



BOROUGH OF LANSDALE

One Vine Street ■ Lansdale, Pennsylvania 19446-3601

■ FAX 215-361-8399

■ 215-368-1691

PLEASE BE ADVISED THAT ELECTRIC SERVICE **CANNOT** BE TRANSFERRED TO BUSINESS OCCUPANTS UNTIL A ZONING PERMIT HAS BEEN OBTAINED. IN ADDITION, ALL OF THE ENCLOSED INFORMATION MUST BE COMPLETED AND RETURNED WITH THE ZONING/CERTIFICATE OF OCCUPANCY PERMIT APPLICATION. FAILURE TO COMPLETE ALL OF THE ENCLOSED FORMS WILL CAUSE A DELAY IN RECEIVING YOUR USE & OCCUPANCY PERMIT AND ELECTRIC SERVICE. THANK YOU FOR YOUR COOPERATION IN THIS MATTER.

EFFECTIVE JANUARY 1, 2012 A NON REFUNDABLE \$35 APPLICATION/REVIEW FEE IS REQUIRED WITH ALL APPLICATIONS IN THE FORM OF CHECK, MONEY ORDER OR EXACT CHANGE. THIS FEE WILL BE APPLIED TO THE PERMIT FEE, IF APPROVED

BOROUGH OF LANSDALE

Borough of Lansdale

One Vine Street, Lansdale, PA 19446

Phone: (215) 361-8333

Fax: (215) 361-8393

Zoning / Certificate of Occupancy Permit Application

Please Print All Information (except required signatures)

FOR BOROUGH USE ONLY:

Site's Street Address: _____

Borough Log #: _____

Tax Map Parcel #: _____

Nearest Cross-Street: _____ Subdivision: _____ Lot #: _____

Applicant/Business Owner Name: _____ Record property Owner: _____

Mailing Street Address: _____ Mailing Street Address: _____

City, State & Zip Code: _____ City, State & Zip Code: _____

Phone Number (H): () _____ Phone Number (H): () _____

Phone Number (W): () _____ Phone Number (W): () _____

Site is **CURRENTLY** Used For (circle all that apply): Land Only Residential Commercial Industrial Vacant

If Residential Use, indicate the Number of Existing Dwelling Units: _____ How Many Are Rental Units?: _____

Are **ALL** Rental Occupants listed with the Borough? – REGISTRATION REQUIRED (circle one): N/A Yes No

Are there **ANY** Roomers, Boarders, Lodgers, etc. residing at this site? – PERMIT REQUIRED (circle one): Yes No

If Commercial/Industrial Use(s), indicate the Number of Individual Businesses on property: _____

Are **ALL** Individual Businesses displaying a Borough Certificate of Occupancy? – REQUIRED (circle one): Yes No

The **PROPOSED** Type of Business: _____

Dimensions of Tenant Space: _____ x _____ x _____
(width) (length) (height)

Two (2) copies of the REQUIRED Site Plan, *see checklist requirements* included with this application: Yes No

If Commercial/Industrial Use, indicate **PROPOSED BUSINESS NAME**: _____

Proposed Business' Number of Employees: _____ Number of Vehicle Parking Spaces: _____

If New Tenant in an Existing Space, indicate **Previous Tenant's Name**: _____

Previous Tenant's Number of Employees: _____ Number of Vehicle Parking Spaces: _____

A Zoning Permit approval (and, ultimately, a Certificate of Occupancy) shall be deemed NULL AND VOID if the applicant and/or owner fails to clearly and precisely disclose any deed restrictions, easements, right-of-ways, or any other limitations that may be applicable to the subject property.

A Zoning Permit approval shall authorize an intended use or a change in use of the building or land as specified. The right to proceed is limited to within one (1) year after a zoning permit approval. No Zoning Permit shall be considered as complete or as permanently effective until the applicant or owner is in receipt of a Certificate of Occupancy issued by the Borough of Lansdale.

