

**Trappe Borough**

525 West Main Street Trappe, PA 19426



*Application for a*

**ZONING PERMIT *for*  
RESIDENTIAL GRADING**

Questions? Please contact  
Trappe Borough  
at 610-489-7181.



## **DIRECTIONS, QUESTIONS & ANSWERS**

### **ZONING PERMIT *for* RESIDENTIAL GRADING**

1. Complete the Permit Information Sheet.
2. If a contractor is performing all or part of the work, obtain a valid Certificate of Insurance, naming Trappe Borough as an additional insured party.
3. Complete the Project Information Sheet.
4. Pay the required permit fee.
5. Submit items #1 to #4 to the Borough.

#### **Q: I submitted a permit application. What happens next?**

**A:** After a permit application is received, it is reviewed by the Zoning Officer. This review takes approximately three business days. The Borough will contact you when the permit is ready to pick-up.

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#### **Q: Can I start work before receiving a permit?**

**A:** No work can begin until the Borough has issued a permit.

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#### **Q: How do I schedule an inspection?**

**A:** Contact the Borough at 610-489-7181. It is strongly recommended that you schedule your inspection three or more business days in advance, so please plan accordingly.

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## PERMIT INFORMATION SHEET ZONING PERMIT *for* RESIDENTIAL GRADING

### Property Owner Information

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### Property Information

PROPERTY ADDRESS: \_\_\_\_\_

EXISTING USE: \_\_\_\_\_

OWNER-OCCUPIED

RENTER-OCCUPIED

OTHER: \_\_\_\_\_

### Contractor Information

(attach additional information if more than one contractor is used)

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

PA LICENSE #: \_\_\_\_\_

**NOTE:** All contractors working in the Borough must furnish a valid Certificate of Insurance, naming the Borough as an additional insured party, prior to the issuance of this building permit.

#### FOR BOROUGH USE ONLY

COI received:

TPN:

ZD:

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## PROJECT INFORMATION SHEET ZONING PERMIT *for* RESIDENTIAL GRADING

### Plans, Documents, Specifications and Materials

Submitted with this application is:

- a plot plan, drawn to scale, of the property, including all relevant setbacks, and the location of existing and proposed improvements;
- detailed building plans, drawings, specifications and a list of materials; and,
- an approval letter from the Homeowner's Association (if applicable).

*Please submit as much detail as possible.  
This will expedite the permit review and approval process.*

### Permit Fee

Borough grading permit fee:	\$ 25.00
Pennsylvania UCC fee:	\$ 0.00
<b>PERMIT FEE DUE:</b>	<b>\$ 25.00</b>

- *Please make checks payable to Trappe Borough.*

FOR BOROUGH USE ONLY: cash *or* check no:

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## ESCROW STATEMENT

The Applicant agrees to post a two hundred dollar (\$200.00) escrow, to reimburse the Borough of Trappe for review fees, hearing expenses, and for other costs associated with the residential grading permit to the Borough of Trappe.

The Borough of Trappe shall draw reimbursements from said escrow, and shall provide the Applicant with receipts for same at the time of the draw.

The Applicant agrees to replenish the escrow to the amount originally posted, upon the balance of the escrow falling below one hundred dollars (\$100.00) and within twenty (20) days of the date of written notification from the Borough requesting same.

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_