

HOW TO OBTAIN A

**FENCE PERMIT**

## HOW TO OBTAIN A FENCE PERMIT (RESIDENTIAL)

### Step #1: REVIEW ORDINANCE REQUIREMENTS

#### a: Height:

1. Front Yard – 3 feet maximum height
2. Side and Rear Yard – 6 feet maximum height

*Front Yard is defined as an area bounded by the street right-of-way line(s), front wall of the principal building and side lot line(s).*

*Side Yard is defined as an area bounded by a side lot line and the front, rear and/or side walls of the principal building.*

*Rear Yard is defined as an area bounded by the rear lot line (and the street right-of-way line in case of a double frontage, reverse frontage or triple frontage lot) and the rear wall of the principal building and side lot lines.*

#### b: Location:

1. Fences may not be placed within any easements or right-of-ways for sewer or stormwater. Typically easements or right-of-ways are referenced on a property's deed. It is recommended that PA One Call (1-800-242-1776) be contacted to mark the locations of any utilities on your property to avoid disturbing these utilities when digging.
2. It is recommended that fences not be placed within street right-of-ways which extend into front yards. Fences in these areas run the risk of damage due to snow plows, etc. If damaged, the property owner is responsible for the repair or replacement. Also, fencing that is installed adjacent to a driveway in any zone, the maximum height of such fence or wall or portion thereof shall be such that adequate sight distance between the driveway and the street is provided.
3. Fences in front yards of corner or triple frontage lots may not obstruct vision in clear-sight-triangles (see attached) or the sight distance at a street intersection.
4. Fences may be located up to, but not directly on the property line. If you are unsure of the location of your property line and can not locate the metal pins or wooden stakes located in the ground that mark the property boundaries, you may want to ask your neighbors or refer to your deed for the information. If you are still unsure, you may want to hire a surveyor to locate the property boundary lines.

#### c: Other:

1. Fences can be constructed of any materials. Fences are to be adequately maintained.
2. Other regulations apply for fencing around swimming pools.

### Step #2: COMPLETE APPLICATION (reference attached)

### Step #3: PREPARE A PLOT PLAN ON THE BACK OF THE APPLICATION OR ON A SEPARATE SHEET OF PAPER

### Step #4: SUBMIT THE APPLICATION AND PLOT PLAN TO THE DALLASTOWN BOROUGH OFFICE

- a: A completed application will take approximately 1 day to process.
- b: The cost of the permit is dependant on the cost of the project. Base fee is \$10.00 for the first \$1000.00 of work. Every thousand after that is an additional \$2.00.  
(example: if the fence project costs \$1500.00, the permit cost will be \$12.00)
- c: All fees doubled if work is started without a permit.

### Step #5: POST PERMIT CARD IN A FRONT WINDOW OF THE HOUSE WHERE IT CAN BE SEEN FROM THE STREET

### Step #6: INSTALL FENCE – PERMIT VALID FOR 9 MONTHS

### Step #7: RETURN PERMIT CARD WHEN PROJECT IS COMPLETE

\*the above stated are only guidelines and are subject to all applicable provisions of the borough's codes and ordinances.