The undersigned hereby affirms that the foregoing information and attachments are true and correct to the best of said persons knowledge, information, and belief; said affirmation being made to the penalties prescribed by 18 Pa. C.S.A., Section 4904 (un-sworn falsification to authorities).

Applicant's Signature (REQUIRED) Date

Property Owner's Signature (REQUIRED) Date

FOR BOROUGH USE ONLY:

Approved By: Date

\$250.00
C/O Fee
(due at permit issuance)

Zoning District

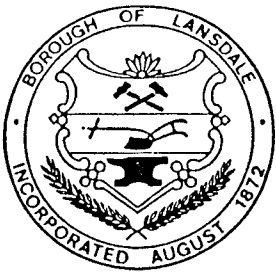
Zoning Use and Description:

Detailed Site Plan Requirements

Two (2) Copies Of The Site Plan Must Be Submitted With The Zoning Permit Application
Site Plan Must Be Drawn To A Scale Of Not Less Than 1" = 30'

**Exist (or Proposed)
and Must Be Shown
on Site Plan**

- Property Owner Name(s) and Street Address
- Property Lines and All Dimensions - all boundaries
- Street Name(s) and Block Numbers
- Existing Buildings
- Specific Use(s) of Each Building must be labeled
- Off-Street Vehicle Parking Areas - Existing and Proposed
- Easement Areas
- Deed Restricted Areas
- Setbacks to Property Lines of any Proposed Off-Street Parking Areas & Driveways



BOROUGH OF LANSDALE

One Vine Street ■ Lansdale, Pennsylvania 19446-3601

■ FAX 215-361-8399

■ 215-368-1691

March, 1991

Dear Business Owner/Manager:

Lansdale Borough is in the process of updating and computerizing all business listings for the Borough of Lansdale. Please complete this form and return it with your Use & Occupancy Application.

Please fill out the attached sheet by placing your company's name, address, telephone number, type of business and a list of persons to contact in case of an emergency. Also, please advise if any hazardous materials are stored in the building; please list location and type of hazardous materials. In addition to the above, if there is any type of alarm, please circle the appropriate type.

Please notify Lansdale Borough if any of this information changes or if your business changes location.

This information will be used primarily by the Lansdale Police Department during times of emergency; all information that is received is kept confidential. Thank you for your cooperation in this matter.

Sincerely,

BOROUGH OF LANSDALE



LANSDALE BOROUGH POLICE DEPARTMENT

35 Vine Street Lansdale, Pennsylvania 19446 215-368-1801

ROBERT B. McDYRE
Chief of Police

June 7, 2010

Dear Business Owner:

We have been notified that you are an applicant for a new business in the Borough of Lansdale. Please fill out the following information and return it to us in the enclosed envelope at your earliest convenience. This information is necessary because we must have emergency contacts in case we need to reach you after normal business hours. Thank you for your cooperation in this matter.

NAME: _____

ADDRESS: _____

Business Phone: _____ Fax Number: _____

E-Mail Address: _____ Web Site Address: _____

OWNER:

EMERGENCY CONTACTS:

L Name: _____ F Name: _____ Phone: _____

L Name: _____ F Name: _____ Phone: _____

L Name: _____ F Name: _____ Phone: _____

Hours of Business: _____ Type of Business: _____

Hazardous Materials: _____

Do you have an alarm? Yes No

If yes, what type of alarm? _____ Fire Only _____ Central Station _____ Audible

Is your alarm registered with us? Yes No

Sincerely,

LANSDALE BOROUGH POLICE DEPARTMENT



LANSDALE BOROUGH POLICE DEPARTMENT

35 Vine Street Lansdale, Pennsylvania 19446 215-368-1801

ROBERT B. McDYRE
Chief of Police

June 28, 2010

RE: REGISTRATION OF ALARM FOR YEAR 2010

Dear Alarm User:

Our records indicate that you currently maintain an **automatic protection device/alarm for holdup or burglary; i.e., panic button**, that is either audible or signals a central station at your location. As such, you are required to register your alarm and pay an annual fee. This is consistent with Lansdale Borough Ordinance 1126 and the Pennsylvania Crimes Code Title 18, §7511. The fees are as follows:

- Business Central Station Alarm.....\$35.00
- OR**
- Business Audible Alarm.....\$15.00

Please fill out the enclosed form and return along with the required fee to the Lansdale Borough Police Department for the period from January 1, 2010, to December 31, 2010. We have enclosed a self-addressed envelope for your convenience. If you have any questions, please contact me at (215) 368-1801.

