



LOWER NAZARETH TOWNSHIP

PLANNING & ZONING OFFICE

623 MUNICIPAL DRIVE
NAZARETH, PA 18064
TELEPHONE: 610-759-7434
FAX: 610-746-3317
www.lowernazareth.com

Masonry Mailbox Permit Procedures

Package:

- Building Permit Application
- Sample Agreement and Release
- Zoning Ordinance Section 1503.F.12, Masonry Mailbox Structure
- Ordinance #1997-131 establishing the standards and specifications for masonry mailbox structures

Procedure:

1. Complete pages 1 and 3 of the permit application and provide your pertinent information in sample agreement.
2. Return:
 - Completed Building Permit Application. The Application should include drawings of where the structure will sit on the property, along with dimensions of the structure itself in accordance with Section 1503.F.12 of the Zoning Ordinance.
 - Contractor's Worker's Compensation Insurance Certificate or Self-Employment Waiver
 - Application Fee of \$350, payable in cash or check to "Lower Nazareth Township"
3. Lower Nazareth Township will complete the Agreement and return to you in duplicate for signature and notarization. Return both copies of the Agreement to the Township when signed and notarized.
4. The Agreement will be placed on the next available agenda for approval by the Board of Supervisors.
5. Upon approval, the agreement will be recorded in the County Courthouse and the permit will be issued.

** Please contact Lori Seese, Planning & Zoning Administrator if you have any questions:*

Phone 610-759-7434, ext. 1003
lseese@lowernazareth.com



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**BUILDING, ZONING & GRADING
PERMIT APPLICATION**

<u>TOWNSHIP USE ONLY</u>	
Permit # _____	
Approve/Deny By _____	
Received Stamp	

LOCATION OF PROPOSED WORK OR IMPROVEMENT

Address _____
Subdivision Name & Lot# (If Known) _____ Tax Map Id# (If Known) _____

RESPONSIBLE PARTIES

Is This Application Being Made By The Property Owner? Yes No → If Not, Then By Whom? Tenant Contractor Other

Applicant _____ Email Address: _____
Address _____
Phone #: (____) _____ Alternate Phone #: (____) _____ Fax #: (____) _____

Property Owner: _____ Email Address: _____
 Same as Applicant
Address: _____
Phone #: (____) _____ Alternate Phone #: (____) _____ Fax #: (____) _____

Contractor: _____ Email Address: _____
 Not Applicable Property Owner
Address: _____
Phone #: (____) _____ Alternate Phone #: (____) _____ Fax #: (____) _____

Worker's Compensation Certificate Required Attached Yes No (Permit will not be released without proof of Worker's Compensation Insurance)

Architect or Engineer: _____ Email Address: _____
 Not Applicable
Address: _____
Phone #: (____) _____ Alternate Phone #: (____) _____ Fax #: (____) _____

PERMIT TYPE:

A. BUILDING PERMIT will be for:

- New Structure/Building Foundation only
- Addition to Building/Structure
- Exterior Alterations Emergency Repair
- Sign(s) Alarm or Fire Suppression System
- Accessory Structure +500 s.f. Deck Hot Tub
- Electrical, Plumbing and/or HVAC improvements
- Moving (relocation) Demolition
- Other _____ Not Applicable

B. ZONING PERMIT will be for:

- New Use Change Of Use
- Home Office Home Occupation
- Shed/Accessory Structure <500 s.f. Accessory Structure +500 s.f.
- Fence Deck
- Exterior Alterations, i.e. patios, retaining walls, etc.
- Razing/Demolition Temporary Structure Sign(s)
- Other _____ Not Applicable

C. GRADING PERMIT Not Applicable

DESCRIPTION OF PROPOSED WORK/PURPOSE OF APPLICATION: _____

(COMPLETE THIS PAGE AS APPLICABLE)

D. STRUCTURES:

Accessory Structure(s) Only Not Applicable

Structure Length (Ft) _____ X Width (Ft) _____ = TOTAL AREA OF THE STRUCTURE _____ (Sq. Ft.)

