

Franklin Township

10411 Rt. 98, Edinboro, PA 16412
814-734-3521 Fax: 814-734-3361
www.twp.franklin.erie.pa.us

Zoning/Assessment/Building Permit Important Notices

Apply for the Zoning/Assessment Permit at least 30 days in advance of the start of your project. The Building Permit process begins immediately following zoning and takes an additional two weeks.

Before you use or occupy any improvement, building, or structure that is not exempt under the Uniform Construction Code, you must receive an "Occupancy/Use Permit" from our inspector. These permits are issued immediately after your final inspection.

Building Permit requirements and associated fees are the result of the State Law. The Township has hired a reliable third-party inspector at the lowest fee.

1. All permit paperwork must be completed and fees paid before a permit(s) will be issued.
2. You must post the zoning placard and building permit signs so that they are visible from the road.
3. To be issued a UCC Building Permit, you must have any of the following that apply:
 - a. Electrical Service DR Number
 - b. Sewage Permit
 - c. Zoning Permit
 - d. Highway Occupancy Permit
 - e. Erosion and Sedimentation Control Plan Permit
 - f. Stormwater Management Permit
 - g. Taxes Current Certificate
 - h. Boiler Systems permit
 - i. Propane Gas Permit
 - j. Plans must show Energy Conservation design that meets minimums and UCC compliance
4. Other assurances beyond the zoning and building permit official processes and documents (such as, certifying the location of the structure on the property, special site visits or other inspections) will require a separate inspection fee payable by the ordering entity.
5. **Truck weights** on all Franklin Township roads and State roads in Franklin Township, except Rt. 98, **are restricted** during March, April and May when roads will be damaged by heavy loads.
 - a. Most signs are put up when roads are soft and taken down when the possibility of damage is minimal.
 - b. Some roads are posted year around and restricted year around, except for local delivery of essential commodities. These weight limit signs do not have the seasonal, Mar, Apr, May, advisory sign—just the 10-ton weight limit posted all the time.
 - c. Other roads that are seasonally posted have the weight limit sign with a seasonal posting advisory of Mar, Apr & May below the weight limit. In this case, the weight limit is in effect only during Mar, Apr and May.
 - d. Please note that this is a required notice being given to you under Pennsylvania Law. ***When the signs are effective, do not place an order with a vendor that will use a delivery truck over 10 tons gross vehicle weight.*** If that vendor/hauler is charged with exceeding the posted weight limit, you may be responsible for the substantial fine. Fines for exceeding the posted weight can exceed \$10,000.
6. **Downspouts, sump pumps, clean water drainage pipes and man-made swales of clean water are not permitted** to discharge into stormwater systems, like road ditches, swales leading to streams and creeks or directly into streams and creeks. Both state and local law prohibit these discharges. In road rights of way where pipes may exist from earlier clean water discharge installations, should the installation be encountered during road maintenance activities, they will be required to be removed. Do us all a favor, save the environment and recharge our well waters by directing these sources of clean water on to your property where they may be absorbed and contribute to well water aquifers. Directing clean water to absorption areas conforms to State Regulations for Best Practices for Storm Water Management.
7. Mailboxes must be built to Township specifications. See the design guides attached to the Zoning/Assessment Permit Application Form.

I have read the above notices and acknowledge their receipt:

Building Permit Applicant/Owner: _____ Date: _____

Building Permit Applicant/Owner: _____ Date: _____



Franklin Township, Erie County, PA

Application for Zoning/Assessment Permit

Notice: 1. Application must be signed by property owner. Contractors can apply, but owners must sign.
 2. Inspection and signing of permit takes at least 30 days, add two more weeks for building permit.
 3. A page of notices and four-pages of addenda are attached hereto and made a part hereof.

Property Owner(s): _____ Telephone: _____

Full Property Address: _____

Full Owners' Mailing Address: _____

Zoning District: _____ District #: 22 Map # _____ Block # _____ Parcel # _____ Lot Size: _____

Property road frontage: _____ Improvement square footage: _____ Completed cost: _____ Completion date: _____

Contractor: _____ Contractor Telephone: _____ Start date: _____

Full Contractor Address: _____

Is this permit being issued for (check one or more that apply): A. Principle Building <input type="checkbox"/> B. Accessory Building <input type="checkbox"/> C. New Construction <input type="checkbox"/> D. Addition(s) to Existing Structure <input type="checkbox"/> E. Improvements to Existing Structure <input type="checkbox"/> F. Demolition/removal <input type="checkbox"/> G. Relocation <input type="checkbox"/>	The existing/proposed use of the structure is (check one or more that apply): A. Residential <input type="checkbox"/> D. Agricultural <input type="checkbox"/> B. Commercial <input type="checkbox"/> E. Sign <input type="checkbox"/> C. Industrial <input type="checkbox"/> F. Other (specify) _____	This structure is located on: A. Existing Private Street <input type="checkbox"/> B. Existing Public Street <input type="checkbox"/> C. New Private Street <input type="checkbox"/> D. New Public Street <input type="checkbox"/>
If this permit is for new construction: A. No. of dwelling units _____ B. No. of stories _____ C. Will this new construction have a telephone line(s) (circle one): Yes No D. Septic permit has been issued?(circle one): Yes No		Sq. ft. area of earth disturbance, including driveways & leach field: _____ sq. ft.