Sincerely,

Enclosures



BOROUGH OF LANSDALE
35 Vine St., Lansdale, PA 19446
Ph: (215) 368-1801 – Fax: (215) 393-9429



ORDINANCE NO. 1126
PERMIT APPLICATION FOR ALARM USER

PERMIT # U- _____ **DATE:** _____

NAME: _____

ADDRESS: _____

Phone No.: _____ Fax Number: _____

MAILING ADDRESS: _____

ADDRESS: _____

Phone No.: _____ Fax Number: _____

TYPE OF BUILDING: _____ COMMERCIAL : _____ INDUSTRIAL _____ RESIDENTIAL

TYPE OF DEVICE: _____ HOLDUP _____ BURGLARY _____ OTHER

TYPE OF ALARM: _____ DIALER _____ CENTRAL STATION _____ AUDIBLE

IF APPROPRIATE: Motion Detectors Door Sensors Glass Break

ALARM COMPANY _____ **PHONE:** _____

E-Mail Address: _____ **Web Site Address:** _____

BUSINESS OWNER: _____ **PHONE:** _____

HOME OWNER: _____ **PHONE:** _____

PROPERTY OWNER: _____ **PHONE:** _____

EMERGENCY CONTACTS:

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

FEE DUE: _____ **NO LONGER HAVE ALARM:** _____

 SIGNATURE OF APPLICANT

PLEASE FILL OUT COMPLETELY AND RETURN BY MAIL.
Make check payable to Lansdale Borough Police Department.

50 North Seventh Street Bangor, PA 18013

MUNICIPAL AND SCHOOL INCOME TAX REGISTRATION

(To be answered within 10 days)

A review of businesses in your area indicates that you may employ one or more persons. To comply with Act 511 of The Pennsylvania State Legislature (and the law in your local taxing district), you are required to answer the following questions. All information will be held in strict confidence.

TRADE NAME: _____

FEDERAL EMPLOYER ID NUMBER: _____

NAME(S) OF THE OWNER(S): _____

BUSINESS TELEPHONE NUMBER: _____

CORRECT TAXING JURISDICTION: (Name of Township or Borough where business is located): _____

MAILING ADDRESS WHERE ALL FORMS ARE TO BE SENT: _____

NUMBER OF EMPLOYEES: _____ (Include both full and part-time)

TYPE OF BUSINESS: _____

DATE BUSINESS STARTED: _____ (Month and Year)

I HEREBY CERTIFY THAT ALL INFORMATION AND STATEMENTS HEREIN ARE TRUE AND CORRECT.

DATE: _____

SIGNATURE: _____

You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes by calling Berkheimer at 610-599-3139, during the hours of 9:00 AM through 4:30 PM, Monday through Friday. If Berkheimer is not the appointed tax hearing officer in your taxing district, you must contact your taxing district about the proper procedures and forms necessary to file an appeal.

50 North Seventh Street Bangor, PA 18013

EMERGENCY and MUNICIPAL SERVICES TAX REGISTRATION

(To be answered within 10 days)

A review of businesses in your area indicates that you may employ one or more persons. To comply with Act 511 of The Pennsylvania State Legislature (and the law in your local taxing district), you are required to answer the following questions. All information will be held in strict confidence.