Height: Structure Height _____ (Ft) Number Of Stories _____

Fence

Fence Height: _____ Number of Gates: _____ Type: _____

Principal Structures Only Not Applicable

AREA OF NEW or RENOVATED FLOOR SPACE _____ (Sq. Ft.) TOTAL AREA OF ALL FLOOR SPACE _____ (Sq. Ft.)

1st Floor Space _____ (Sq. Ft.) 2nd Floor Space _____ (Sq. Ft.)

Garage Floor Space _____ (Sq. Ft.) Other Floor Space _____ (Sq. Ft.)

Height: Structure Height _____ (Ft) Number Of Stories _____

Residential Buildings Only: No of Bedrooms _____ No of Bathrooms _____ No of Garage Doors _____

Structure Utilities Not Applicable

Heat Source: Oil Gas Electricity Geothermal Solar Other None

Source of Water Supply: Public On-Lot Well Other None

Sewage Disposal: On-Lot Public Private System None

E. LOT DIMENSIONS, PROPOSED SETBACKS and IMPERVIOUS COVER:

Impervious Cover:

New Impervious Coverage _____ s.f. N/A

Existing Building/Impervious Coverage _____ s.f.

Total Impervious Coverage _____ s.f.

Setback from Proposed Use

Front Yard (Ft) _____

Rear Yard (Ft) _____

Left Side Yard (Ft) _____

Right Side Yard (Ft) _____

Lot Dimensions

Width (Ft) _____

Length (Ft) x _____

Total Lot Area _____ (Sq. Ft.)

or Acre(s) _____

F. ELECTRIC, PLUMBING, HVAC IMPROVEMENTS Not Applicable

New/Upgrade Electrical Svc Electrical Improvements/Modifications New Plumbing Fixtures Additional HVAC Units

New Service Size _____ Utility Co. Job # _____

Non Residential Not Applicable

No. of New Outlets _____ No. of Services & Feeders _____ Amps per service and feeders _____

No. of heating & A/C. units, motors, transformers, and generators _____ hp or kw of kva per unit _____

No. of transformers, vaults, substations, etc. _____ (x3) Multiplier for voltages over 480 volts

G. GRADING TYPE Not Applicable

New Home Inground Pool New Land Development Total Acres To Be Graded _____ Average Slope _____ %

H. FLOODPLAIN Not Applicable

Is the site location within an identified flood hazard area? No Yes (If yes, complete the rest of the questions in Item G)

Will any portion of the flood hazard area be developed? No Yes → Lowest Floor Level: _____

Will this structure have a basement? No Yes

Owner/Applicant shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically Section 60.3.

I. ESTIMATED COST OF CONSTRUCTION \$ _____ (To The Nearest Dollar)

SITE OR PLOT PLAN (For Applicant Use)

Check here if separate document(s) attached



The Applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents, PA Act 45 (Uniform Construction Code) and any additional building code requirements adopted by Lower Nazareth Township. The property owner and Applicant assume the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of Lower Nazareth Township or any other governing body. The Applicant certifies he/she understands all the applicable codes, ordinances, and regulations. The application, together with plans and attachments, are made part of this application by the undersigned. The Applicant and Owner also agree they are responsible for the replacement of any township road to township standards, which are damaged during the building of the permitted structure or improvement.

Per Sections 403.43(a) and 403.63(a) of Act 45, the Applicant agrees to extend the required action period for 5 business days for any Building Permits that require Zoning/Grading Permit issuance. Per Sections 403.46(b)8 and 403.65(b)8 of Act 45, the Applicant acknowledges that a Certificate of Occupancy will not be issued after the 15th day of April or before the 30th day of September without final lot grading approval by the Township Engineer. A Temporary Certificate of Occupancy may be issued on or after the 30th day of September or on or before the 15th day of April if recommended by the Township Engineer.

Per Section 403.43(m) and 403.63(k) of Act 45, the Applicant shall submit all required fees of the permit, or the permit will be deemed invalid and the application denied.

