




## Rush Township Zoning Permit Application – Detailed Quick Guide

### Submit Applications and Fees To:

ARRO Consulting, Inc.  
1239 Centre Turnpike  
Orwigsburg, PA 17961

 **Phone:** (570) 366-9534

 **Email:** [permitting@arroconsulting.com](mailto:permitting@arroconsulting.com)

OR

Rush Township  
104 Mahanoy Avenue  
Tamaqua, PA 18252

### Payment Requirements:

- Zoning fees must be paid by **check or money order only**.
- Zoning checks must be made payable to “**Rush Township**”.
- Cash is not accepted.

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## Step 1 – Plot Plan Requirements

A plot plan must be submitted with all zoning applications and shall include:

- Property dimensions and overall lot configuration.
- Size and location of all **existing and proposed** buildings, structures, or signs.
- Required setbacks for existing and proposed structures.
- Parking spaces and/or loading facilities, if applicable.
- Copy of deed (upon request).

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## Step 2 – Construction Drawings / Scope of Work

Provide clear construction documentation appropriate to the scope of work, including:

- Detailed floor plan(s).
- Construction drawings, details, or a clearly defined written scope of work.
- Building elevations indicating overall structure height.

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## Step 3 – Miscellaneous Supporting Information

The following information may be required depending on the project:

- **Rush Township / Lake Hauto Sewer Connection**
  - Tapping Fee: **\$5,000.00**

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- **Lake Hauto Grinder Pump Easement, Operation Agreement, and Grinder Pump Fee**
    - Refer to the executed agreement for applicable fees and requirements.
  - **Northeastern Schuylkill Joint Municipal Authority (NESJMA)**
    - Contact: **NESJMA** at **570-467-2176**
    - Tapping Fee: **\$2,000.00**
  - **On-Lot Sewage Disposal**
    - Contact: **Robert Fugate, SEO**
      - Phone: **215-327-8984**
      - Email: **fugaterbriorenv@gmail.com**
- Contractor's estimate or estimated cost of construction (if owner-built).

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## Step 4 – Additional Permits (If Applicable)

Separate applications may be required for the following items:

- Driveway permit
- Well permit
- Street opening permit
- Occupancy permit (required prior to residential occupancy)
- Uniform Construction Code (UCC) permit(s)
- Moving permit
- Other permits as determined by the Zoning Officer

**Important:** Issuance of a zoning permit **does not authorize construction** until all required permits are obtained.

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## Step 5 – Land Development & Erosion Control Requirements

**Non-residential projects** may require **Land Development Plan approval** prior to issuance of UCC permits.

### **Erosion & Sediment Control (E&S):**

- Contact the **Schuylkill Conservation District** at **(570) 622-3742** for verification of the below general requirements.
  - Projects that have less than 5,000 square feet of earth disturbance are required to develop, implement, and maintain erosion and sediment control best management practices (BMPs).
  - Projects that disturb 1 acre or more require a National Pollutant Discharge Elimination System (NPDES) permit for Stormwater Discharges Associated with Construction.

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## Step 6 – Review Timeframes, Appeals & Expiration

- Zoning permits are issued or denied within **30 days** of the completed application submission.
- A **30-day appeal period** applies to all issued permits.
- Work commenced during the appeal period is done **at the applicant's risk**.
- Permits expire if work does not begin within **6 months**, or
- If work is not completed within **2 years** of permit issuance.

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## Step 7 – After Approval, Inspections & Compliance

- Approved permits and documents are typically issued by email or your preferred contact method.
  - The zoning permit must be posted in a **conspicuous location** on the property.
  - The Zoning Officer may conduct inspections during construction.
  - Right of entry for inspections is a condition of permit issuance.
  - False or incomplete information may result in permit revocation.
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### Applicant Submission Checklist

Before submitting your permit application electronically or hard copy, confirm that all required materials are included:

- All applicable forms fully completed and signed
- Sets of legible, scaled plans attached
- Site plan includes footprint, setbacks, and grading details
- Workers' Compensation coverage form or exemption affidavit included
- All other required permits obtained:
  - UCC
  - Sewage
  - Water
  - Driveway
  - Land Development Plan
  - Erosion & Sediment (E&S) Control
- All information is accurate, complete, and truthful