Sketch property and locate buildings, well and septic system.

Rear Yard depth (setback 50' minimum) _____ Ft.

Side Yard depth (setback 30' minimum) _____ Ft.		Side Yard depth (setback 30' minimum) _____ Ft.
Front Yard depth (setback 50' minimum from right-of-way line) _____ Ft.		

Road Name: _____

In consideration of being granted this permit, I (we) hereby agree to do all work in compliance with the requirements of applicable State laws, Township Ordinances and the notices and policies on the attached sheets. I (we) certify that the above information and notations and those on any attached pages are true and correct to the best of my (our) knowledge and belief.

Applicant(s) _____ Date: _____

_____ Date: _____

Zoning Sig _____ Date: _____ Inspector Sig _____ Date: _____

Permit Number: _____ Fee: _____ Date: _____

Franklin Township, Erie County, PA
Addendum to Zoning/Assessment Permit Application

www.twp.franklin.erie.pa.us

Notes to Zoning/Assessment Permit Application Form:

1. Zoning/Assessment Permit Application Forms are available from the Franklin Township Office or our website. Completed application forms may be returned either in person or by mail to the Township Office, 10411 Rt. 98, Edinboro, PA 16412. If visiting the office, please call 734-3521 to ensure that the secretary is available.
2. A \$50 fee, payable to Franklin Township, must accompany a returned Zoning/Assessment Permit Application.
3. Residences are required to have an approved septic system before the residence is occupied. Contact the Erie County Health Department at 451-6756.
4. Driveway access permits are required. The Township will install new and replacement driveway pipes within Franklin Township, whether on a State or Township Road. A fee is charged for the installation. For driveway access permits on to a State Highway contact PennDOT at 871-4411. For driveway access permits on to a Township Road and for installation of driveways contact the Township Office at 734-3521.
5. The Township Office assigns house number addresses on all roads within the Township once a driveway has been installed. Measure the distance, plus or minus 5 feet accuracy, from the nearest property line to the center of the driveway. This measurement will be used to calculate your house number.

Law requires the following three notices:

Driveway Permits

- Act 42 mandates that the plat approval and building permit contain notices that a Highway Occupancy Permit is required before driveway access to a State Highway is permitted.
- Franklin Township requires a Highway Occupancy Permit be issued before driveway access to a Township Road is permitted.

Asbestos and Demolition

Personnel conducting demolition and/or renovation operations subject to the **National Emission Standard for Asbestos** regulation are required to meet certain training requirements and hold certifications issued by the PA Dept. of Labor & Industry. See DL&I at www.dli.state.pa.us or call 717-772-3396 for more information. Demolition Application forms are available at the Township. Property owners and operators of demolition operations are required to take reasonable actions to prevent particulate matter from becoming airborne. Permits require ten working days advance notification to DL&I and U.S. Environmental Protection Agency.

Notice and Waiver of Liability

Under the laws of the Commonwealth of Pennsylvania, any aggrieved party may appeal any permit issued by a municipal official for a period of 30 days after the permit has been issued. Therefore, any construction done on the land parcel before the 30-day period has expired will be done at the sole risk of the property owner or permittee.

I/we have read, understood and agree to the additional conditions and notices above which are conditions attached to the granting of a building permit.

Signature of Applicant, Permittee, Owner: _____

Date: _____

Franklin Township, Erie County, PA
Addendum to Permit Application

Proper Construction and Placement of Mailboxes

First, a word about safety and liability:

The design and placement of your mailbox can cause a safety hazard to those driving on your road if you place it in the roadway or construct it so that is immovable. As an example, a concrete-filled well casing placed in the roadway, shoulder or ditch will invite a legal dispute if a vehicle strikes it.

Second, it is the policy of the Board of Supervisors:

- That mailbox posts be placed at least two feet behind the ditch.
- That mailboxes be constructed with an arm that swings if struck by a vehicle, snowplow or snow.
- That mailboxes be constructed so that they will cause minimum damage if struck by a motor vehicle.

We have adopted these regulations because we too can be held liable since your mailbox is within the Franklin Township road right-of-way. The right-of-way is 50 feet wide, which places the line about 8 feet behind the ditch, and, because we would rather not hit your mailbox with our snowplows.