By signing this application, authorization is granted to any municipal representative of Lower Nazareth Township to access the above property as stated within this application at any reasonable hour; to inspect and verify that any proposed use and/or structure contained within this application and/or that exists on the above property complies with all Lower Nazareth Township ordinances; and states that the information provided on this application by the Applicant(s) and owner(s) is true and correct to the best of their knowledge or belief. The Applicant hereby acknowledges that Lower Nazareth Township and their assigns are the sole producer of construction inspection services for Lower Nazareth Township.

The Applicant also understands that occupancy of the building will not take place until both building construction and site construction are completed as per the permit application and approved site plan.

SIGNATURE OF APPLICANT(S) _____ DATE _____

SIGNATURE OF PROPERTY OWNER(S) _____ DATE _____

Payment must be submitted in CASH or CHECK, payable to: "Lower Nazareth Township".

DO NOT WRITE ON THIS PAGE

OFFICE USE ONLY

DATE APPLICATION RECEIVED _____

PERMIT FEES			ESCROWS			
Bldg Permit Fee	\$	<input type="checkbox"/> Deposit – BALANCE DUE <input type="checkbox"/> Cash <input type="checkbox"/> Check _____ Receipt # _____	Grading	\$		
Twp Admin & Education Fee	\$		Septic	\$		
TOTAL BUILDING PERMIT FEES	\$		TOTAL FEES	\$		
			Paid By:	<input type="checkbox"/> Cash	<input type="checkbox"/> Check _____	Receipt #
U&O Permit Fee	\$	<input type="checkbox"/> Cash <input type="checkbox"/> Check _____ Receipt # _____	IMPACT FEES			
Septic Admin Fee	\$		OPEN SPACE FEE	\$		
Grading Pmt Fee	\$		Paid By:	<input type="checkbox"/> Cash		
Driveway Pmt Fee	\$		TRAFFIC IMPACT	\$		
Zoning Permit Fee	\$		Paid By:	<input type="checkbox"/> Cash		
TOTAL ZONING PERMIT FEES	\$					

FEE CALCULATION: _____



LOWER NAZARETH TOWNSHIP

PLANNING & ZONING OFFICE

623 MUNICIPAL DRIVE, SUITE 200

NAZARETH, PA 18064

TELEPHONE: 610-759-7434

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PENNSYLVANIA WORKERS COMPENSATION INSURANCE COVERAGE INFORMATION AFFIDAVIT

PLEASE READ DIRECTIONS CAREFULLY BEFORE FILLING OUT THIS FORM. A building or zoning permit will not be issued by Lower Nazareth Township until this form is completed properly.

Please complete all sections. All blank spaces must be completed with the requested information and boxes must be checked as they pertain to your status with the Pennsylvania Workman's Compensation Insurance Law.

If you are claiming an exemption, this form must be signed in front of a notary public.

NOTE: If an exemption is claimed, this form will only be maintained in the Lower Nazareth Township records for one year after the building/zoning permit is issued. It is the responsibility of the contractor to renew this permit yearly. If the contractor wishes to provide a certificate of insurance, the contractor must notify their insurance company that Lower Nazareth Township is to be named as the policy certificate holder on the certificate.



WORKER'S COMPENSATION AFFIDAVIT

Property Owner performing own work. I own this property and will perform all work myself. If I do hire contractors or employees to perform any work under the building permit issued in connection herewith, I, or my contractor will provide proof of worker's compensation insurance immediately.

Contractor will perform work.

Name of Contractor _____

Title of Company _____

Address _____

City _____ State _____ Zip Code _____

Phone# (____) _____ Fax # (____) _____ Federal ID Number: _____

Choose only one of the following:

- Certificate of Insurance.** Attached hereto is my Certificate of Insurance or self-insurance evidence compliant with Pennsylvania's Worker's Compensation Law, which insurance or self-insurance remains in full force and effect.
- Contractor has no employees.** As contractor, I will perform all work required in connection with this permit myself. I have no employees and will use no subcontractors. I understand that I am prohibited by law from employing any individual to perform work under the permit issued in connection herewith, unless I provide proof of insurance to Lower Nazareth Township. After receipt of the permit, if I employ any other persons, I agree to notify Lower Nazareth Township and immediately provide proof of workers compensation coverage (NOTARY REQUIRED).
- Contractor uses subcontractors.** I have no employees and will use only subcontractors in performing the work under the permit issued in connection herewith. Prior to commencement of the work I have been provided with evidence or workers' compensation insurance coverage for each subcontractor I will use in performing the work. Alternately, I have been provided with evidence that non-covered subcontractors have no employees and I will not allow them to use employees on the job unless further evidence or worker's compensation coverage is provided to me (NOTARY REQUIRED).
- Religious Exemption.** All of my employees who will perform work under the permit issued in connection herewith are exempt on religious grounds under Section 304.2 of the Worker's Compensation Act. By way of further explanation, I state the following: _____ (NOTARY REQUIRED)

I agree that my failure to comply with the matters set forth in this Affidavit will result in a STOP WORK ORDER and it may not be lifted until proper Worker's Compensation coverage is obtained, or until further proof or exemption is submitted. I further agree that should any required Worker's Compensation coverage terminate during the progress of the work, that I will immediately notify Lower Nazareth Township and understand a STOP WORK ORDER will be issued until coverage is reinstated. My signature on this form constitutes my verification that the statements contained here are true, and that I am subject to the penalty of 18 Pa. C.S.A. 94904 relating to unsworn falsifications to Lower Nazareth Township Municipal representatives or authorities.

Signature _____

NOTARY REQUIRED

Name (Please Print) _____

Subscribed and sworn to before me this

Date _____

_____ day of 20 _____ seal

(Signature of Notary Public)

My Commission expires: _____

AGREEMENT AND RELEASE

THIS AGREEMENT made the _____ day of _____, _____, by
and between _____
of the Township of Lower Nazareth, County of Northampton, Commonwealth of
Pennsylvania, hereinafter referred to as "OWNERS";

A
N
D

TOWNSHIP OF LOWER NAZARETH, a Township of the Second Class, with
principal offices located at 623 Municipal Drive, Lower Nazareth Township,
Northampton County, Pennsylvania, hereinafter referred to as "TOWNSHIP".

WHEREAS, Owners are the owners of certain real estate located at _____
_____, Lower Nazareth Township,
Northampton County, Pennsylvania, more particularly described in the Office for the
Recording of Deeds in and for Northampton County in Deed Book Volume
_____, Page _____, Uniform Parcel Identifier No. _____; and

WHEREAS, Owners wish to erect a masonry mailbox within the Township's roadway right-of-way, facing _____, pursuant to Township Ordinance No. 131, regulating the construction of said structures.

Street Name

NOW, THEREFORE, INTENDING TO BE LEGALLY BOUND HEREBY, the parties agree as follows:

1. Owners shall be permitted to erect a masonry mailbox within the Township road right-of-way.

2. That in the event repair, replacement, or installation of utilities are required within the right-of-way, Owners agree that, if necessary, they shall remove the existing masonry mailbox to accommodate the needs of utility construction.

3. In the event the mailbox shall be removed in accordance with the preceding paragraph, or in the event of destruction or damage requiring repair or replacement, Owners agree to comply with the Ordinances, Rules and Regulations as promulgated by the Board of Supervisors of Township regarding the installation, construction, and maintenance of mailboxes that are in place at the time of the replacement.

4. Owners indemnify and hold Township harmless for any liability arising out of erection and construction of their masonry mailbox as herein provided. Owners acknowledge that they shall indemnify and hold Township harmless arising out of any and all liability arising out the placement of their mailbox and from any and all actions, causes of action, damages, claims, demands and joinders, by themselves or third parties, and indemnify the Township for any and all damages, claims, counsel fees or costs in

connection with defense of said actions, damages, or claims, arising out of the placement of the mailbox aforesaid.

5. Owners acknowledge that this shall be covenant running with the land and shall bind their successors in interest in the subject premises. This Agreement shall be indexed by the Recorder of Deeds of Northampton County accordingly.

DULY EXECUTED the day and year first above written.

