

Herrick Township Board of Supervisors

John P. Watts, Zoning Officer
759 Williams Road
Montrose, Pa 18801
570-498-3289 jwzoning@gmail.com

Nancy Harvatine, Secretary
1350 Lewis Lake Road
Union Dale, Pa. 18470
570-679-2273

The following information is provided to assist you with the completion of the zoning permit.

Completeness is Required

- Fill out the application completely. If it is incomplete and/or the required documents are missing or incomplete, the application will be returned to you and it will then be necessary to resubmit the application with the missing information along with an additional \$25.00 fee.
- Be sure to supply the information at the top of the application (Property Tax Map #, Subdivision/Lot #, and State Route or Township road name)

Building Construction Details

- Provide 1 copy of your building documents that depict the structure, its overall measurements, and elevations. Actual blueprints are not necessary. A floor plan and profiles will be sufficient.
- Be sure to include information pertaining to attached or detached “accessories”. Accessories include, but are not limited to, storage sheds, fences, electronic reception devices, garages, carports, decks, porches, and all swimming pools.

Plot Plan

- Provide one copy of your plot plan which shows all building setbacks from the property lines, location of the septic system and well, driveway and parking area with at least space for two off-street parking locations. The plan does not need to be drawn to scale if the actual measurements are provided.
- Properties that are one acre or less must have plot plans that are prepared by a surveyor for primary structures and improvements that will expand the footprint of that structure.

Driveway Permits

- Provide 2 copies of your State driveway permit or 2 copies of the “Letter of Approval” for a driveway on a Township road. This is only a requirement for new uses.

Contractors Only

- Contractors applying for a permit must include proof of “Workman’s Compensation Insurance”. Do not submit proof of Liability Insurance.

Fees

- Make check payable to “Herrick Township Supervisor’s”
- Be sure to include the “Certificate of Use” fee of \$30.00
- If you have any questions contact the zoning officer

Mail Completed Applications To:

John P. Watts
759 Williams Road
Montrose, Pa. 18801