

[REDACTED]

To: ACRE Shared Mailbox <acre@attorneygeneral.gov>

Subject: [EXTERNAL] West Rock Hill Township Bucks County Attn: Rob Willig

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Good Morning.

This is [REDACTED] I am a forester with [REDACTED]
I am being denied a timber harvesting permit from West Rock Hill Township in Bucks County. I have paid there \$250.00 Permit Application and also paid Bucks County \$500.00 to review my E&S. This was before I realized that I should not do that according to the ACRE Laws. There municipality ordinances are contrary to state laws. Their ordinances are overstepping on #1, #3, #13, #14 #19 #25, and number 29 on my ACRE Facts Sheet. They are requiring escrow funds of \$1500.00, they won't issue me a permit until after review/approval from their Municipal Engineer, they are requiring proof of workmens comp and liability insurance, they require the EandS plan be submitted and approved by the CCD, and so on and so forth. I will send you their denial letter and also can send you their municipal ordinance laws from their website as well.

Thank you for your consideration of this matter.



WEST ROCKHILL TOWNSHIP
PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT made this _____ day of _____, 20____, by and between **WEST ROCKHILL TOWNSHIP**, Bucks County, Pennsylvania, with offices located at 1028 Ridge Road, Sellersville, PA 18960 (hereinafter referred to as “**Township**”) and _____ (hereinafter referred to as “**Developer**”) whose mailing address is: _____.

W I T N E S S E T H:

WHEREAS, the Developer is the legal and equitable owner of certain real estate bearing Bucks County Tax Map Parcel No. 52 - _____,

_____ (address, location, description)

upon which Developer submitted _____ (Name of Subdivision, Plan or Project)

prepared by _____, dated _____, last revised _____ consisting of _____ sheets or sheet _____ of _____; and

WHEREAS, the Developer has presented to the Township plans for subdivision and/or land development, highway occupancy permit or other such plans for the use of their land on or within the Township; and

WHEREAS, the Developer has filed with the Township such plans and has requested approval for permits to build or requested approval of any such plans to make use of its property, which plans are hereby incorporated by reference and made a part hereof;

WHEREAS, the Developer has requested and/or requires the Township approval and/or review of its proposed plans, and the Township is willing to authorize its professional staff to review said plans upon execution of the Agreement and upon deposit of an escrow account according to the current West Rockhill Township Fee Schedule.

NOW, THEREFORE, the parties agree as follows:

1. The Developer and Township hereby authorize and direct the Township’s consulting engineer or his designee(s) (hereinafter referred to as “**Engineer**”) to review the

engineering or site plans and to make such recommendations and specifications as may be necessary with respect to such plans and to make any and all engineering inspections as required by the Township pursuant to its ordinances or codes which in the Engineer's opinion are required in accordance with good engineering practices.

2. The Developer and the Township acknowledge that the Township will incur additional engineering, legal and other costs and fees relating to the development of the subject site and review and approval of Developer's proposed plan or project.

3. The Developer shall pay: (a) the Engineer's charges and fees for review of and/or preparation of any Plans or development proposals and all subsequent inspections, monitoring or testing performed in order to insure compliance with all applicable ordinances of the Township or other rules, regulations and statutes; (b) legal fees for review by the Township Solicitor of any and all plans, documents, correspondence or other materials and matters or issues related to the Developer's Plan or proposal; and (c) an administrative charge of ten percent (10%) but not less than Fifty Dollars (\$50.00) per invoice for expenses which are incurred by the Township by reason of this Contract. All charges and fees shall be paid by the Developer as required by the Township and in accordance with Paragraph 4 below. It is understood by its executing this Agreement that the Developer specifically accepts the fee schedules currently in effect.

4. The Developer hereby agrees to deposit with the Township the sum of _____ payable as cash in U.S. Dollars or check drawn on a Pennsylvania bank as security for the payment of all costs and expenses, charges and fees as set forth in Paragraph 3 above, upon execution of this Agreement, which shall be held in a non-interest-bearing account by the Township.

In the event that the above deposited escrow fund shall fall below the original deposit, the Developer shall immediately, upon receipt of written notice from the Township or its agent(s), deposit sums with the Township necessary to replenish the account to its original balance. In the event that this is insufficient to pay current Township-incurred expenses, Developer agrees to pay the total amount currently due for Township-incurred expenses without delay in addition to reestablishing the base escrow account balance. The Township will use its best efforts to advise the Developer of the impending likelihood that its costs have exceeded the required escrow account sums as described above.

