

APPLICATION #: _____

**SHOHOLA FALLS TRAILS END PROPERTY OWNERS' ASSOCIATION
LAND USE AND DEVELOPMENT PERMIT APPLICATION**

Lot #: _____ **911 Address:** _____ **Date:** _____

Property Owner(s): _____ **Phone #:** _____

Reason for Permit Application: _____

(i.e., Trailer Installation/Replacement, Screened Porch, Deck Construction, Shed, Fencing, Tent Platform, Carport, etc.)

Trails End Permit Fee \$5: _____ **Amount paid:** _____ **TE Receipt #:** _____

- No Permit shall be issued to any lot for which there is no current Lot Inventory Form on file.
- A Certificate of Use will not be issued from Shohola Township to any lot without a reflective sign displaying their 911 address.
- Any violation of the building code or zoning ordinance may result in sanctions, fines, revocation of this permit and/or removal of the structure.

All Property Owners are to sign-off in acknowledgment that they have received the Permit / Building Regulations and this form. It is the responsibility of the Property Owner to inform his/her contractor of the Permit / Building Regulations. The Property Owner is responsible for all construction done on the property. Trails End does not personally contact contractors if there are any improper building issues/problems, as it is the Property Owner's sole responsibility to fully inform and equip them with the regulations prior to building.

1. All Permits must be filed and approved prior to work being done. **Permits are required from both Trails End and Shohola Township Zoning for all general construction.**
2. If a copy of the Zoning Permit is not received / filed in the Trails End Association Office, a Stop Work Order will be posted on the property to discontinue all work being done immediately and fines may be issued to the Property Owner.

Property Owner (signature): _____ **Date:** _____

TEPOA Management (signature): _____ **Date:** _____

TEPOA Permit Enforcement Office: _____ **Date:** _____

PERMITS EXPIRE AFTER ONE YEAR OF ISSUANCE

SHOHOLA TOWNSHIP

159 Twin Lakes Road, Shohola, PA 18458

(570) 559-7394 (570) 559-7523 (fax)

ONE YEAR ZONING/USE PERMIT APPLICATION

Renewal required after one year for incomplete construction.

(For Office Use Only)

Date Issued _____ Effective 12:01am Zoning/Use Permit # _____ Expires (1) Year from Date of Issuance

Issued by Zoning Enforcement Officer: _____ Application Fee \$ _____ non-refundable

APPLICANT INFORMATION

I hereby give my consent and authorization to Shohola Township Officials to enter on my property for the purpose of conducting necessary inspections with respect to this application for Zoning Use Permit.

Print Owners Name _____ Signature of Owner _____

1. ☐ New Building ☐ Addition ☐ Accessory Structure ☐ Sign
☐ Change of Use ☐ Change of Ownership ☐ Recreational ☐ Temporary

2. Location (911 Address): _____

3. Tax Map I.D. Number: _____
(You can find this number on your tax bill)

4. Description _____

5. Sewage Permit# _____ Well Permit # _____ Road Access Permit# _____

6. Permanent Address of Applicant _____
Telephone Number _____

7. Name of Contractor _____
Address _____ Telephone No. _____
Pennsylvania Contractor Registration # _____ Exp. Date _____

(For Office Use Only)

☐ Permitted ☐ Conditional Use ☐ Zoning Hearing Board ☐ Denied ☐ Revoked

Reason: _____

On a separate page, please provide a "Bird's Eye View Diagram", showing all existing structures and proposed changes, include roads and bodies of water and water courses. Indicate dimension of building, setbacks (front, rear and sides), property lines and driveways.

