

HATFIELD TOWNSHIP

FENCE / SHED ZONING PERMIT PROCEDURES

A Fence/Shed Zoning permit is required for all new, renovation, alteration or replacements.

PART I – Location of Property – Complete address including city, state and zip code must be provided on all applications.

PARTS II - IV – Complete every section.

PART V – Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and contractor may be reached. Contractors making application must be registered with the township prior to starting construction.

PART VI - Property Diagram – Show all dimensions of entire property (length x width and square feet of entire lot). Identify streets adjacent to property. Place all buildings, with size dimensions (length and width) indicated, within property lines and indicate whether existing or proposed. Indicate front yard, side yard, and rear yard setbacks by showing the distance from deck to property lines on all sides. **The property owner is responsible for the accuracy of this property diagram. On-lot sewage disposal systems and/or any easements/deed restrictions must be indicated.**

PLANS AND SPECIFICATIONS

- **Two (2) copies of all plans and specifications must be submitted with all applications. Cross Section Drawings, giving structural details, must be included.**
- **DIMENSIONS – Show all dimensions of proposed work (width and length).**
- **A Property Diagram, showing location of fence and/or shed, must accompany permit application (see Sample Property Diagram).**

ADDITIONAL INFORMATION

FEES – Permit fees must be submitted with the permit application. If paying by check, please make check payable to “Hatfield Township”.

REVIEW – The application will be reviewed by the Code Enforcement and Zoning Departments for compliance with all Township codes and ordinances.

PERMIT GRANTED – **If approved, the permit will be processed and issued to you within fifteen (15) business days. Work may not start until a permit has been approved and granted.** The permit cards are to be displayed so as to be visible from the street.

INSPECTIONS – Call the Township office (215-855-0900) at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. **If the appropriate inspections are not requested, uninspected work will not be granted final approval.**

HATFIELD TOWNSHIP

FENCE / SHED ZONING APPLICATION

I - LOCATION OF PROPERTY

Address: _____ City: _____

State: _____ ZIP: _____

II - IDENTIFICATION – To be completed by all applicants

APPLICANT Name: _____ Phone: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

OWNER Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

CONTRACTOR Company: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

State License Number: _____ Expiration Date: _____

III - TYPE OF CONSTRUCTION OR IMPROVEMENTS

New Alteration/Renovation Repair or Replacement

SHED _____ square feet FENCE _____ lineal feet

Check if you have a pool on property

SAMPLE PROPERTY DIAGRAM

SHOW LOCATION OF SHED OR FENCE AND ALL PHYSICAL CHARACTERISTICS OF PROPERTY

(Fencing can only be installed in side & rear yards – Sheds placed in rear yards only.)

Please show distance in feet of shed from rear and side property lines.