PERMIT # \_\_\_\_\_

DATE \_\_\_\_\_ FEE \_\_\_\_\_

~~~ BOROUGH USE ONLY ~~~

## DALLASTOWN BOROUGH

175 EAST BROAD STREET, DALLASTOWN PA 17313

PHONE: 717-244-6626 • FAX: 717-244-1076 • WWW.DALLASTOWNBORO.COM

### APPLICATION FOR 2023 PERMIT – ZONING / STORMWATER / DEMOLITION (CIRCLE APPLICABLE)

**OWNER**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

**CONTRACTOR**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PA HOME IMPROVEMENT

CONTRACTOR LICENSE # \_\_\_\_\_

ADDRESS OF PROPERTY \_\_\_\_\_

EXISTING USE \_\_\_\_\_ PROPOSED USE \_\_\_\_\_

LOT SIZE: LENGTH - \_\_\_\_\_ X WIDTH \_\_\_\_\_ = AREA (SF) \_\_\_\_\_

EXISTING IMPERVIOUS SF \_\_\_\_\_ + NEW IMPERVIOUS SF \_\_\_\_\_ = TOTAL \_\_\_\_\_

LOT COVER: TOTAL / AREA (X 100) = \_\_\_\_\_ %

DESCRIPTION OF PROPOSED WORK: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ESTIMATED VALUE OF CONSTRUCTION: \$ \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE\_\_\_\_\_  
DATE\_\_\_\_\_  
PRINT NAME\_\_\_\_\_  
PHONE #\_\_\_\_\_  
EMAIL

The above signed applicant hereby makes application for a zoning / stormwater / demolition permit under all applicable ordinances of Dallastown Borough and hereby certifies, under penalties of perjury, that all facts herein are true and correct. The actual work will be performed in accordance with the above, and it is reasonably expected that the work authorized hereby will begin within three (3) months. This permit can be revoked if its issue violates the zoning ordinance or work does not begin within the specified time period.

# ZONING PERMIT

## APPLICATION GUIDELINES FOR DALLASTOWN BOROUGH

The following activities are examples of activities that require a **zoning permit** and possibly a **stormwater permit** if additional impervious ground cover is created.

- detached gazebos / sheds / garages (less than 240 SF with no electrical / plumbing)
- fences
- decks / patios that are less than 30" above grade
- non-illuminated signage
- paved and / or stone driveways, parking spaces and sidewalks
- swimming pools (permanent & temporary that can hold 18 to 23 inches of water with no electrical components)

Complete attached application and submit with a sketch of the project to the Dallastown Borough Office. The drawing will need to show lot lines, existing features and proposed project on the property.

The following table summarizes zoning criteria in Dallastown Borough.

| Zone | Front Setback | Side Setback                                | Rear Setback | Accessory structures <sup>1</sup>                                                                  | Building Height                                                                                                          | Lot Coverage                                                   | Fencing                                                                                                                                                                                           |
|------|---------------|---------------------------------------------|--------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| R-O  | 25 ft         | 10 ft                                       | 30 ft        | Rear setback: 10 ft<br>Side setback: combined total of 8 ft or more, no less than 3 ft on one side | Principal structure: 2 ½ stories, but not over 30 ft.<br>Accessory structure: 2 stories, but not over 25 ft              | Up to 45% may be covered with impervious surfaces              | Up to 6 ft. in height in rear and side yards; up to 3 ft in height in front yards.<br><br>Properties with yards bounded by streets, lanes or avenues, the height of the fence is limited to 3 ft. |
| R-T  | 15 ft         | SFD <sup>2</sup> : 5 ft<br>All other: 10 ft | 20 ft        | Rear setback: 10 ft<br>Side setback: combined total of 8 ft or more, no less than 3 ft on one side | Principal structure: 2 ½ stories, but not over 30 ft. <sup>3</sup><br>Accessory structure: 2 stories, but not over 25 ft | Up to 60% <sup>4</sup> may be covered with impervious surfaces |                                                                                                                                                                                                   |
| C-S  | 15 ft         | 10 ft                                       | 20 ft        | Rear setback: 10 ft<br>Side setback: combined total of 8 ft or more, no less than 3 ft on one side | Principal structure: 2 ½ stories, but not over 30 ft.<br>Accessory structure: 2 stories, but not over 25 ft              | Up to 90% may be covered with impervious surfaces              |                                                                                                                                                                                                   |
| C-H  | 25 ft         | 20 ft                                       | 10 ft        | -----                                                                                              | Principal structure: 2 ½ stories, but not over 30 ft. <sup>5</sup><br>Accessory structure: 2 stories, but not over 25 ft | Up to 80% may be covered with impervious surfaces              |                                                                                                                                                                                                   |
