INSTRUCTIONS

An application for a Harrison Township Zoning Permit must be submitted on the official form with all required documents attached. You should provide a Digital PDF version of the submission with the required paper copies. The following instructions and explanation are provided to assist you in completing your application form. If you need help, please direct your question to a member of the Community & Economic Development Department.

Please review this instruction sheet first, then remove and keep for future reference, before completing and submitting the application. Each instruction below corresponds to a field on the application.

1. **What is the location of the property where the work is to be performed?**
   Please provide the street address, parcel ID, and Lot Number and Plat Name for the subject property. You can usually find your lot number and plat name on the deed to your property. You can find this information on the Montgomery County Auditor’s website.
   www.mcrealestate.org

2. **What is the current zoning for the property and how is it currently used?**
   Provide the current use and zoning district for the property, you can identify this by examining the Township’s Zoning Map or check it on the Auditors Website. If you need help, please contact the Development Department to get a zoning verification letter before submitting your application.

3. **What is the project you are requesting a permit for?**
   Provide a description of the project (e.g. new construction, addition of a room, deck, or sunroom, accessory building like a shed or pool, exterior remodel, or interior remodel). Also please check the box that most closely represents the type of project this will be.

4. **What is the estimated cost of the proposed project construction?**
   Provide the estimated cost of construction to the nearest dollar.

5. **Who is the applicant and person who should be contacted about this permit?**
   Provide the applicant’s name, company if applicable, phone number, email, and mailing address. All communications from the Township will be addressed to this person.

6. **Who is the owner of the property?**
   If the owner is different than the applicant, provide the owner’s name, phone number, and mailing address if different than the property location.

7. **Who is the current occupant?**
   If the current occupant is different than the applicant and/or owner, provide the name, phone number, and mailing address if different than the property location. If you are the property owner and occupant, just write in “Same as owner” on the line.
8. **Who is the contractor that will do the permitted work?**
   If the contractor is different than the applicant, owner, or current occupant, provide the contractor’s name, company, phone number, and mailing address. If the applicant or owner are doing the work write in “Same as owner” or “Same as applicant”. This is the person we will need to meet with to verify work has been completed in accordance with the zoning approval before issuing a Certificate of Zoning Compliance.

9. **How will the site and building or structure be situated?**
   Please provide a complete scaled site plan/plot plan. This is the single most important item in your application and is required to determine if the Township can issue a permit. We will use the site plan to determine if what you intend to do meets the minimum standards of the Zoning Resolution. If what you intend to do is not clear, or information is missing or incorrect (e.g. distance to property lines, etc.) the processing of your application may be delayed or your whole application may be rejected.

   Fill out the dimensions for your proposed project, you may include a second page for the dimensions of the primary or existing structure if applicable.

   A digital (PDF) plot plan and four (4) scaled plans plotted at 24”x36” are required to be submitted with your application. The required content for the Site Plan includes:

   - Site Plan
     - Scale (graphic or text)
     - North arrow
     - Lot lines with annotated dimensions (including easements)
     - Exact size and location of all buildings (existing buildings should be shaded or cross hatched)
     - Exact size and location of proposed new construction
     - Existing and intended use of all land and buildings
     - The location and dimensions of entrances to and exits from the property (i.e. driveways)
     - The location and dimensions of all off-street parking and loading areas
     - Location of any existing or proposed fences or retaining walls

**Processing Time:** Every effort is made to process your Zoning Permit application in a timely manner. Provided everything is in order, applications for a Zoning Permit (associated with residential construction) will be issued within a week of when the application was verified complete and accepted.
### Application Form

#### 1. Property Location:
- **Street Address:**
- **Parcel ID:**
- **Lot No, Plat Name:**

#### 2. Current Zoning:
- **Current Use**

#### 3. Project Description

| Type of Application | (   ) New Construction (   ) Rebuild/Rehab (   ) Addition/Expansion-External (   ) New porch, deck, sunroom (   ) Rebuild/modification of porch, deck, sunroom |

#### 4. Estimated Cost of Work $ 

#### 5. Applicant Contact Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone Number:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Company Name:</strong></td>
<td><strong>Mailing Address:</strong></td>
<td></td>
</tr>
<tr>
<td>Street</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