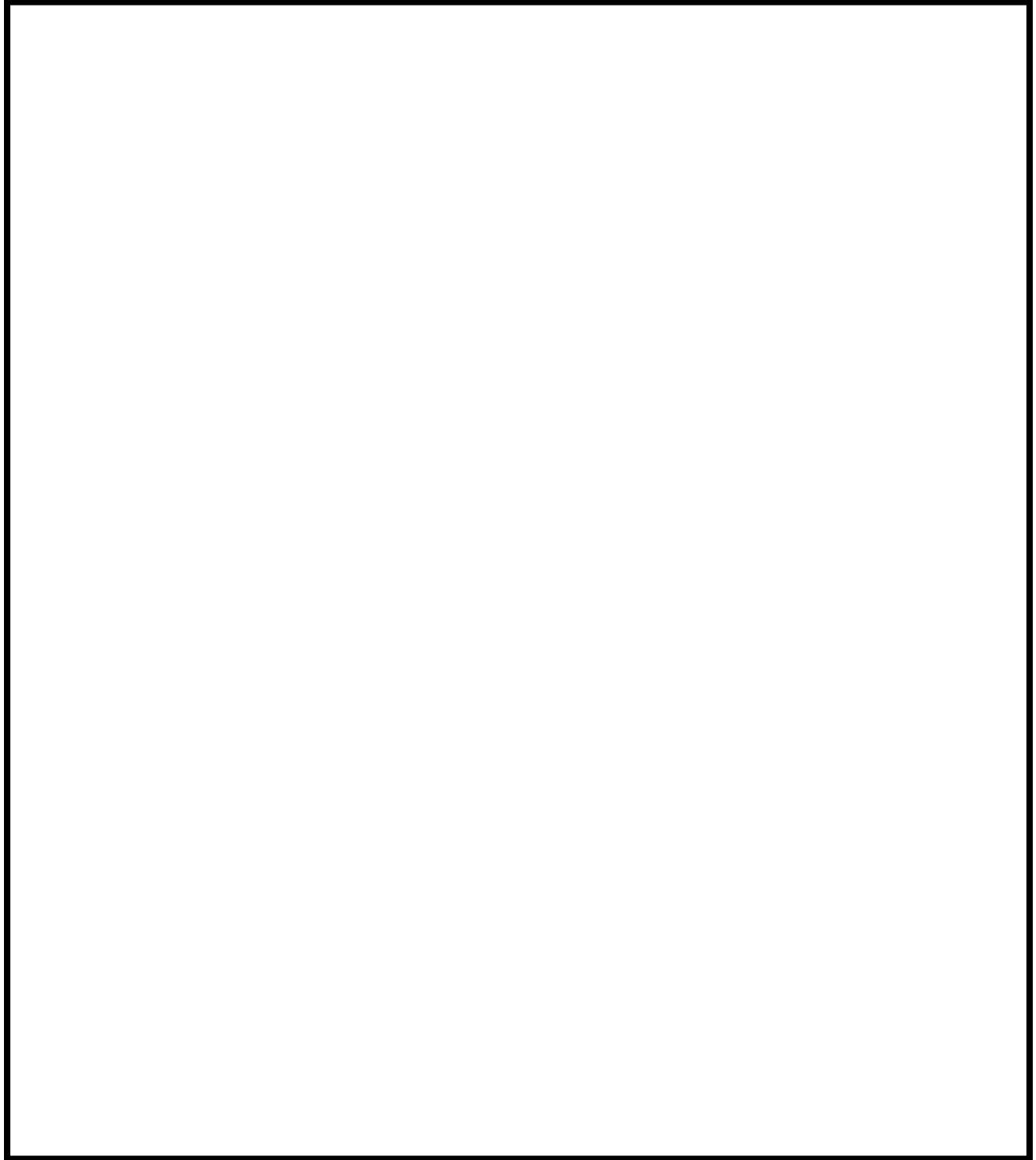
Upon completion of the project contact Zoning Officer for Certificate of Use which is required before Occupancy. Violations are subject to maximum fine of \$500.00 for each day of violation.

You will have 30 days from the date of the determination of this application to appeal the Zoning Officers decision to the Zoning Hearing Board. A copy of the Zoning Hearing Board application is on-line or may be picked up at the Township Building.