Suggested design:

- We suggest an “overhanging arm” type of construction such as those shown on the following two pages. These suggested designs and the elevation of the mailbox off of the roadway comply with the U.S. Post Office design guide.
- After construction, please keep your mailbox maintained and in good order. Often mailboxes will begin to tilt toward the roadway. This lessens the distance between the arm and the roadway and destines your mailbox to being hit by the plow.
- Please make sure that the distance between the bottom of the mailbox or arm that it sits on and the roadway is 50 inches.
- The swing away arm is an important part of the design that minimizes damage when a large amount of snow, which is being thrown with great force, hits your mailbox. If it is rigid it will break. If your overhanging arm has 50 inches clearance between the roadway shoulder and the bottom of the arm, the wing plow will go underneath your box. Mailboxes with arms too close to the ground will surely be hit.
- The Township plows its roads from ditch to ditch. Having a properly designed and maintained mailbox will minimize the chance that the mailbox will be hit. The area under and near your mailbox will be properly cleared of snow, and your postman will be happy.
- The reflectors and reflective house numbers indicated in the drawings will help the fire department find your house quickly in times of emergency. Also, in the many blinding snowstorms that we have, these reflective items help our drivers to better see and judge distance when plowing near your mailbox.

Thank you for your help.

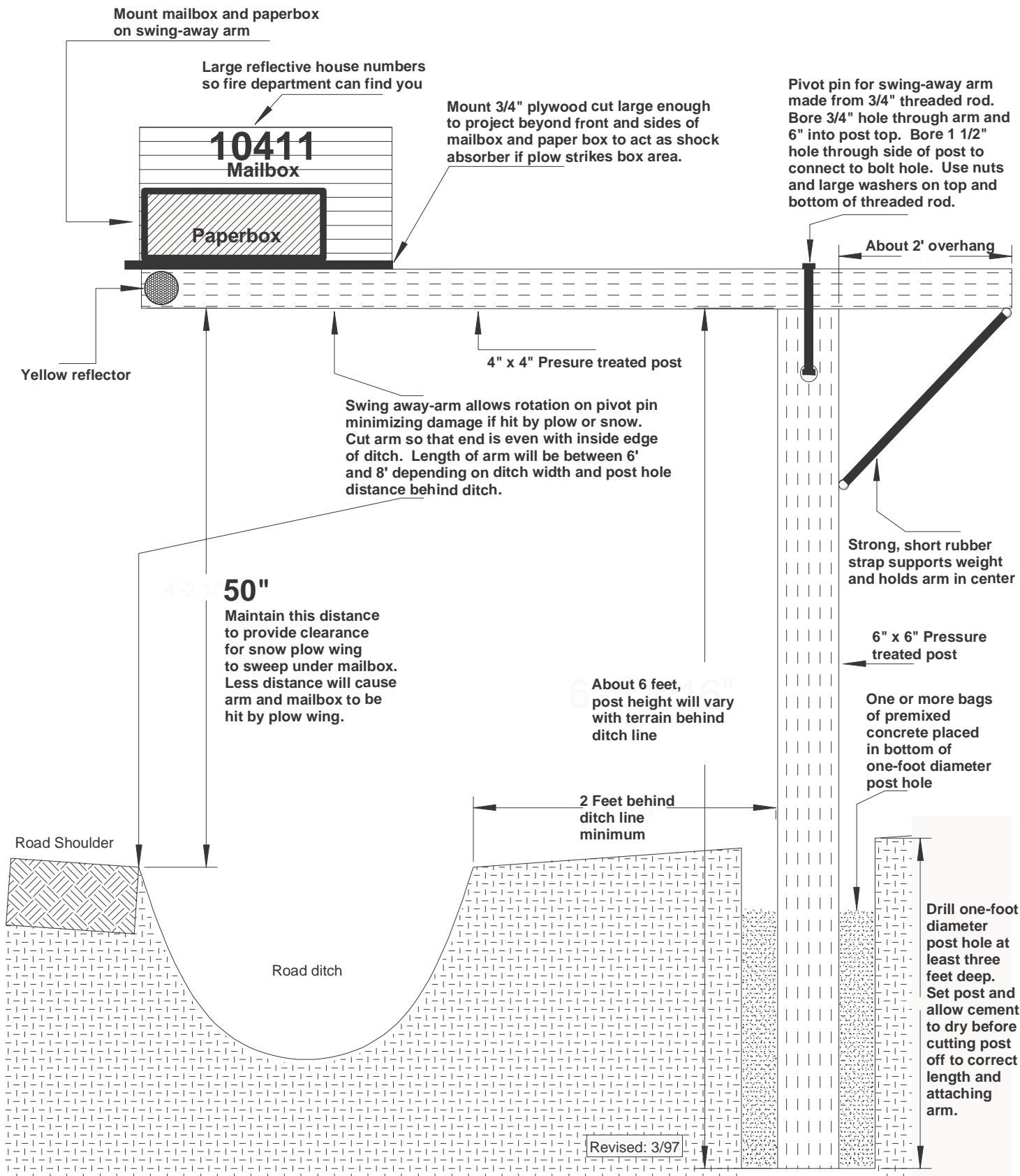
The Franklin Township Board of Supervisors

Signature of Applicant, Permittee or Owner: _____

Date: _____ (indicating the understanding of the above)

Franklin Township

Preferred Mailbox Design--Low Arm Mount



Franklin Township

Preferred Mailbox Design--High Arm Mount

