INTRODUCTION

Welcome to College Township. We're pleased that you've chosen our Township as the location for what might be your greatest investment—your new home. The purpose of this brochure is to present a brief overview of the zoning permit process that is required for new house construction and to provide guidelines for completing a zoning permit application.

The purpose of zoning is to promote, protect and facilitate public health, safety, morals, general welfare, and practical community development; proper density of population, the provision of adequate light and air, police protection and other public requirements. It is also intended to prevent overcrowding of land, blight, danger and congestion in travel and transportation; loss of health, life or property from fire, flood, panic or other dangers.

College Township strives to provide exceptional service to our citizens, and we encourage you to contact our office with any questions or concerns that you may have. It is our goal that your experience with the permitting process is informative and positive.

GUIDELINES

The Application Package

The first step in the zoning permit process is the submission of an application package to the Zoning Office for review. The application package typically includes the following documentation:

- Completed Permit Application
- Zoning Application Fee
- Completed Driveway Occupancy Permit
- Proof of sewer and water permits
- Impervious surface worksheet
- Site plan (if project scope warrants)
- Interior floor plans/construction drawings (three sets)

ADDITIONAL INFORMATION

Deeds and Covenants

Be sure to check private deed restrictions and covenants for any additional regulations and restrictions that may apply to your property and neighborhood.

Telephone Numbers to Know

Allegheny Power 1-800-255-3443
Vertzon 1-800-660-7111
Centre County Solid Waste (Bulk) 238-7005
Centre Region Code Administration 231-3056
College Township Water Authority 231-3021
Columbia Gas 238-6780
Police Non-Emergency 234-7150
Sewage Enforcement (Septic) 422-8577
State College Borough Water Authority 238-6766
AT & T (Cable) 1-800-992-3516
UAJA (Sewer) 238-5361
Veolia Waste (Trash) 237-3713

The Application Review Process

College Township Code allows the Zoning Office thirty (30) days to review a zoning permit application; however, our office tries to complete the process within ten (10) working days for we are aware of the many schedule constraints that affect the homebuilding process.

During the application review, the zoning officer verifies that the plan meets the requirements of the zoning ordinance. Required setback dimensions, total impervious coverage, and driveway location are verified as well as location of decks, patios, walkways, as well as any other elements proposed to be constructed. If the Zoning Officer has any questions during the review, you will be contacted for clarification.

If the application is approved, a zoning permit is issued. There may be special conditions listed on the permit that will need to be completed prior to a final zoning inspection. This could include specific requirements that relate to the particular subdivision/development where your house will be built, such as the placement of a front yard dusk-to-dawn post lamp or roof drains being directed into underground sumps.

After approval, the Zoning Office will inform you that the zoning permit is approved and that it is available for pickup. You can then begin the review process for a building permit with the Centre Region Code Administration.

During Construction

There are several construction-related issues and ordinances with which you should be familiar during the building process:

- Parking. During construction there will be multiple contractors on site performing various activities. Parking should be limited to one side of the street to provide safe passage for your neighbors as well as emergency vehicles.
- Noise and vibration. In consideration of your surrounding neighbors, construction noise must be limited to the hours of 7:00am to 7:00 pm on weekdays and Saturdays, and 9:00am to 5:00pm on Sundays.

- Soil erosion. Soil erosion can occur during the homebuilding process while the majority of the building lot has soil disturbance. Protection from erosion, such as the placement of silt fencing, is required.
- Mud, debris, and trash. Construction sites involve the movement of soil, and inevitably mud will develop and be carried out onto the street. It is required that a construction entrance be established at the start of the construction process. Typically the final location of the driveway initially serves as the construction entrance, and mud and construction debris that makes its way onto the street must be removed regularly. As with mud, trash also accumulates quickly at a construction project. Trash containers or a dumpster should be placed on site to reduce the potential for windblown debris.
- Grass and weeds. Grass and weeds growing along the perimeter of the construction site can become a nuisance to the neighborhood. This type of plant material must be maintained at a height no greater than twelve (12) inches.

Occupancy Inspection

A separate driveway inspection prior to paving within the road right-of-way is required by the Township Engineering Department.

Once the construction project is complete, two inspections are required prior to occupancy: 1) a final zoning inspection by the Township Zoning Officer, and then 2) a final building inspection by the Centre Region Code Administration (CRCA).

The final zoning inspection is scheduled by appointment with the Zoning Officer. Providing a weeks notice (workweek) to the Township for scheduling the zoning inspection will help ensure that we can accommodate the inspection time that you desire.

The Zoning Office visits the site to confirm that the construction is completed in accordance with the approved permit. In addition to special conditions of the permit, the setback dimensions, structure size, driveway location, roof drains, front-lawn post lamp, sidewalk construction (if applicable), and proper placement of address numbers are verified. The Zoning Officer also verifies that the lawn is seeded and stabilized and that driveway paving is finished. When the zoning inspection is complete, the Zoning Officer signs the permit card. At that time CRCA can be contacted about a final Code inspection.