PERMIT DRAWING

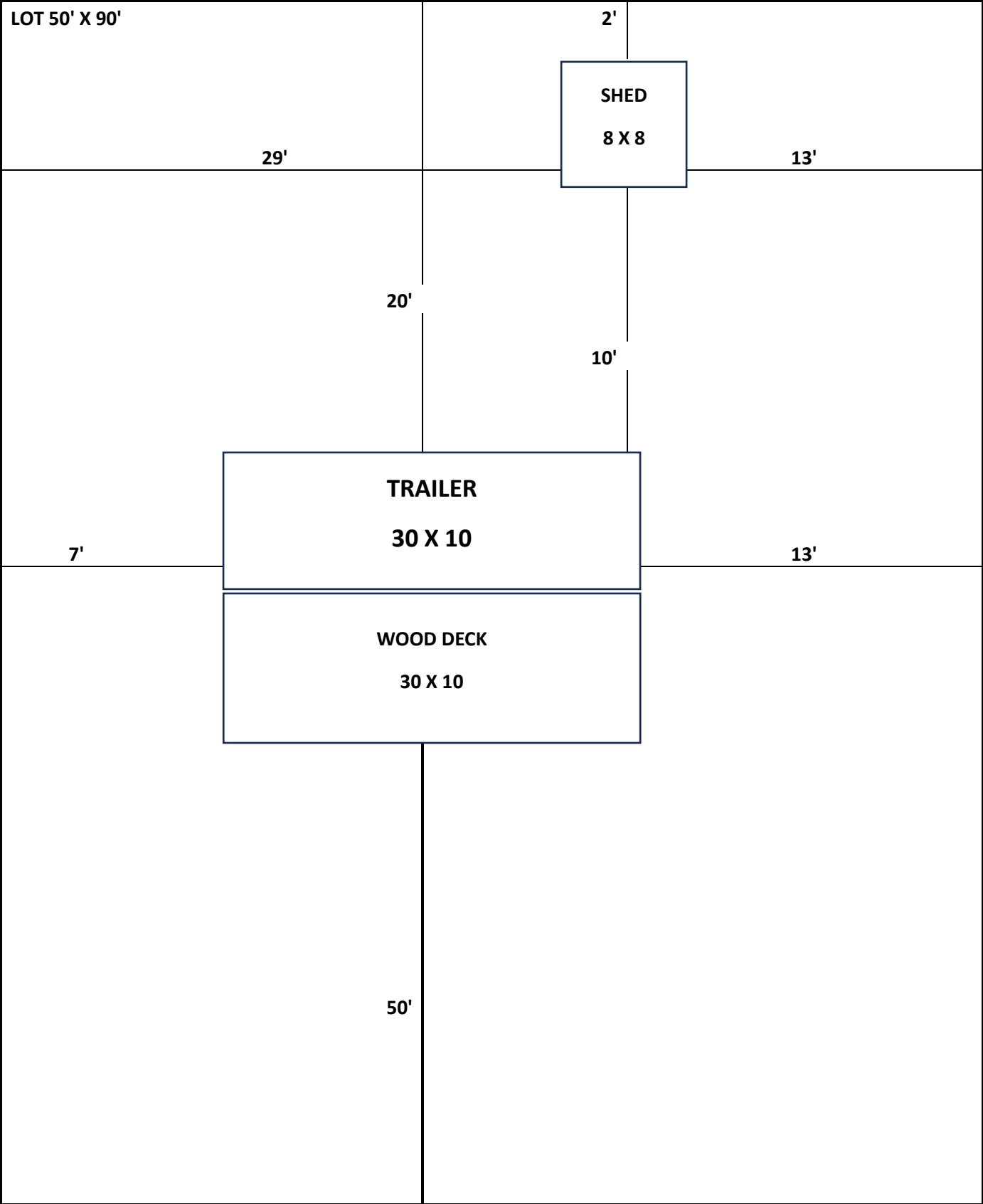
Please provide a "Bird's Eye View Diagram."

Please show all existing structures and proposed changes. Indicate The dimension of the building, setbacks (front, rear, & sides), & the property lines and driveways. A sample drawing has been provided in the permit packet you received, if any questions please ask.



