

Edgmont Township Non-Residential Use and Occupancy Application

Phone: (610) 459-1662 Fax: (610) 459-3760

- ⇒ This symbol - * - indicates that the information is **REQUIRED**.
- ⇒ Prior to any occupancy of the space, the applicant must notify the Township when the space is ready for final inspection.
- ⇒ This application will be reviewed against the current Township Building Code, and all pertinent Township Ordinances.
- ⇒ If this application is being submitted for change of use, change of occupancy, or change of owner, **a letter must accompany the application detailing the proposed use.** The letter must include, but is not limited to a description of what the business does, whether or not public will be coming in to the business, if anything is being shipped out of the building and by what means, if hazardous products are being used or stored, etc.
- ⇒ If the applicant is not the property owner, **the property owner's signature is required.**
- ⇒ The business **MUST** fill out the Emergency Contact form attached to this application and submit it with the completed application.
- ⇒ **IF YOU PLAN TO HAVE A SIGN FOR YOUR BUSINESS, A SIGN PERMIT SHALL BE SUBMITTED TO AND APPROVED BY THE TOWNSHIP BEFORE IT CAN BE INSTALLED.**

*Business Name: _____ *Business Mailing Address: _____ *Business Phone #: _____

* Name of Business Owner _____ *Business Owner's E-mail Address _____ *Business Fax #: _____

*Name of Property Owner: _____ *Property Owner's Mailing Address: _____

*Folio Number: _____ *Zoning District _____

Who was the previous tenant? _____

How many total employees does/will the business have? _____

What is the maximum number of employees that will be working in the building at any given time? _____

1. Detail how the "Use" fits into the Zoning District per the Edgmont Township Zoning Ordinance (e.g. office, storage, recreational, assembly, etc.): _____

2. What is the total square footage of the space? _____
If there are multiple uses for the space (e.g. office, warehouse, sales floor, etc.), please detail how many square feet will be designated to each use: _____

3. FOR SEWER DISTRICT TENANTS ONLY: What was the water and sewer usage for your business at your previous location? Please provide a year's worth of sewer and/or water usage. (Please Attach).

<p>4. Working with the Zoning Officer, detail how many parking spaces will be needed based on the “Use” according to Article 17 (attached) of the Edgmont Township Zoning Ordinance. In addition, a Parking Plan that demonstrates the required parking spaces will need to be provided.</p>		
<p>5. Please detail the Hours of operation:</p> <p>Monday: _____ Tuesday: _____ Wednesday: _____</p> <p>Thursday: _____ Friday: _____</p> <p>Saturday: _____ Sunday: _____</p>		
<p>Application Received On: _____</p>		<p>Received By: _____</p>
<p>Fees Due: \$75.00</p>	<p>Total Paid: \$ _____</p>	<p>Date Paid: _____</p>

I declare, under the penalties of perjury, that this application (including any accompanying plans and specifications) has been examined by me, and to the best of my knowledge, is a true, correct, and complete application.

***Signature of Applicant:** _____ **Date:** _____

***Signature of Property Owner:** _____ **Date:** _____

**Edgmont Township Commercial Property
Certificate of Occupancy Inspection Guidelines:**

- The building address must be posted at the front and rear door (if any). The numbers must be at least 4” high and be of a contrasting color from the surface they are written on.
- There must be at least one easily locatable fire extinguisher. The extinguisher must either have a current inspection or have a tag indicating that it is new.
- If there are internally illuminated exit signs and/ or emergency lighting, they must be functioning. This emergency equipment is strongly recommended for all tenant spaces.
- All exits must be clear of trash, debris and equipment.
- The area around heating systems must be clear of trash, debris and equipment.
- There can be no storage within 18” of sprinkler heads, if so equipped.
- The fire alarm system (if so equipped) must have a current inspection. The fire alarm system is required to be inspected yearly.
- Accessible parking spaces must be properly painted and signed.



TOWNSHIP OF EDGMONT

1000 Gradyville Road

PO Box 267

Gradyville, Pennsylvania 19039

610-459-1662 phone 610-459-3760 fax

EDGMONT TOWNSHIP BUSINESS EMERGENCY CONTACT INFORMATION

Name of Business:

Business Address: (Physical Address)

Mailing address: (if different from physical address)

E-mail Address:

Business Phone Number:

Business Fax Number:

Emergency contact person:

Title:

Emergency contact phone #:

Emergency contact person #2:

Title:

Emergency contact phone #:

Alarm Company:

24 Hour Phone Number:

Emergency contact information will be forwarded to the 911 Center. Please do not list the phone number for the business as the Emergency contact phone number. The 911 Center needs a phone number to contact someone if an emergency occurs at the business after normal business hours. Please notify the Township office if the emergency contact information changes.

