township (as part of SWM – 5000 SF to < 1 acre of disturbance)  Yes  No  
\_\_\_\_\_ NPDES Permit from Conservation District/PADEP (if greater than 1 acre of disturbance)  Yes  No

### Sewage Permit (SEO – Wayne Bowen – 570-292-2916)

\_\_\_\_\_ Existing sewage system  
\_\_\_\_\_  Yes If yes, existing type: \_\_\_\_\_  
\_\_\_\_\_ SEO to confirm system is functioning properly (Coordinate with SEO)  
\_\_\_\_\_  No If no, applicant to submit application for on-lot septic and appropriate fees:  
\_\_\_\_\_ Amount: \$ \_\_\_\_\_ Check No.: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Perks & Probes complete (new construction or subdivision) \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Sewage Module submitted to Township or SEO \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Check for Township Review Amount: \$ \_\_\_\_\_ Check No.: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Sewage Module Application Approved/Signed by SEO \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Sewage Module Application Approved/Signed by PC (if needed) \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Sewage Module Sent to PADEP – Pottsville \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Sewage Module Approval forwarded to applicant & SEO \_\_\_\_\_ Date: \_\_\_\_\_

**Driveway (DW) Permit per Ordinance 2008-1**

\_\_\_\_\_ Existing Driveway (has existing permit in place)

\_\_\_\_\_ Existing Driveway (no permit – need to submit permit application – continue with below submission.)

\_\_\_\_\_ New Driveway was designed in approved subdivision plan:  Yes  No

\_\_\_\_\_ New Driveway designed by owner and application/sketch plan provided by applicant:  Yes  No

\_\_\_\_\_ Driveway Permit required from Township (current Township Road)

\_\_\_\_\_ Driveway Permit required from PENNDOT because State Road HOP No. \_\_\_\_\_

\_\_\_\_\_ Application Fee Provided: Amount: \$ \_\_\_\_\_ Check No.: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Inspection Fee Provided: Amount: \$ \_\_\_\_\_ Check No.: \_\_\_\_\_ Date: \_\_\_\_\_

**Flood Plain Ordinance 2014-1 (Applicable to any and all projects in the Township)**

\_\_\_\_\_ Was a floodplain application submitted to the Township?:  Yes  No Date: \_\_\_\_\_

\_\_\_\_\_ Per the Flood Plain Administrator - the project is in the floodplain:  Yes  No

\_\_\_\_\_ Flood Plain Registration Number or Permit Number No. \_\_\_\_\_

\_\_\_\_\_ Determination Fee (\$25 or \$100) Amount: \$ \_\_\_\_\_ Check No.: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Engineering Escrow (if needed): Amount: \$ \_\_\_\_\_ Check No.: \_\_\_\_\_ Date: \_\_\_\_\_

**Building Inspection Alfred Benesch & Company – Kyle Kehoe (cell) 570-294-5514**

\_\_\_\_\_ Plans and application provided to Township (\$150 plan review fee for most projects) Date: \_\_\_\_\_

\_\_\_\_\_ Plans provided to BCO by Township Date: \_\_\_\_\_

\_\_\_\_\_ BCO provides total amount of review to Township Date: \_\_\_\_\_

\_\_\_\_\_ Township notifies resident of amount Date: \_\_\_\_\_

\_\_\_\_\_ Building Permit Fee submitted: Amount: \$ \_\_\_\_\_ Check No.: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Additional fees required to complete inspections  Yes – list separately  No

\_\_\_\_\_ Occupancy Permit provided to Township by BCO Date: \_\_\_\_\_

\_\_\_\_\_ Occupancy Permit provided to Owner by Township Date: \_\_\_\_\_

For Residential Accessory Structures a Building Permit is not require but a Building Registration is required (in addition to other required permits–Zoning, SWM, DW)

Building less than 500 SF  Building greater then 500 SF

**SUBDIVISIONS** – Subdivisions are regulated by the Subdivision and Land Development Ordinance in its latest version. Corresponding Review Fees (Administrative and Professional Fees) and Construction Inspection Fees (Township Engineer) are set by the SALDO Fee Schedule in its latest version (set by resolution).

The above checklist is a guideline for most projects. All projects must adhere to the approved Township Ordinances and Resolutions and the appropriate State and Federal regulations.

