

HONEY BROOK TOWNSHIP

PERMIT APPLICATION FOR A NEW KENNEL / BOARDING KENNEL / ANIMAL SHELTER

Honey Brook Township has Zoning requirements for kennels / boarding kennels / animal shelters, as contained in Section 1035 of Chapter 27 of the Township Code of Ordinances. If you are considering applying for a kennel license with the Commonwealth, you should read this section to see if your operation qualifies for a Township permit in addition to a state permit.

EVERYTHING IN THIS PACKET IS IMPORTANT. Please read everything carefully and completely before filling out the permit application.

PAGE 5 SERVES AS THE PERMIT APPLICATION AND IS TO BE RETURNED TO THE TOWNSHIP ALONG WITH THE ESTABLISHMENT FEE. The kennel permit fee is according to the current year's Fee Schedule. Published permit fees assume the submitted permit is complete and will not require additional review time above and beyond what is customary for such a permit application's review. The applicant will assume all additional costs for the review time of deficient permits.

The Use & Occupancy (U&O) permit must be renewed annually each spring. The Township will send out renewals when they are due. This application is for establishing new uses only.

Please note: the U&O is for the use only and does not serve as a building permit. If construction is proposed, a separate building permit is required. NO USE SHALL BEGIN UNTIL THE PERMIT HAS BEEN APPROVED. Anyone identified as having commenced an activity without acquiring the necessary permit(s) shall be charged DOUBLE the normally assessed fees.

THIS IS AN ORIGINAL APPLICATION. Once you submit it, it will not be returned to you. Therefore, you are advised to make a copy of this application once you have completed it and keep it for your records.

REQUIREMENTS FOR OBTAINING A KENNEL PERMIT

A 15-business-day review period is permitted by State Code. A typical review period is 5 to 10 business days.

Listed below are the items required to be submitted to Honey Brook Township. Failure to submit the required items will result in denial of the application and stoppage of the review until the required items are received. ***NO CHANGE IN USE SHALL BEGIN UNTIL THE U&O HAS BEEN ISSUED. Anyone identified as having commenced use activity without acquiring the necessary permit shall be charged DOUBLE the normally assessed fees.***

Please note that the U&O is for the use as a kennel only and does not serve as a building permit. A separate application for building or renovating space for use of a kennel is required.

If you have any questions, please call Technicon Enterprises Inc., II at (610) 286-1622 x100. Please note that consulting with the engineers at Technicon could result in the applicant being billed per the current year's Fee Schedule.

Please submit:

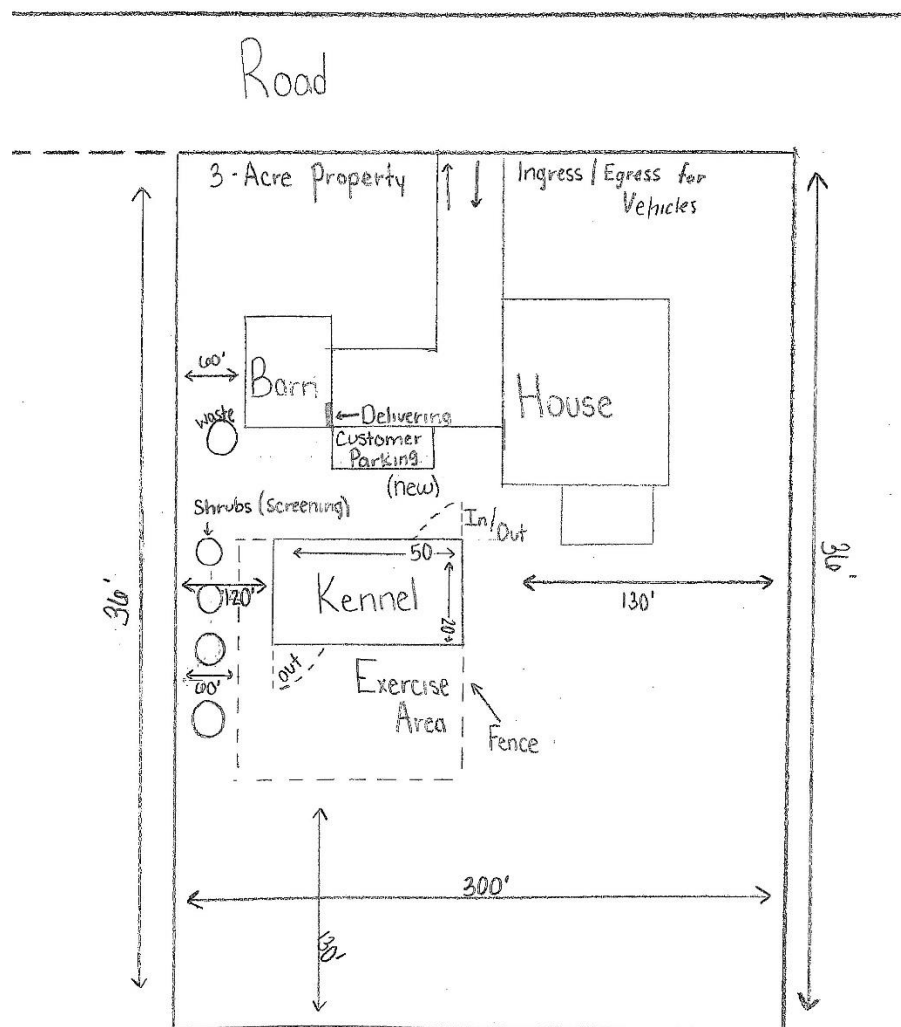
A. Page 5 of the permit application packet completely filled out. Instructions below:

- 1) Please circle the appropriate type of facility. The definition of each may be found in Section 202 of the Township Code of Ordinances.
- 2) Kennel Owner's Name: owner of the proposed kennel.
Please note: if the applicant is not the property owner, an authorization letter from or a copy of the lease agreement with the property owner must accompany the application. Property owner information is required in items 6-8 below.
- 3) Site Address / Facility Name: please indicate the address where the kennel will be operating. It may or may not differ from the address in item #4. The name of the facility will be the name of your kennel.
- 4) Mailing Address (if different): if mailing address and site address are the same, put "same" in this blank.
- 5) Phone and Email: Please provide at least a phone number where the kennel owner may be reached. If there is no associated e-mail address, put "none" in the blank.
- 6) Landowner's Name (if different): if the applicant and the property owner are one and the same, put "same" in this blank. If not, please indicate the owner's name.
- 7) Landowner's Mailing Address (if different): if the applicant's and the property owner's address are one and the same, put "same" in the blank. If not, please indicate the owner's mailing address.
- 8) Landowner Phone / Email: please provide at least a phone number where the landowner may be reached. If the applicant and property owner are one and the same, put "same" in the phone number blank. If there is no associated e-mail address, please put "none" in the blank.
- 9) Zoning District / Tax Parcel Number: if zoning district is unknown, a zoning map may be found on the Township website at www.honeybrooktp.com. The Tax Parcel Number may be obtained from the ChesCo Views website at <https://arcweb.chesco.org/CV4/>.
- 10) State license number: this number is assigned by the Commonwealth once an application is submitted to the Department of Agriculture. If unsure, you can check the state kennels list at <http://www.pda.pa.gov/PADogLawPublicKennelInspectionSearch/>. If you have applied for, but not been issued, a state license, note that on the application.
- 11) Residential Use: are any people living on the property? Please check the appropriate line.
- 12) Agricultural Use: is there any agricultural activity on the property (farming or livestock, for example)? Please check the appropriate line.
- 13) Any Other Use: If yes, this could include a home occupation or commercial use, for example. Mark that other use in the space provided. If no, mark that line and move on to item #14.

14) Attach a site plan which shows:

- a) Location of all buildings intended for primary enclosures (housing of the dogs)
- b) Location(s) of disposal for waste
- c) Location of all outdoor exercise areas
- d) Location of employee (if applicable) and customer parking
- e) Supplies delivery location
- f) Fencing
- g) Buffering / screening
- h) Ingress/egress locations (where people and animals go in and out of the property and structures used for the kennel)

Please also provide the distance to property lines for items a) and c). A sample site plan is below:



15) Acknowledgement and Signature: the issuance of a Kennel Use & Occupancy permit requires you to comply with the zoning code in Section 1035 of Chapter 27, which includes an inspection of the premises by the Township Zoning Officer upon establishment of the kennel and annually thereafter. If alterations to the structure or new construction is proposed, the appropriate permit(s) must be obtained (separate from this one) Your signature on page 5 indicates you understand and will comply with these requirements.

B. The Kennel Fee according to the current year's Fee Schedule. Checks may be made payable to "Honey Brook Township".

Page 5 comprises the actual permit application. Please fill out and return together with all other required information and the kennel fee (check made payable to):

Honey Brook Township
500 Suplee Road * P.O. Box 1281
Honey Brook, PA 19344

HONEY BROOK TOWNSHIP
USE & OCCUPANCY PERMIT APPLICATION FOR NEW
1. (circle one) KENNEL / BOARDING KENNEL / ANIMAL SHELTER

Twp Use Only - Date Rec'd

Instructions: Complete this form and return to Honey Brook Township with the permit fee (check made payable to):
Honey Brook Township, P.O. Box 1281, Honey Brook, PA 19344.

2. Kennel Owner's Name: _____
3. Site Address: _____ Name of Facility: _____
4. Mailing Address (if different): _____
5. Phone: _____ Email: _____
6. Landowner's Name* (if different): _____
**letter of permission and/or copy of lease from landowner is required if the kennel owner does not own the property on which the kennel operates*
7. Landowner Mailing Address (if different): _____
8. Landowner Phone: _____ Email: _____
9. Zoning District: _____ Tax Parcel #: 22-_____
10. State License #: _____ (please attach copy of state license) If state license is not available at time of application, please provide as soon as possible.
11. Is there a residential use on the property? Yes _____ No _____
12. Is there an agricultural use on the property? Yes _____ No _____
13. Is there any other use on the property? Yes** _____ No _____
**If yes, state type of use: _____
14. **Attach a site plan** which shows:
- a) Location of all buildings intended for primary enclosures***
 - b) Location(s) for disposal of waste,
 - c) Location of all outdoor exercise areas***,
 - d) Employee and customer parking,
 - e) Supplies delivery location,
 - f) Fencing,
 - g) Buffering, and
 - h) Ingress/egress location(s)

***Provide dimensions to property lines for these items

- 15. Acknowledgement and signature:** by my signature on this permit application, I agree to conform to all requirements of the Honey Brook Township Zoning Ordinance Chapter 27-1035 and the regulations of applicable governmental agencies. I also authorize the zoning officer to inspect the use as necessary. I acknowledge the kennel operation may not begin until a Use & Occupancy Permit is issued.

Signed: _____ Date: _____

Print Name: _____

Township Use Only

Approved by: _____ Date: _____ Fee: _____
Signature
Printed Name
Paid by: cash _____ Check # _____
Lot Size: _____ Permit #K _____