GREENE TOWNSHIP BOARD OF SUPERVISORS
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GREENE TOWNSHIP
LAND USE, DRIVEWAY and OCCUPANCY PERMIT ISSUANCE

1. Make application for Greene Township Land Use, Occupancy, Driveway Permits.

2. Land Use Permit issuance

   a.) The Township will inspect the site within 10 days of application. The Township assumes the site is marked off and ready for inspection at time of application unless otherwise informed.

   b.) The site must have the greatest extents of the structure marked. The property lines must be clearly delineated so that proper setback of the structure from the property lines can be verified.

   c.) If earthwork occurs on the site prior to permit issuance, excavation/stockpiling should not be so as to obstruct verification of setback distances. Erosion and sedimentation control measures per Greene Township Code Chapter 85, must be in place prior to any earth disturbance.

   d.) Upon issuance of a Land Use Permit the applicant must contact PA Municipal Code Alliance to determine the need for a Building Permit (issued thru their office). Their phone # is (717) 496-4996.

3. Driveway Permit

   a.) If site proposes tie in of driveway into Township road, then a Driveway Permit is required.

   b.) Driveway entrance must be constructed per Greene Township Code Sections 80-15 & 85-54. Entrance will be inspected at time of Occupancy Permit inspection. If applicant has questions relative to proper grading of tie in they are encouraged to contact the Township for inspection of base grading prior to paving.

4. Occupancy Permit (New Home, Business or Swimming Pool Construction)

   a.) Upon completion of construction, applicant must contact PA Municipal Code Alliance to obtain a Certificate of Use and Occupancy from their office. The occupancy permit issued by PA Municipal Code Alliance only evidences compliance with elements of the PA Uniform Construction Code. This certificate will be forwarded to Greene Township for release to the applicant.

   b.) Greene Township, will upon receipt of this Certificate of Use and Occupancy, inspect the property within five days for issuance of the Greene Township Land Use Occupancy Permit. During this inspection, the Township will verify that all monuments/pins denoting property corners of site are intact and clearly visible. Required setbacks from property lines to completed structure will be verified as will conformance of construction to the issued Land Use Permit. Proper construction of roadside swales and if applicable the driveway entrance will also be verified.

   c.) Upon verification of conformance with Township requirements, the Land Use Occupancy Permit will be issued and the Certificate of Use and Occupancy Permit released along there with. In the event that the site is deficient per b.) above, the Township maintains the right to withhold permit issuance until the deficiencies are corrected.

   d.) Occupation of the structure may not occur until such time that both the Certificate of Use and Occupancy (PA Municipal Code Alliance) as well as the Greene Township Land Use Occupancy Permit have been issued. Occupation of the structure prior to permit issuance would be in violation of State law as well as Greene Township Code.

Per Township fee schedule, the fee charged for the Occupancy Permit at time of Land Use Permit application will entitle the applicant to one site visit for the purpose of Occupancy Permit inspection. In the event that additional visits are required because the site is deficient per b.) above, additional fees will be charged per the fee schedule. No Occupancy Permit will be issued until all fees are satisfied.