

APPLICATION #: \_\_\_\_\_

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

Lot #: \_\_\_\_\_ 911 Address: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_ 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 From 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 \_\_\_\_\_

- New Building     Addition     Accessory Structure     Sign  
 Change of Use     Change of Ownership     Recreational     Temporary
- Location (911 Address): \_\_\_\_\_
- Tax Map I.D. Number: \_\_\_\_\_
- Intended Use \_\_\_\_\_
- Sewage Permit# \_\_\_\_\_ Well Permit # \_\_\_\_\_ Road Access Permit# \_\_\_\_\_
- Permanent Address of Applicant \_\_\_\_\_  
Telephone Number \_\_\_\_\_
- Name of Contractor \_\_\_\_\_  
Address \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Pennsylvania Contractor Registration # \_\_\_\_\_ Exp. Date \_\_\_\_\_

*(For Office Use Only)*

<input type="checkbox"/> Permitted <input type="checkbox"/> Conditional Use <input type="checkbox"/> Zoning Hearing Board <input type="checkbox"/> Denied <input type="checkbox"/> 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.*

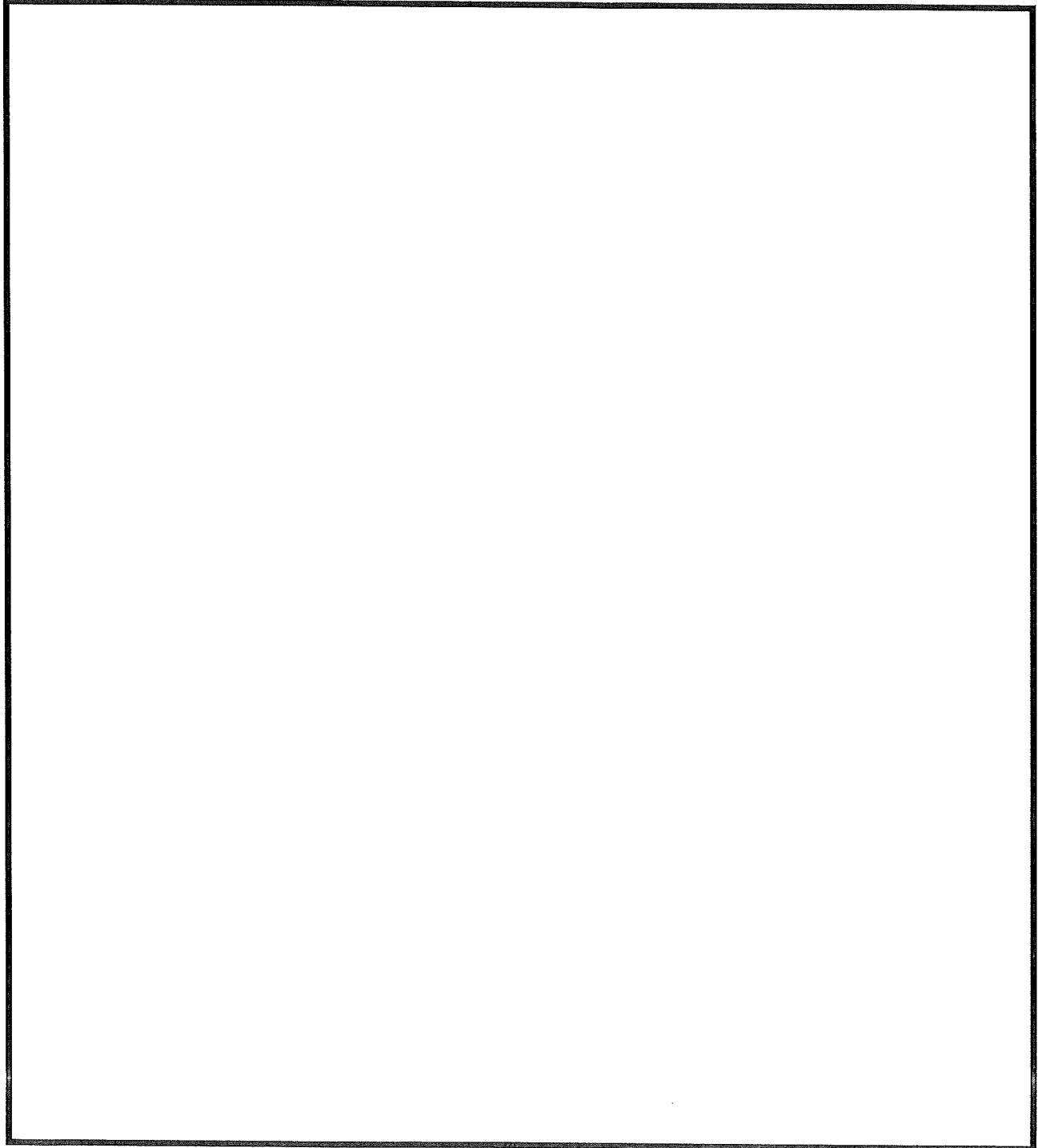
## PERMIT DRAWING

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

Please show all existing structures and proposed changes including roads, bodies of water, and water courses.

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.



# INVENTORY REGISTRATION FORM

LOT#: \_\_\_\_\_

DATE: \_\_\_\_\_

DEEDED PROPERTY OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_ RECREATIONAL VEHICLE  
SIZE: \_\_\_\_\_  
YEAR: \_\_\_\_\_  
MAKE: \_\_\_\_\_  
TIP OUT: \_\_\_\_\_  
SLIDE OUT: \_\_\_\_\_

\_\_\_ SHED  