FRONT OF PROPERTY

PERMIT DRAWING SAMPLE



FRONT OF PROPERTY

LOT INVENTORY REGISTRATION FORM

LOT #: _____

DATE: _____

DEEDED PROPERTY OWNER: _____

911 ADDRESS: _____

☐ Recreational Vehicle ► Size _____ Yr. _____ Make _____

☐ Tip-out _____ ☐ Slide out _____

☐ Deck (Open) ► Size: _____

☐ Deck Enclosure ► Size: _____

☐ Tent Platform ► Size: _____

☐ Shed ► Size: _____

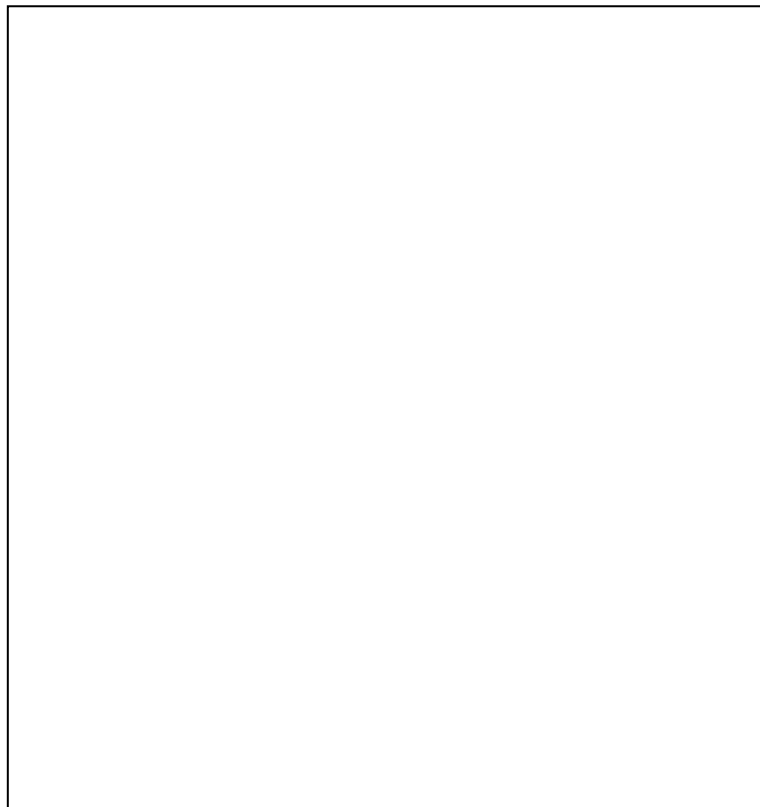
☐ Pop-up camper

☐ Gazebo ► Size: _____

☐ Other: _____

A Lot-Inventory registration form must be completed and on file in the Trails End Office for each and every lot. This form is to be to be handed in during new owner processing or when changes are made to the property.

Please draw a diagram of your lot including all structures.



Front of Property

GENERAL PERMIT PROCESS

All permit paperwork must be filled out and approved prior to work being done. Permits are required for general construction from Trails End and Shohola Township Zoning. No permits will be processed until all fees are paid.

Trails End General Permit fee: \$5.00 (*Payable to Trails End POA*)

(There is no charge for tree permits but a permit is required if taking down trees.)

Shohola Township Zoning/Sewage Fees (*payable to Shohola Township*)

- All trailer installs, new or replacement: \$200.00
- Sewage Connection: \$100.00
- Shed or Deck: \$150.00
- Screened Porch: \$150.00

All payments must be made by check or money order payable to Shohola Township prior to permits being issued. No cash or credit cards are accepted by the Township.

Roof replacement, decks, screened porches may require 'BUILDING' permits. Check with Joe Cutri at 888-264-2633.

When filling out your permit note that an accurate plot plan showing distances from property lines etc. is required for all Trails End and Shohola Township Zoning permits.