Developer and Township agree that upon completion of the proposed development and/or upon completion of Township's review of Developer's plan or proposal, all unused portions of the escrow account as described above shall be returned to the applicant upon written request to the Township Manager and in accordance with the instructions, if any, with said written request.

Developer and Township acknowledge that the West Rockhill Township Subdivision and Land Development Ordinance requires Developer to pay Township's professional services relating to this plan or project and in the event that Developer fails to provide sufficient funds in the above-described revolving escrow account upon fifteen (15) days written notice to the Developer or make initial deposit payment described above within five (5) days of the date of this Agreement, Developer shall be in default of this Agreement and in violation of said Section of the Subdivision and Land Development Ordinance if Developer's plan or proposal constitutes a subdivision or land development as defined by the Municipalities Planning Code.

In the event of Developer's default as described above, the Township may refuse to issue any permit or grant any approval necessary to further improve or develop the subject site until such time as the terms of this Agreement are strictly met by Developer.

6. The Developer and the Township further agree that all fees or costs arising out of this Agreement shall be paid prior to the issuance of any permit, occupancy or otherwise, for the use, improvement or construction of the buildings as proposed on the Developer's final Plan or project. The Developer agrees and acknowledges that no permit, occupancy or otherwise, shall be issued until all outstanding fees and costs due the Township as of the date of the requested Occupancy Permit have been paid and Developer is not in default under this Agreement.

7. The Developer may at any time terminate all further obligations under this Agreement by giving fifteen (15) days written notice to the Township that it does not desire to proceed with the development as set forth on the Plan and upon receipt of such written notice by the Developer to the Township, the Developer shall be liable to the Township for its costs and expenses incurred to the date and time of its receipt of the notice, plus the applicable administrative costs and expenses as outlined in Paragraph 3 above.

8. The Developer and the Township further agree that the Township shall have the right and privilege to sue the Developer or then property owner in assumpsit for reimbursement or to lien the property or both in its sole discretion for any expense in excess of the then current balance of

funds on deposit with the Township in accordance with this Agreement incurred by the Township by reason of any review, supervision and inspection of Developer's project by its professionals including, but not limited to, the Township Engineer and Solicitor. The Township's election of its remedies under this paragraph shall not constitute a waiver of any other remedies the Township may have.

9. The Developer and the Township acknowledge that this Agreement represents their full understanding as to the Township's reimbursement for professional or consultant services and that the parties intend to execute Development and Financial Security Agreements if the project constitutes a subdivision or land development under Township ordinances. Any such Development and Financial Security Agreements may incorporate or replace the party (ies) in agreement and Escrow Fund established under this contract.

10. This Agreement shall be binding on and inure to the benefit of the successors and assigns of Developer. The Township shall receive thirty (30) days advance written notice from Developer of any proposed assignment of Developer's rights and responsibilities under this Contract for Professional Services.

IN WITNESS WHEREOF, and intending to be legally bound, the parties have caused their signatures to be affixed and have affixed their hand and seals the day and year first above written.

BY: _____
(Applicant's Signature)

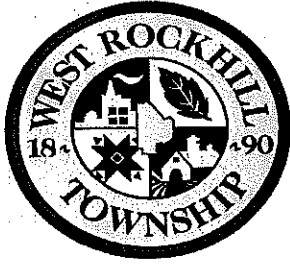
(Applicant's Printed Name)

WEST ROCKHILL TOWNSHIP BOARD OF SUPERVISORS

Manager

ATTEST:

Secretary



West Rockhill Township

1028 Ridge Road
Sellersville, PA 18960
215-257-9063
Fax 215-257-0701

www.westrockhilltownship.org

Residential Construction Application Procedures

FEES – A non-refundable application fee of \$75.00 must accompany the application. If approved, the application fee will be applied to the remaining balance due. To pay by credit card or electronic check, go to:

<https://www.westrockhilltownship.org/how-do-i/pay-by-credit-card>

Click on **Link to pay for (BUILDING) payments:** Select *Permit Application Fee* in the drop down menu.

You can pay for multiple items by clicking on "Add Item" prior to checkout.