Example

TOWNSHIP OF LOWER NAZARETH

JAMES PENNINGTON, CHAIRMAN

ATTEST:

Example

TIMM A. TENGES, SECRETARY

COMMONWEALTH OF PENNSYLVANIA)

) SS:

COUNTY OF NORTHAMPTON)

On the _____ day of _____, before me, a Notary Public in and for said County and State, the undersigned subscribed, personally appeared

_____, to me personally known to be the same persons described in and who executed the foregoing Agreement and Release, and have acknowledged to me that they executed the same for the purposes therein stated.

NOTARY PUBLIC

COMMONWEALTH OF PENNSYLVANIA)

) SS:

COUNTY OF NORTHAMPTON)

On the _____ day of _____, before me, a Notary Public in and for said County and State, the undersigned subscribed, personally appeared JAMES PENNINGTON and TIMM A. TENGES, Chairman and Secretary of the Board of Supervisors of Lower Nazareth Township and have acknowledged that as such officers have executed the foregoing Agreement and Release as such officers.

NOTARY PUBLIC

MASONRY MAILBOX STRUCTURES

Excerpted from the 2001 Lower Nazareth Township Zoning Ordinance, Article XV, ADDITIONAL REQUIREMENTS FOR SPECIFIC USES, Section 1503, Additional Requirements for Accessory Uses

12. Masonry Mailbox Structure.

a. Construction Standards

- (1) Dimensions – The maximum above grade width and depth of the masonry mailbox structure shall not exceed 24" by 24". The top of the structure shall be no higher than 6 inches above the mailbox opening. This shall include any masonry enclosure, numerals, letters or ornamentation.
- (2) Footing – A concrete footing having a maximum size of 30" by 30" may be installed at the bottom of the structure excavation. The footing can be either precast or cast in place concrete having a maximum thickness of six inches. The top of the footing shall be no deeper than two feet as measured from the edge of the pavement adjacent to the structure.
- (3) Foundation – The foundation for the masonry structure from the top of footing to existing grade shall not exceed 24" by 24" and shall be no closer than eight inches from the edge of the existing pavement.
- (4) Structure – The masonry structure shall be break away. It shall not be permanently attached to the footing by the use of any wire or reinforcement bars. The use of masonry mastic under the first course of brick, stone, or block shall be prohibited.

b. Permitted location.

- (1) Adjacent to all township-owned, local and collector classified streets with vertical curbing in place
- (2) Local classified township-owned streets without curbing that have a minimum cartway (pavement) width of 32 feet
- (3) Along all privately owned and maintained streets that are not proposed for dedication to Lower Nazareth Township provided that the mailbox structures will not be located within an existing right-of-way or utility easement

c. Prohibited locations

- (1) All township owned roadways classified as arterial or expressway streets.
- (2) Any non-curbed township owned streets having a cartway width less than 32 feet
- (3) Directly above or within five feet horizontally to any existing underground utility, including but not limited to water, storm, sanitary, electric, cable, telephone, or gas lines.

d. Permit Approval Process

- (1) A copy of the approved lot grading plan, if applicable, highlighting the location of the proposed structure. If a grading plan is not available for the subject property, the applicant shall submit a plot plan prepared in accordance with the grading plan requirements in Section 533.10 of the township subdivision and land development ordinance.
- (2) A sketch of the proposed mailbox structure showing complete dimensions and construction materials.
- (3) All necessary permit fees and escrow accounts as required by the township. An escrow deposit may be required for street restoration. If the installation of the mailbox structure causes damage to the township cartway, the street restoration escrow can be used to pay for the pavement repairs. (SEE ORD. 131).

TOWNSHIP OF LOWER NAZARETH
NORTHAMPTON COUNTY, PENNSYLVANIA

ORDINANCE NO. 1997 - 131

AN ORDINANCE

AMENDING THE LOWER NAZARETH TOWNSHIP ZONING ORDINANCE OF 1995 TO ESTABLISH STANDARDS AND SPECIFICATIONS FOR CONSTRUCTION OF MASONRY MAILBOX STRUCTURES; PROVIDING FOR CONSTRUCTION STANDARDS, PERMITTED LOCATIONS, PROHIBITED LOCATIONS, AND PERMIT APPROVAL PROCESS.