After Trails End Approves the permit, it will be faxed to Shohola Township. The Trails End office will contact the property owner and let them know that their permit was faxed over to the Township. The property owner is then to contact the Township to pay their fees. Once the fees are paid and the Township approves the permit, they will send the approved permit, they will send the approval back to Trails End who will then make the permit signs. The Trails End office will contact the property owner to come pick up their permit signs to post them on their property where the work is going to be done. If a copy of the Zoning Permit is not received/ filed in the Trails End Association Office, a stop work order will be posted on the property to discontinue all work being done immediately and fines may be issued to the property owner.

To contact Shohola Township by phone or in person:

Shohola Township
159 Twin Lakes Road
Shohola, PA 18458

General office hours are Monday–Friday 8:30am to 4:00pm (closed between 12pm-1pm for lunch)

Phone: 570-559-7394

Shohola Township Zoning Officer – Ron Tussel

Office hours are Monday and Wednesday, 8:00AM to Noon ONLY.

If you have any questions, you can contact him directly 570-559-7592.

Directions to Shohola Township from Trails End:

Exit Trails End, turn RIGHT on Route 6. Turn RIGHT onto PA-434. Turn RIGHT on Knealing Road.

Continue onto Twin Lakes Road. Destination will be on the LEFT.

Maximum of 860 Square Feet of Density is Permitted Per Campsite (Includes Trailer, Shed, Deck, Porch, Pop-Up, Platform, etc.).
ALL PERMITS MUST BE APPROVED AND A COPY AT THE OFFICE AND SECURITY IN ORDER FOR WORK TO BEGIN.

Setbacks- Each recreational vehicle, trailer, tent, or any other structure placed on an RV park site or campground shall be at least:

- A. Fifteen (15) feet from the front of the boundary site
- B. Ten (10) feet from the back boundary of the site
- C. Seven (7) feet from each side boundary of the site
- D. Fifty (50) feet from any body of water using the high-water mark as a point of reference
- E. A shed may not be placed less than two (2) feet of the side and rear lot lines and may not be placed less than fifteen (15) feet from the front lot lines. It also must be separated from the recreational vehicle and any and all other structures by no less than ten (10) feet.

Trailer

- Max length 35' (without hitch)
- Max size of the living space is 400sf (including tip outs)
- Trails End and Shohola Township permits required
- Contractor's application to be filled out by deliverer
- Cannot be delivered on a weekend
- Liability insurance must be on file with security

Screened Porch

- Max size 10'X30'
- Max height of 8' measured from the floor to the underside of the rafter where the enclosure abuts the recreational vehicle
- Footers must be 16" length X 16" wide X 12" deep
 - **Inspection of footers must be completed prior to construction of screened porch**
- No more than 6" space between openings/ screens
 - **Permanent windows and solid doors prohibited (screened openings and screen doors only)**
- Kick plates cannot exceed 36"
- Must follow building code-2009 Code Book
- Trails End and Shohola Township permits required
- Electric cannot be hardwired; you can ONLY use your outside receptacle attached to the trailer
- No plumbing
- Township building and zoning officers must be called for final inspections upon completion

Shed

- Max size 100 sf (10X10 or 8X12) & 8' high
- Only one allowed
- Trails End and Shohola Township permits required
- Liability insurance & contractor's application must be on file at security (if being built by a contractor)

Fence

- Trails End permit required
- No chain link, stone, cement, block, or stockade type fences allowed
- Split rail or any other kind of open fence is allowed
- Cannot be placed across any portion of the front of the property
- Must be placed the same distance inside the property line as the height of the fence
- Max 5' above the ground

Tree

- Permit required for trees over 3" in diameter
- No fee for permit

Cable/ Phone Pole

- Not to exceed 1' from trailer, 1' above trailer
- 4X4 pole

Carports

- Only portable, max 10' wide, 20' long allowed
- Legs cannot be permanently attached to the ground
- Must have original components (tarps, 2X4 lumber, pipes, etc.)
- No sides of any kind will be allowed, whether they came as original parts or not
- Only one allowed per campsite