**Note: Submitting false or incomplete information may result in permit denial, revocation, or enforcement actions.**

# ZONING PERMIT APPLICATION

Fee: \$ \_\_\_\_\_

PERMIT # \_\_\_\_\_ - \_\_\_\_\_ - **Z**

Paid: \_\_\_\_\_

**1. Type of Improvement**

Erect a Structure  Add to a Structure  Add a Use  Change a Use/Occupancy

**2. Present use of structure or property:** \_\_\_\_\_

**3. Proposed use of structure or property:** \_\_\_\_\_

**4. Site Location of Property:** \_\_\_\_\_  
(Complete Address Required)

**5. Lot Size:** \_\_\_\_\_ **6. Zoning District:** \_\_\_\_\_

**7. Tax Parcel # (located on tax bill above name):** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**8. Work Description:** \_\_\_\_\_

Length:	Width:	Height:
Stories:	Floor Area:	Parking Spaces:
Sewage Permit#:	Type of Sewer (Public / Onsite)	Type of Water (Public / Onsite)
Estimated Cost:	Located in floodplain (Y/N)	
Impervious coverage (SF):	Building coverage (SF):	
Area Being Disturbed:		
Contractor:	Address:	Phone#:
		Email:

**9. Property Plan – REQUIRED (Use attached sheet or separate sheet)**

Attached is a dimensioned plan of the proposed work and parcel indicating north, property lines, streets, easements, rights-of-way(s), existing structures, proposed structures, existing setbacks, proposed setbacks, size of proposed and existing structures.

**10. Applicant Information:**

Applicant:	Address:	Phone #:
		Email:
Owner:	Address:	Phone #:
		Email:

I, the Undersigned, do hereby certify that the information contained in this application and supporting documents is true and correct and that I may be subject to prosecution under Penalty of 18 Pa.C.S.A. Section 4904 for making knowingly false statements or representations. I hereby attest, the proposed work, as outlined will conform to the standards of all applicable ordinances / regulations. In addition, I have reviewed and agree to all items contained in the Application Supplement provided by the municipality with this Application.

**11. Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(FOR ZONING OFFICE USE ONLY)**

Application is hereby: APPROVED  DENIED  INCOMPLETE

Remarks:

Approved by: \_\_\_\_\_, Zoning Officer Date: \_\_\_\_\_

**Resolution No. 2010-05  
RUSH TOWNSHIP  
SCHEDULE OF FEES**

Pursuant to Section 1903 of the Zoning Ordinance prepared by the Eastern Schuylkill Planning Commission and adopted by the Rush Township Board of Supervisors the following schedule of fees pertaining to matters of said ordinance are hereby established.

**Zoning Permit Fee**

	VALUE	ZONING PERMIT FEE
Construction Value Under	\$ 2,000.00	\$35.00
Construction Value Under	\$10,000.00	\$55.00
Construction Value Under	\$15,000.00	\$70.00
Construction Value Under	\$20,000.00	\$90.00
Construction Value Under	\$30,000.00	\$110.00
Construction Value Under	\$40,000.00	\$130.00
Construction Value Under	\$50,000.00	\$150.00
Construction Value Under	\$60,000.00	\$170.00
Construction Value Under	\$70,000.00	\$190.00
Construction Value Under	\$80,000.00	\$210.00
Construction Value Under	\$90,000.00	\$230.00
Construction Value Under	\$100,000.00	\$250.00
Construction Value Over \$100,000.00		\$250.00 Plus \$2.00 Per Thousand Dollars, or portion over \$100,000.00
Signs/Billboards		\$2.00 Per Square Foot (\$35.00 Minimum)

\*Note: Construction value must be based on a minimum of \$50.00 per square foot of gross floor area for principal structures and \$15.00 per square foot of gross floor area for accessory structures or a signed contractor's proposal must be submitted.

Zoning Permits applications and/or reviews not including a construction value at the time of application, such as utilization of an existing building or structure, shall be based on a value of not less than \$50.00 per square foot of the gross floor area to be utilized for the use.