ARTICLE 17 - OFF-STREET PARKING AND LOADING**SECTION 1700 REQUIRED OFF-STREET PARKING SPACE**

Unless specified otherwise in another Article of this Ordinance, all off-street parking spaces shall be provided and satisfactorily maintained in accordance with the following provisions for each building or use which, after the effective date of this Ordinance, is established, erected, enlarged or altered for any of the following purposes or uses in any district. For uses not specifically listed, the requirements for the most similar use listed shall be followed:

Use	Minimum Off-Street Parking Space Required
A. Agricultural Uses	
1. Agriculture	One (1) for each full-time employee.
B. Residential Uses	
1. All types of dwelling units	Two (2) for every dwelling unit.
C. Public or Private Recreational Uses	
1. Private clubs, lodges	One (1) for every one hundred (100) square feet of floor area available to patrons.
2. Golf course	Four (4) for each hole plus club requirement as listed above.
3. Golf driving range	Two (2) for each tee.
4. Miniature golf	One (1) for each hole.
5. Bowling alley	Five (5) for each lane.
6. Gymnasium, stadium	One (1) for every four (4) seats.
7. Public swimming pool	One (1) for every twelve (12) square feet of water surface; or, one (1) for every five (5) persons for whom dressing facilities are provided (whichever is greater).
8. Outdoor commercial recreation	One (1) for every fifteen hundred (1,500) square feet of area.
9. Indoor commercial recreation	One (1) for every one hundred fifty (150) square feet of gross floor area devoted to such use.
D. Governmental, Institutional and educational Uses	
1. Places of public or private assembly including auditoriums, theatres, and assembly halls	One (1) for every three (3) permanent or temporary seats, plus one (1) for every one hundred (100) square feet of meeting room area.

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| 2. | Church or religious use | One (1) for every three (3) permanent or temporary seats, plus one (1) for every one hundred (100) square feet of meeting room area. |
| 3. | Social, fraternal and social service buildings | One (1) for every fifty (50) square feet of gross floor area. |
| 4. | Community center, library, museum | One (1) for every two hundred fifty (250) square feet of floor area in public use. |
| 5. | Hospital, convalescent home, nursing home sanitarium | One and one-half (1 1/2) for each bed, plus one (1) for each employee on the shift of greatest employment. |
| 6. | Private kindergarten, or child institutional home | One (1) for each adult attendant, plus one (1) for every five hundred (500) square feet of gross floor area. |
| 7. | Schools or educational institution | One (1) for each faculty member and other full-time employee, plus two (2) for each classroom, plus one for every eight (8) students. |
| 8. | Dormitory | One (1) for every three (3) residents. |
| 9. | Child day care center or adult daily living center | One (1) for every staff member, plus one (1) for every 500 square feet of gross floor area. |

E. Retail, Commercial and Other Business Uses

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| 1. | Retail store or shop | One (1) for every one hundred (100) square feet of store sales floor area or area serving customers. |
| 2. | Department store or supermarket | One (1) for every seventy-five (75) square feet of store sales floor area or other area serving customers. |
| 3. | Personal service businesses such as barber shops, photo shops, tailor, beautician, shoe repair and the like | One (1) for every one hundred (100) square feet of gross floor area. |
| 4. | Restaurant, cafeteria, tavern or cafe | One (1) for every one hundred (100) square feet of gross floor area, plus one (1) for each employee. |
| 5. | Fast food restaurant or any drive-in use | One (1) for every fifty (50) square feet of gross floor area plus one (1) for each employee on the shift of greatest employment. |

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| 6. | Self-service laundromat | One (1) for every fifty (50) square feet of gross floor area. |
| 7. | Automobile service and repair or car wash | Four (4) for each bay, or one (1) for every two hundred (200) square feet of floor and ground area devoted to service and repair (whichever is greater), plus one (1) for each employee. |
| 8. | Banks, credit unions and the like | One (1) for every seventy-five (75) square feet of floor area for serving customers. |
| 9. | Professional offices with on-site facilities for diagnosis, treatment or care | Six and a half (6 ½) for 100 sq. ft. of examination and/or treatment area. |
| 10. | Funeral home | One (1) for every four (4) seats for patron use, or one (1) for every fifty (50) square feet of gross floor area, whichever is greater. |
| 11. | Businesses and Professional offices, excluding offices with on-site facilities treatment or care. | One (1) for every two hundred (200) square feet of gross floor area. |
| 12. | Shopping center | Four (4) for every one thousand (1,000) square feet of gross leasable area; provided, that the number of required spaces can be reduced to three and one-half (3 1/2) for every one thousand (1,000) square feet of gross leasable area in Shopping Centers of one hundred thousand (100,000) square feet or more upon approval of such reduction as a Conditional Use by the Board of Supervisors. |
| 13. | Hotel, motel inn or bed and breakfast | One and two-tenths (1.2) for each rental room or suite, plus one (1) for every three (3) seats in restaurants or meeting rooms. |
| 14. | Temporary or permanent stands, for the sale of farm products or places where Christmas trees, flowers, produce or other seasonal goods are sold. | Ten (10) minimum, plus any additional overflow spaces (as determined by the Zoning Officer after personally observing traffic conditions at such stands or for such activities. |