BE IT ENACTED AND ORDAINED by the Board of Supervisors of the Township of Lower Nazareth, Northampton County, Pennsylvania, and it is hereby enacted and ordained by authority of the same, pursuant to the provisions of Act 247 of 1968 (P.O. 805), Article VI, Section 601, et seq., as amended (53 P.S. 10601, et seq.), as follows:

SECTION 1. The Lower Nazareth Township Zoning Ordinance of 1995 is hereby amended to add to ARTICLE II, Section 202, the following definition:

Masonry Mailbox Structure. A masonry mailbox structure shall be defined as any brick, stone or block fabrication having the singular purpose of supporting a rural mailbox that conforms to U.S. Postal Service Standards.

SECTION 2. The Lower Nazareth Township Zoning Ordinance of 1995 is hereby amended to add to the provisions of ARTICLE XV, Section 1503(D) as set forth hereinafter:

22. Masonry Mailbox Structure.

a. Construction Standards

i. Dimensions - The maximum above grade width and depth of the masonry mailbox structure shall not exceed 24" x 24". The top of the structure shall be no higher than 6 inches above the mailbox opening. This shall include any masonry enclosure, numerals, letters or ornamentation.

ii. Footing - A concrete footing, having a maximum size of 30" x 30" (Length x Width) may be installed at the bottom of the structure excavation. The footing can either be precast or cast in place concrete having a maximum thickness of six (6) inches. The top of the footing shall be no deeper than two (2) feet as measured from the edge of pavement adjacent to the structure.

iii. Foundation - The foundation for the masonry structure, from the top of footing to existing grade, shall not exceed 24" by 24" and shall be no closer than eight (8) inches from the edge of existing pavement.

iv. Structure - The masonry structure shall be break-away. It shall not be permanently attached to the footing by the use of any wire or reinforcement bars. The use of masonry mastic under the first course of brick, stone, or block shall be prohibited.

b. Permitted Location

i. Adjacent to all township-owned, local and collector classified streets with vertical curbing in place.

ii. Local classified township-owned streets without curbing that have a minimum cartway (pavement) width of thirty-two (32) feet.

iii. Along all privately owned and maintained streets that are not proposed for dedication to Lower Nazareth Township provided that the mailbox structures will not be located within an existing right-of-way or utility easement.

c. Prohibited Locations

i. All township-owned roadways classified as arterial or expressway streets.

ii. Any non-curbed, township-owned street having a cartway width less than thirty-two (32) feet.

iii. Directly above or within five (5) feet horizontally to any existing underground utility, including, but not limited to, water, storm, sanitary, electric, cable, telephone or gas lines.

d. Permit Approval Process

i. A copy of the approved lot grading plan, if applicable, highlighting the location of the proposed structure. If a grading plan is not available for the subject property, the applicant shall submit a plot plan prepared in accordance

with the grading plan requirements in Section 533.10 of the Township Subdivision and Land Development Ordinance.

ii. A sketch of the proposed mailbox structure showing complete dimensions and construction materials.

iii. All necessary permit fees and escrow accounts as required by the Township. An escrow deposit may be required for street restoration. If the installation of the mailbox structure causes damage to the Township cartway, the street restoration escrow can be used to pay for the pavement repairs.

SECTION 3. All Ordinances and Zoning Maps or portions thereof which are inconsistent with this Ordinance are hereby specifically repealed.

SECTION 4. If any section, subsection, paragraph, sentence, clause or portion of this Ordinance shall be declared to be invalid or unconstitutional by any Court of Record or of competent jurisdiction, then, in that event, the remaining portions of this Ordinance shall remain unaffected and in full force and effect.

ORDAINED AND ENACTED This 28th day of May, 1997.

TOWNSHIP OF LOWER NAZARETH

ATTEST:

Mary Ann McCarthy
MARY ANN MCCARTHY, SECRETARY

BY: Peter E. Tamburini
PETER TAMBURINI, CHAIRMAN