Review of Special Uses as listed by Chapter XVI requiring submission of Land Development Plans shall be subject to a per hour Zoning review fee, based on the current hourly rate schedule for such services charged to the municipality, for review of the Special Use's conformance to applicable zoning regulations. All Zoning review fees shall be paid prior to release of approved final plans to the applicant or the acceptance by the municipality of revised plans or additional plan stages or phases.

### **Zoning Hearing Board Applications**

Variance Application	\$ 500.00
Special Exception Application	\$ 500.00
Appeal Application	\$ 300.00
Validity Challenge	\$1,000.00

The applicant shall be responsible for all fees, permitted by the Municipalities Code, when expenses of the Zoning Hearing Board exceed that of the original submission fee.

### **Application Before The Board of Supervisors**

Conditional Use	\$1,500.00
Curative Amendment	\$1,500.00

The applicant shall be responsible for all fees, permitted by the Municipalities Code, when expenses of the Board of Supervisors exceed that of the original submission fee.

### **Change or Addition of Use**

(Based on Zoning Permit Fee above or schedule below, whichever is greater.)

No Impact Home Based Business	\$ 70.00
Commercial/Industrial	\$ 140.00

### **Certificate of Use and Occupancy**

Principal Residential Structure	\$ 70.00
Principal Commercial/Industrial Structure	\$ 140.00
Accessory Residential Structure & Additions	\$ 35.00
Accessory Commercial/Industrial Structure Additions	\$ 105.00
Temporary Certificate of Use & Occupancy	
40% of Non-Temporary Certificate of Occupancy but not less than \$35.00	
Temporary Use (Per Section 1902.D.)	\$ 140.00

**Driveways – per connection to Township Road**

Minimum Use (Residential)	\$ 50.00
Commercial/Industrial	\$ 100.00

A retainer fee or bond, as required by Ordinance, must be posted prior to construction or reconstruction of all driveways.

**Peddlers Permits**

Monthly	\$ 25.00
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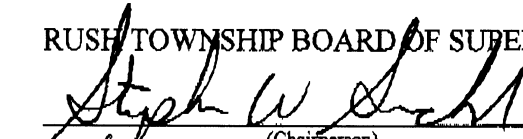
**Office Reproductions – Paid in Advance**

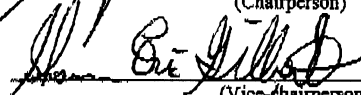
Zoning Ordinance (Hardcopy)	\$ 50.00
Zoning Ordinance & Map (Via E-Mail)	\$ 10.00
Zoning Map (Hardcopy)	\$ 5.00
Subdivision & Land Development Ordinance (Hardcopy)	\$ 40.00
Subdivision & Land Development Ordinance (Via E-Mail)	\$ 10.00
Zoning Ordinance & Map and SALDO (CD)	\$ 25.00
Ordinance Copies (per page)	\$ 0.25
Outgoing Fax Transmission (within 570 Area Code)	\$ 1.75
Additional Pages	\$ 0.75
Outgoing Fax Transmission (outside 570 Area Code)	\$ 4.00
Additional Pages	\$ 2.00
Incoming Fax Transmission (per page)	\$ 1.00

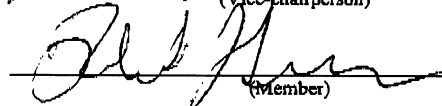
**Commencing Activities Prior to the Issuance of Permits or Approvals Identified by the Rush Township Schedule of Fees and Rush Township Ordinances.**

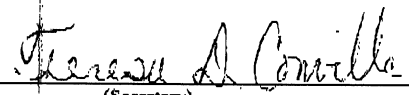
Activities commenced prior to the issuance of permits and approvals required by this Resolution, and Ordinances of Rush Township shall be subject to the indicated fees multiplied by two (2).

RUSH TOWNSHIP BOARD OF SUPERVISORS

  
\_\_\_\_\_  
(Chairperson)

  
\_\_\_\_\_  
(Vice-Chairperson)

  
\_\_\_\_\_  
(Member)

Attest:  Date: Jan 4, 2010  
(Secretary)