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| 15. | Temporary events such as hayrides, sleigh rides, and other like events; and flea markets | Twenty (20) minimum, plus any additional overflow spaces as needed. |
| 16. | Movie Theatre | One (1) for every three (3) seats, plus one (1) for every employee on the shift of greatest employment. |
| 17. | New and Used Automobile Sales Agencies | One (1) for every two hundred (200) square feet of floor and ground area devoted to sales and accessory service use, plus one (1) for each employee. |
| 18. | Kennel, animal shelter | One (1) for each employee plus one (1) for each ten (10) of animal capacity. |
| 19. | Helicopter or helistop | One (1) for each employee plus two (2) for each vehicle used in connection with the facility. |
| 20. | Laboratories or research facilities | One (1) for each employee or three (3) for every one thousand (1,000) square feet of floor area, whichever is greater. |
| 21. | Wagering and Gambling Establishment | Twenty (20) for every one thousand (1,000) square feet of gross floor area plus one (1) for each employee on the shift of greatest employment. |
| 22. | Adult Entertainment Use | One (1) per two hundred (200) square feet of gross floor area plus one (1) for every three (3) employees on the shift of greatest employment. |

F. Industrial and Other Related Uses

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| 1. | Industrial and other related uses | One (1) for each employee on the shift of greatest employment, or one (1) for every five hundred (500) square feet of gross floor area (whichever is greater), plus one (1) for each company vehicle. |
| 2. | Warehouse or storage facility | One (1) for every one thousand (1,000) square feet of gross floor area or one (1) for each two (2) rentable units, whichever is greater, plus one (1) for each company vehicle. |

G. Buildings or Uses Other Than Those Specified Above

1. Determination of the appropriate parking space requirements shall be made by the Board of Supervisors consistent with the standards set forth herein for comparable buildings or uses, and may be in accordance with the Parking Generation standards of the Institute for Transportation Engineers.

H. Public Self-Storage Facility

1. One (1) space for every three hundred (300) square feet of gross office floor area; plus, one (1) space for every five thousand (5,000) square feet of gross floor area of storage units (excluding office area) or four (4) spaces for every one hundred (100) storage units, whichever is greater. Should the self storage facility use include the accessory retail sale of moving supplies and packing products to the public, then the minimum parking requirement for the office shall be one (1) space for every two (200) hundred square feet of gross office floor area.

SECTION 1701 GENERAL REGULATIONS FOR OFF-STREET PARKING

- A. Existing Parking** - Structures and uses in existence at the date of adoption of this Ordinance shall not be subject to the requirements of this Article so long as the kind or extent of use is not changed, provided that any parking facility now serving structures or uses shall not in the future be reduced below such requirements.
- B. Changes in Use** - Whenever a structure is altered or a use is changed or extended which increases the parking requirements of Section 1700, then the total additional parking required for the alteration, change or extension shall be provided in accordance with the requirements of that Section.
- C. Conflict with Other Uses** - No parking area shall be used for any use that interferes with its availability for the parking need it is required to serve.
- D. Continuing Character of Obligation** - All required parking facilities shall be provided and maintained so long as the use exists which the facilities were designed to serve. Off-street parking facilities shall not be reduced in total extent except when such reduction is in conformity with the requirements of this Article.
- E. Joint Use** - Two (2) or more uses may provide for required parking in a common parking lot if the total space provided is not less than the sum of the spaces required for each use individually, unless otherwise specifically set forth herein. However, the number of spaces required in a common parking facility may be reduced below this total by Special Exception under Article 22, if it can be demonstrated to the Zoning Hearing Board that the hours or days of peak parking need for the uses are so different that a lower total will provide adequately for all uses served by the facility.

- F. Location of Parking Spaces** - Required off-street parking spaces shall be on the same lot or premises with the principal use served, or where this requirement cannot be met, a Special Exception can be applied for, subject to the provisions of Section 1702 herein.
- G. Fractional Spaces** - Where the computation of required parking spaces results in a fractional number, the fraction of one half (1/2) or more shall be counted as one (1).
- H. Maintenance of Parking Areas** - For parking areas of three (3) or more vehicles, the area not landscaped and so maintained, including driveways, shall be graded, surfaced with asphalt or other suitable material, and drained to Township standards. All parking areas shall be maintained and replaced as may be necessary from time to time to provide for safe and convenient use, as determined by the Township Engineer.
- I. Handicapped Parking**
1. In any parking area where the total number of parking spaces exceeds five (5), a minimum of one (1) space for each twenty-five (25) spaces or fraction thereof shall be designed and designated for physically handicapped persons.
 2. Parking spaces for use by handicapped drivers shall be located to minimize the distance between the vehicles and a wheelchair accessible entrance to the facility served.
 3. Handicapped parking shall be in accordance with the dictates of the Americans with Disabilities Act (ADA) and design requirements of the Township Subdivision and Land Development Ordinance.