| I-G  | 30 ft         | 20 ft                                       | 30 ft        | -----                                                                                              | Principal structure: 3 stories, but not over 35 ft.<br>Accessory structure: 2 stories, but not over 25 ft                | Up to 90% may be covered with impervious surfaces              |                                                                                                                                                                                                   |

<sup>1</sup> Accessory structures are to be located between the rear wall of the principal structure and the rear property line and must be at least 10 feet from the principal structure.

<sup>2</sup> SFD = single family detached dwelling

<sup>3</sup> Height limit may be extended to 3½ stories but not over 40 ft. if each yard is increased one ft. width for each additional ft. of height over 30 ft.

<sup>4</sup> 70% lot coverage is acceptable for properties where the lot width is less than 40 feet.

<sup>5</sup> Height limit may be extended to 3½ stories but not over 40 ft. if each yard is increased one ft. width for each additional ft. of height over 30 ft.

\*Swimming pools may require a building permit in addition to a zoning permit

\*Additional Zoning criteria will be reviewed at the time your submitted plan is reviewed. Refer to [www.dallastownboro.com](http://www.dallastownboro.com) for the a complete text of the Zoning Ordinance.

Zoning Districts: R-O = Residential Outlying; R-T = Residential Town; C-S = Commercial Shopping; C-H = Commercial Heavy & Highway; I-G = Industrial General

## **STORMWATER PERMIT APPLICATION GUIDELINES FOR DALLASTOWN BOROUGH**

Applications for adding additional impervious areas (impervious materials and surfaces include buildings, decks, patios, porches, garages, pools, sidewalks, stone and paved driveways, stone and paved parking areas, sheds, etc.) to your property will require stormwater runoff considerations. A stormwater permit is required.

The calculation of impervious square footage subject to the Small Project Site Activities fee in lieu program shall run with the land and shall be cumulative beginning January 1, 2013 (Ordinance 575-12). The initial and all future projects subject to payment, as set forth in the fee schedule below, shall be added to any future projects for the purpose of (a) calculating any fee; and (b) determining eligibility for the Small Project Site Activities fee in lieu provisions. Once the total of all projects exceed 500 sq feet (cumulative from 1/1/13), the property is no longer eligible for a Small Project Site Activity payment in lieu of. The construction of a Stormwater Best Management Practices (BMP) under the Dallastown Borough Stormwater Management Ordinance is required. A Stormwater Permit is required regardless for all projects. Once the total accumulated impervious area exceeds 1000 square feet, a Stormwater Management Plan (SWM) prepared by an engineer is required. The Borough Engineer will review the SWM plan and inspect the construction of the stormwater BMP.

### **STORMWATER PERMIT FEE SCHEDULE TABLE**

|                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------|
| <b>0 – 250 SF:</b> \$1.50 / SF or pay no fee and install a small projects stormwater BMP                                |
| <b>251 – 500 SF:</b> \$375 plus \$3.00 / SF or pay no fee but install a small projects stormwater BMP                   |
| <b>501 – 1000 SF:</b> \$50 plan review & inspection fee to install a stormwater BMP per the stormwater ordinance        |
| <b>&gt; 1000 SF:</b> \$200 application fee plus review and inspection fees for a professionally designed stormwater BMP |

## **DEMOLITION PERMIT APPLICATION GUIDELINES FOR DALLASTOWN BOROUGH**

### **§ 224-29 Demolition.**

Demolition of any structure must be completed within 90 days of the issuance of a permit. Completion consists of tearing the structure down to grade, filling any resulting cavity to grade and removing all resulting debris from the lot. Wood, asphalt shingles and similar building materials shall not be buried or used as fill at the demolition site but must be disposed of at an approved solid waste disposal facility certified to dispose of such materials. A structure may be partly demolished only if a usable structure or building remains, and the demolition of the part is completed as required in the previous sentence. All evidence of the structure which was demolished must be removed from the exterior surfaces of the remaining structure or building. Proof of performance bond and liability insurance must be shown for work of \$1,000 or more.

### **§ 90-5 Fees**

Demolitions. For a permit for the demolition of a building or structure, the fee shall be equal to 10% of the total cost of demolition.

[Amended 6-11-2018 by Ord. No. 591]

## plot plan/drawing