TRADE NAME: _____

FEDERAL EMPLOYER ID NUMBER: _____

NAME(S) OF THE OWNER(S): _____

PAYROLL CONTACT: _____

BUSINESS TELEPHONE NUMBER: _____ E-MAIL ADDRESS: _____

CORRECT TAXING JURISDICTION: (Name of Township or Borough where business is located): _____

MAILING ADDRESS WHERE ALL FORMS ARE TO BE SENT: _____

NUMBER OF EMPLOYEES: _____ (Include both full and part-time)

TYPE OF BUSINESS: _____

DATE BUSINESS STARTED: _____ (Month and Year)

I HEREBY CERTIFY THAT ALL INFORMATION AND STATEMENTS HEREIN ARE TRUE AND CORRECT.

DATE: _____

SIGNATURE: _____

If you would like more information on how to file electronically please provide an e-mail address that we may contact you at.

You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes by calling Berkheimer at 610-599-3139, during the hours of 9:00 AM through 4:30 PM, Monday through Friday. If Berkheimer is not the appointed tax hearing officer in your taxing district, you must contact your taxing district about the proper procedures and forms necessary to file an appeal.

BOROUGH OF LANSDALE

USER PERMITS & FEES

PERMITS

All Users proposing to connect to and contribute to the POTW shall obtain a User Permit before connecting to or contributing to the POTW.

A Class 1 User Permit is for service to establishments producing industrial wastes which are discharged to the Borough's collection system.

A Class 2 User Permit is for service to establishments producing industrial wastes which are not intended to be discharge, however, have the potential to be discharged to the Borough's collection system.

A Class 3 User Permit is for commercial service.

A Class 4 User Permit is for residential service.

Significant User permit is for (1) Any discharger subject to categorical pretreatment standards; (2) any other industrial user that discharges an average of 25,000 gallons per day or more of process wastewater (excluding sanitary, noncontact cooling and boiler blowdown wastewaters) to the POTW or that contributes a process wastestream which makes up 5 percent or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or (3) that is designated as such by the Control Authority on the basis that the industrial user has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement; or (4) is found by the Borough, Pennsylvania Department of Environmental Resources (DER), or the U.S. Environmental Protection Agency (EPA) to have significant impact either singly or in combination with other contributing Significant Users on the wastewater treatment system, the quality of sludge, the system's effluent quality, or air emissions generated by the system.

FEES

The fee for a Class 1 User Permit is \$200.00.

The fee for a Significant User Permit is \$250.00, plus applicable time and materials and/or engineering expenses.

Class 2, 3, and 4 User Permits will be issued with the Borough of Lansdale's Use and Occupancy Permit without an extra fee.

**BOROUGH OF LANSDALE
SEWER CAPACITY FEE APPLICATION**

Name _____
Company Name _____
Property Address _____
Mailing Address _____
Town, State, PA _____
Telephone No. _____
Cell Phone No. _____
Fax No. _____
Sewer Account No. _____

Description of property development:

Please check all appropriate descriptions:

- _____ Building new home
_____ Building commercial or industrial building
_____ New owner of property
_____ Existing owner of property
_____ Developing existing building
_____ Sub-dividing existing building
_____ Building additional space
_____ Change in use of property or space

A. Please estimate new or additional water use from the property listed above:
Gallons per day _____

The amount of gallons per day listed above divided by 250 gallons per day per unit equals the number of Sewer Rental Units (SRU) to be purchased.
_____ Gallons per day / 250 gallons equals _____ SRU(s)(Rounded up to whole number)

B. Please list the number of new and separate units created by sub-division of an existing unit or construction of new unit(s):

The number of units listed is the number of Sewer Rental Units to be purchased.

C. Enter the larger number of units from A and B above into the following calculation:

For Residential Units

_____ Units multiplied by \$3200 per SRU equals = \$ _____ Amount Due

For Non-residential Units

_____ Units multiplied by \$3500 per SRU equals = \$ _____ Amount Due

Please make check payable to the "Borough of Lansdale". Send payment with this form to Borough of Lansdale, One Vine Street, Lansdale, PA 19446, Attn: Dan Shinskie.

Signature _____

Date _____