

HOW TO OBTAIN A

SHED PERMIT

HOW TO OBTAIN A SHED PERMIT (RESIDENTIAL)

Step #1: REVIEW ORDINANCE REQUIREMENTS

- a: Non-attached structures: accessory structures, including sheds, standing apart from the principal structure are permitted between the rear wall of the principal structure and the rear property line but must be at least 10 feet from principal structure. No living quarters are to be located in accessory structures.
- b: Height limit maximum is 2 stories, but not over 25 feet.
- c: Permitted only in the side and rear yards. A corner lot, (a property bounded by streets or alleys on two sides) has 2 front yards and 2 side yards. A triple frontage lot (bounded by three streets or alleys) has a front yard for each street the property is bounded by and the remaining yard is a side yard.
- d: Accessory structures/sheds may not be placed within any easements or right-of-ways for sewer or stormwater purposes (information regarding easements and right-of-ways is generally referenced on a property's deed).
- e: Setbacks: accessory structures/sheds must be at least 10 feet from the rear property line and a combined total of 8 feet or more away from the side property lines. The closest distance to a side property line an accessory structure/shed can be located is 3 feet.
- f: Accessory structures/sheds can be of any material as long as they are properly maintained and in adequate condition.
- g: Lot coverage is dependant on the property's zoning. A stormwater management fee will be charged for the size of the accessory structure/shed. Should the addition of the accessory structure go beyond the permitted lot coverage a zoning hearing is required and a stormwater study maybe necessary.

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 1-2 days to process.
- b: 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 SHED – 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.                      |
| 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 | Properties with yards bounded by streets, lanes or avenues, the height of the fence is limited to 3 ft. |
| 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**

SWM Permit #: \_\_\_\_\_

**DALLASTOWN BOROUGH  
STORMWATER MANAGEMENT PERMIT APPLICATION**

If you, as a property owner, are planning to construct any type of structure or improvement to your property (patio, driveway, etc.) that will impact the stormwater runoff leaving your property, then you must comply with Municipal Stormwater Management Ordinance No. 575-12. Completion of this form will allow the staff to guide you through the associated regulations.

**Step 1: Complete the Project Information**

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ ☐ (preferred)

Email Address: \_\_\_\_\_ ☐ (preferred)

Proposed Development (Please provide information regarding size, type, distance from property lines and existing site features, etc. Attach any manufacturer's sheets or other information related to the proposed development):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have any other exterior improvements been completed on the property since January 1, 2013 (*Effective Date of SWM Ordinance*)? If so please list the projects and permit numbers \_\_\_\_\_.

**Step 2: Provide Sketch Plan of Property**

Plan shall include property lines, existing improvements and proposed improvements. Please indicate which direction the property slopes as well as provide detailed drainage information for proposed improvements (roof breaks, gutters, downspout locations, etc. (Sample included as Attachment A1 in Small Project's Guide).

☐ Sketch Plan Provided

**Step 3: Summarize Proposed Impervious Area**

- New Pavement (Parking area, driveway) \_\_\_\_\_ ft<sup>2</sup>
- New Building (Shed, Garage, Addition) \_\_\_\_\_ ft<sup>2</sup>
- Sidewalk or Patio (Concrete, Brick) \_\_\_\_\_ ft<sup>2</sup>
- Removal of existing impervious area \_\_\_\_\_ ft<sup>2</sup>
- Changing the ground surface/cover (Clearing a wooded lot, converting a meadow area to yard) \_\_\_\_\_ ft<sup>2</sup> (Municipal Engineer to be contacted by Borough)
- Farming Activities (not new buildings or impervious) – If in compliance with Chapter 102, exempted from formal submission.
- Timber Activities - If in compliance with Chapter 102, exempted from formal submission.
- Stormwater Improvement - Not associated with a new impervious area (Municipal Engineer to be contacted by Borough)

\_\_\_\_\_  
Applicant Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Small Projects Guide - Operation & Maintenance Plan****Construction:**

1. Install erosion and sedimentation control facilities.
2. Stormwater Management Facility (ies) shall be installed before impervious areas are completed. If earthwork is involved during the construction of the impervious area, then extreme caution shall be taken so that sediment does not wash into the SWM Facility (ies).
3. Mark the locations of the SWM facility (ies).
4. Excavate the SWM Facility to the required depth. Contact municipality for inspection prior to filling. If standing water is encountered, a SWM Site Plan may need to be submitted; contact Municipal Engineer. All excavated materials shall be removed from the site or stabilized.

**For Stone Infiltration Structures**

5. Line excavation with Geotextile.
6. Backfill SWM Facility with required stone. If required: Install piping, cleanouts and associated facilities as detailed.
7. If required: Close geotextile material over stone bedding.
8. If required: Place topsoil over trench.
9. Stabilize and seed all disturbed areas.

**For Rain Gardens**

5. Place topsoil over excavated area.
6. Install plantings as shown on the plan.
7. Stabilize and seed all disturbed areas.

**Maintenance:**

1. The SWM Facility shall be checked regularly to ensure that no standing water exists in the facility 3 days after a rain event. If water is encountered, the facility may need to be modified. Notification of the municipality is required if facility is not functioning before any modifications are made.
2. Monitor the SWM facility to ensure that no sediment, grass clippings, leaves, and other similar accumulations occur on top of, and/or within, the SWM Facility.

I have read and agree to the above Operation and Maintenance Plan. I, as the property owner, am responsible for the proper construction, operation and maintenance for the SWM Facilities. If I fail to adhere to any of these tasks, the Borough may perform the services required and charge the appropriate fees. Nonpayment of the fees may result in a lien against my property.

\_\_\_\_\_  
Applicant Name (Printed)\_\_\_\_\_  
Signature\_\_\_\_\_  
Date