SIZE: \_\_\_\_\_

\_\_\_ POP-UP CAMPER  
SIZE: \_\_\_\_\_

\_\_\_ GAZEBO  
SIZE: \_\_\_\_\_

\_\_\_ DECK  
SIZE (OPEN): \_\_\_\_\_

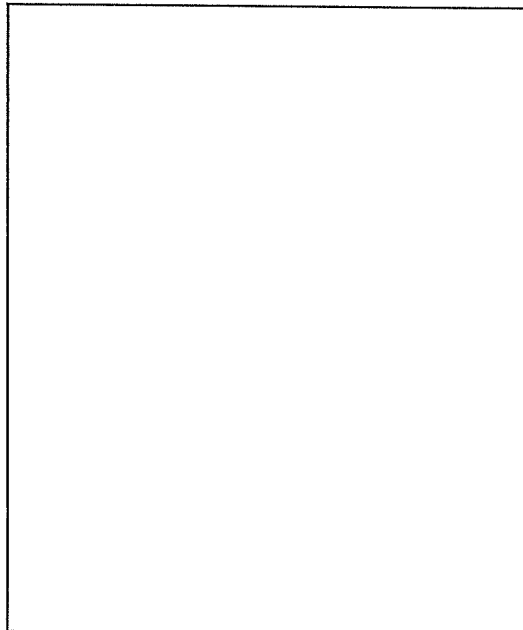
\_\_\_ DECK ENCLOSURE  
SIZE: \_\_\_\_\_

\_\_\_ TENT PLATFORM  
SIZE: \_\_\_\_\_

\_\_\_ OTHER  
\_\_\_\_\_

A Lot Inventory registration form must be completed and returned for each lot, including lots under the 1.25 dues structure. If you previously filled out a lot inventory form in 1992 this form must still be completed. Please call the office at (570) 296-8542 if you have any questions. Thank you.

PLEASE DRAW A DIAGRAM OF YOUR LOT.



## 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 (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
- Sewage Connection: \$100
- Shed, Deck: \$75
- Screened Porch: \$100

Roof replacement, decks, screened porches may require "BUILDING" permits. Check with Joe Cutri 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 connect with the Township to pay their fees. Once the fees are paid and the Township approves the 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 and 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, 8:30 AM to 4:30 PM  
Phone: 570-559-7394

Shohola Township Zoning Officer – Ron Tussel  
Office hours are Monday and Wednesday, 8:00 AM to Noon ONLY.  
If you have any questions you can contact him directly at 570-559-7592.

Directions to Shohola Township from Trails End:  
Exit Trails End, turn RIGHT onto Route 6. Turn RIGHT onto PA-434. Turn RIGHT onto 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 Camper, Platform, etc.).

**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

PERMIT DRAWING SAMPLE

