



ONTELAUNEE TOWNSHIP

35 Ontelaunee Dr ♦ Reading, PA 19605
Office number: 610.926.4240 ext. 200
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Ontelaunee Township Zoning Application

This application form must be completed by any individual or entity seeking official zoning approval within Ontelaunee Township, Berks County, Pennsylvania. Kindly ensure that all required sections are thoroughly filled out and that all necessary supporting documentation is attached upon submission.

NON-REFUNDABLE APPLICATION FEE: RESIDENTIAL-\$50 NON-RESIDENTIAL - \$250.00

Application Information

Name of Applicant
Mailing Address
Telephone Number
Email Address

Property Information

Physical Address of Property
Parcel Number
Current Zoning District
Legal Owner of Property (if different from applicant)

Proposed Use:

Please provide a comprehensive description of the proposed use or development for this property, including detailed information about any structures to be erected, modified, or removed. Attach additional pages as necessary to ensure clarity and completeness.

Required Supporting Documentation

- Detailed site plan or diagram indicating all proposed improvements located on property along with distance from structures from property line, noting septic, well and easements.
- Proof of ownership or written authorization from the current property owner
- Any other relevant materials (e.g., deeds, surveys, architectural plans)

Certification

I hereby affirm that the information contained within this application is accurate and complete to the best of my knowledge. I understand that the submission of this application does not guarantee approval, and that supplementary information may be requested by Ontelaunee Township.

LEGAL DISCLAIMER

Ontelaunee Township, Berks County, Pennsylvania, its officers, agents, and employees shall not be held liable for any consequences, damages, or costs—direct or indirect—arising from the review, approval, denial, or subsequent actions related to this zoning application. The applicant is responsible for compliance with all applicable local, state, and federal laws and regulations. Approval of this application does not constitute a waiver of such requirements, nor does it imply any responsibility on the part of Ontelaunee Township for errors, omissions, or actions taken by the applicant or any third party.

Applicant's Signature
Date

Application Received By
Date of Receipt
Review by Zoning Officer
Final Decision / Comments

ONTELAUNEE TOWNSHIP BUILDING PERMIT APPLICATION

Permit Number: _____

Ryan Wessner: Building Inspector

Phone: 484-220-4017

APPLICANT / OWNER INFORMATION

Applicant Name:		Owner Name (if different):	
Mailing Address:		City:	
State:		ZIP Code:	
Phone		Email:	

PROJECT INFORMATION

Project Address:		Municipality:	
County:		Tax Parcel ID:	
Type of Work: (select one)	New Addition Alteration Repair Other:		
Work Category: (select all that apply)	Building [] Electrical. [] Plumbing [] Mechanical [] OTHER :		

USE AND OCCUPANCY CLASSIFICATION

Proposed Use:		Existing Use:	
BC Use Group		Construction Type:	
Number of Stories		Building Height (ft):	
Total Building Area (sq ft):		Proposed Work Area (sq ft)	
Estimated Cost of Construction (\$):			

CONTRACTOR INFORMATION

Contractor Business Name:		PA HIC # (if applicable)	
Address:		City:	
State:		ZIP Code:	
Phone:		Email:	
Worker's Comp. Insurance:	Yes	No (select one)	Policy #:

REQUIRED ATTACHMENTS CHECKLIST

- Completed Building Permit Application
- Two (2) sets of construction drawings
- Site plan showing property boundaries and proposed work
- Worker's Compensation Insurance Certificate or exemption form
- Energy code compliance documentation (if applicable)
- Sewage / water approval documentation (if applicable)
- Zoning approval / variance (if applicable)
- Any additional documents required by the local municipality

- Copy of E&S Plan approval from Conservation District (if applicable) e Copy of Encroachment Permit (Driveway Permit) or copy of HOP Permit PennDOT (if applicable) e Any additional documents required by the local municipality

Legal Notice

All construction activities authorized by this permit shall comply with the Pennsylvania Uniform Construction (UCC), and any applicable local ordinances. The reviewing agency reserves the right to require corrections or additional documentation to ensure compliance with the UCC and all governing laws.

Liability Disclaimer

The reviewing agency, its employees, and representatives shall not be held liable for any damages, losses, or expenses arising from the issuance or denial of this permit, or from any inspection, approval, or action taken in connection with the project.

Certification of Accuracy

The applicant certifies that all information provided in this application and accompanying documents is true and complete to the best of their knowledge. Submission of false or misleading information may result in revocation of this permit and potential legal action.

Contractor Responsibility Statement

The contractor identified herein is responsible for ensuring that all construction activities are performed in accordance with approval plans, specifications, and the Pennsylvania UCC. The contractor must maintain required licenses, insurance, and certifications for the duration of the project. All permit fees are non-refundable as per the schedule of fees.

Hold Harmless / Indemnification Agreement

The applicant and property owner agree to indemnify and hold harmless the reviewing agency, its officials, employees, and agents from and against any and all claims, damages, liabilities, losses, and expenses, including attorney's fees, arising out of or resulting from any work authorized by this permit.

APPLICATION CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner, and that I have been authorized to make this application as his/her agent. I agree to conform to all applicable laws of this jurisdiction.

Applicant Signature: _____ Date: _____

Printed

Name: _____