

## Zoning Permit Application Checklist

\_\_\_\_\_ Signed and dated application with Sections I through IV completed.

\_\_\_\_\_ Two copies of the drawings and specifications for the proposed structure.

For signs, provide a detailed drawing at a scale no smaller than 1/2" = 1' showing the sign size and proposed message; a description of the sign's construction, including materials and colors of the sign and supporting structure; and written authorization of the owner of the property if other than the applicant.

\_\_\_\_\_ Two copies of a plot plan, delineating the location of the structure or addition. Include the front, side, and rear setback lines and all impervious coverage on the property.

For signs, provide a detailed drawing at a scale no smaller than 1" = 10' showing the proposed sign location.

\_\_\_\_\_ Proof of Worker's Compensation coverage as follows – (Permits can not be issued without this coverage on file at the Township):

If the contractor has employees, a Certificate of Insurance Form is required indicating that the coverage is current, containing an original signature from an authorized representative of the insurance company, and listing the Township of Derry, 600 Clearwater Road, Hershey, PA 17033, as Certificate Holder.

If the contractor has no employees, a signed and notarized Exemption form is required. These forms are available in the Community Development Department at the Township office.

No worker's compensation coverage is required if the registered homeowner is acting as his/her own contractor and is performing all of the proposed work.

\_\_\_\_\_ The permit fee is required at the time of submission. Please contact us at 717-533-2057, Opt. 2, or [commdevinfo@derrytownship.org](mailto:commdevinfo@derrytownship.org) for more information.

\_\_\_\_\_ If connecting to a public sewer, you must first obtain a sewage connection permit from the Derry Township Municipal Authority before a zoning permit can be issued.

NOTE: If your property is subject to a Homeowners Association or other restrictive community requirement you may need to seek their approval.

*\*This is the minimum information required. A thorough review of a submission may reveal the need for more information.*