#### 6. Property Owner Contact Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone Number:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Company Name:</strong></td>
<td><strong>Mailing Address:</strong></td>
<td></td>
</tr>
<tr>
<td>Street</td>
<td>City</td>
<td>State</td>
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</tbody>
</table>

#### 7. Occupant Owner Contact Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone Number:</th>
<th>Email:</th>
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</thead>
<tbody>
<tr>
<td><strong>Company Name:</strong></td>
<td><strong>Mailing Address:</strong></td>
<td></td>
</tr>
<tr>
<td>Street</td>
<td>City</td>
<td>State</td>
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</tbody>
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#### 8. Contractor Contact Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone Number:</th>
<th>Email:</th>
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</thead>
<tbody>
<tr>
<td><strong>Company Name:</strong></td>
<td><strong>Mailing Address:</strong></td>
<td></td>
</tr>
<tr>
<td>Street</td>
<td>City</td>
<td>State</td>
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</table>
9. Site Plan Dimensional Summary (Attached Site Plans Required)

Lot Dimensions in Feet and Inches

<table>
<thead>
<tr>
<th>Property Line</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Front Property Line</td>
<td>Rear Property Line</td>
</tr>
<tr>
<td>Right Property Line</td>
<td>Left Property Line</td>
</tr>
</tbody>
</table>

Lot Area in Sq. Ft.

Building Dimensions in Feet and Inches: x = sq. ft.

Building Height from finished grade:

Setbacks in Feet and Inches: (measured to nearest point)

<table>
<thead>
<tr>
<th>Property Line</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Yard (from ROW)</td>
<td>Rear Yard (from property line)</td>
</tr>
<tr>
<td>Right Side Yard</td>
<td>Left Side Yard</td>
</tr>
</tbody>
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Number of Access Drives:

<table>
<thead>
<tr>
<th>Access Drive</th>
<th>Width</th>
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Fence Proposed:  ( ) Yes  ( ) No

Accessory Structure Permit Filed: ( ) Yes ( ) No

Variance Requested:  ( ) Yes  ( ) No

Landscaping Plan Submitted:  ( ) Yes ( ) No

I hereby swear that the information and statements given on this application are true and correct to the best of my knowledge. I understand that if the information in this application is not correct or complete, the result may be the invalidation of this, and all subsequent permits issued in conjunction with this Zoning Permit.

Date filled: ___________________  ________________________________

Signature of Applicant
CHECK-LIST

The following items must be received by the Development Department to begin processing a zoning permit application. If your submission is found to exclude any of these items, it will not be accepted. The Harrison Township Development Department Staff member will review this check-list with you and indicate any omitted items. Staff will only stamp a permit application received once it is verified as complete per this check-list.

☐ Application Fee
☐ A Complete Zoning Permit Application Form
  ☐ Date
  ☐ Current zoning and use
  ☐ Project description
  ☐ Estimated cost of project
  ☐ Proposed type of use
  ☐ Property location (address)
  ☐ Property location (lot no., plat, or parcel ID)
  ☐ Property owner contact information
  ☐ Applicant contact information
  ☐ Contractor contact information

☐ Four (4) Sets of Plot Plan/Site Plan (with digital copy) (24x36 inch prints preferred)
  ☐ Scale (graphic or text) (drawings should be at 1 inch=60 feet or less)
  ☐ North arrow
  ☐ Lot dimensions in feet and inches:
    ☐ Front property line
    ☐ Rear property line
    ☐ Right property line
    ☐ Left property line
    ☐ Area of lot in square feet
    ☐ Front yard
    ☐ Side yards
    ☐ Rear yard

☐ Adjacent property lines, and right-of-way lines
☐ Exact size and location of all buildings
☐ Exact size and location of proposed new construction
☐ Existing and intended use of all land and buildings
☐ Building dimensions (for additions and rebuilds the existing and new proposed dimensions must be included to check for existing conditions).
  ☐ Footprint width
  ☐ Footprint depth
  ☐ Building Height above established grade
  ☐ Locations and dimensions of building egress

☐ The location and dimensions of entrances to and exits (egress) from the site (i.e. driveways)
☐ Landscaping plan if applicable