All Forms may be downloaded from our website: <https://www.westrockhilltownship.org/how-do-i/get-a-permit>
To submit applications and plans electronically, go to the same link and click on Please follow this link to upload your documents to the Township located in the first paragraph. A Zoning Permit Application is required for all submissions. Incomplete applications will be denied until all required items have been received.

1. Building Permit Application

- Complete Sections A – D and sign

2. Zoning Permit Application – (**owner signature required**)

- Please follow the procedures on the front page of the Zoning Permit Application
- Any application with 1000 square feet of new impervious surface requires a Stormwater Management Plan Application, Professional Services Agreement and a \$1,500.00 Escrow

3. Plumbing Permit Application

- Complete Sections A – D and sign

4. Mechanical Permit Application

- Complete Sections A – D and sign

5. Electrical Permit Application

- Complete Sections A – C and sign
- All electrical work shall be inspected by an electrical underwriting agency, and the Township must receive notification from the underwriter for both rough electric and final electric approval.

Complete the following permits if applicable:

6. Well Permit

7. Driveway Permit

8. Elevator Permit Application

10. Elevator Subcode Application

11. Fire Suppression Permit Application

12. Sprinkler Hydraulic Subplate

CONTRACTORS & SUBCONTRACTORS – A list of all contractors and subcontractors must be provided upon application along with each of their Certificate of Insurance for general liability, indicating compliance with PA Act 44 of 1993 regarding workers' compensation insurance with **West Rockhill Township identified as certificate holder and additional insured**. If the contractor/subcontractor is not required to carry Workers Compensation Insurance, they must submit a completed **Workers Compensation Exemption Affidavit**. In addition, please submit the following according to the type of job:

ADDITION OR ALTERATION – Submit a copy of your Pennsylvania Home Improvement Contractors License.

NEW CONSTRUCTION – Submit a completed Contractor Registration Application and applicable fee.

PLANS AND SPECIFICATIONS

If applying in paper form, two (2) copies of specifications and a minimum plan size of 11" x 17" are acceptable only if all information is legible. If applying electronically, a link to upload is provided on the Township Website as instructed in the second paragraph of these procedures.

Plans and specifications must include cross section drawings, giving structural, electrical, mechanical and plumbing details where applicable as outlined below, must be included. All Plans must comply with requirements of 2015 IRC/ICC and 2014 NEC.

- A. **DIMENSIONS** – Show all dimensions of all proposed structures – height (ground level to highest point of roof), width and length. Give overall floor plan showing interior layout and dimensions.
- B. **FOUNDATION & FOOTINGS**– Give all foundation information – depth of excavated footings to the finished grade and width of footings. Indicate depth of concrete in footings (minimum 8"). Show size and type of materials used for walls, (i.e. block) and foundation floor. Indicate thickness and PSI (pounds per square inch) of concrete and/or other sub-materials.
- C. **MAIN BEAMS**– Give size and description of materials of beam and column supports. Spans between columns must be indicated. If using *Manufactured Beams*, structural plans must be sealed by engineer or architect.
- D. **FLOORS**– Indicate joist direction, span, size, spacing, bridging, and anchorage to foundation. Show type and thickness of sub-floor. If using *Manufactured Floor Trusses*, structural plans must be sealed by engineer or architect.
- E. **WALL** – Indicate wall plates, stud size and spacing, type and placement of bracing, details of exterior materials, and door and window headers. Indicate the use of wall insulation, its thickness and R factor. Indicate span of cantilever. Show railings and or guards with height and spacing of all balusters where needed.
- F. **CEILING & ROOF FRAMING**– Indicate size, spacing, direction, and span of joists. Roof rafters must show pitch, size, span, and spacing. Indicate spacing of collar ties. Show type, thickness and R factor of ceiling insulation. Roof sheathing and type of roof materials to cover it should be shown. Indicate attic ventilation. If using *Manufactured Roof Trusses*, structural plans must be sealed by engineer or architect.
- G. **ATTACHING TO EXISTING STRUCTURE** – Indicate method of attachment of items B through F above of the proposed structure to the existing structure, if applicable.
- H. **INTERIOR** – Indicate type and thickness of materials to be used on interior walls and ceilings.

NOTE FOR POOLS – Temporary fencing (such as snow fencing) must be provided around excavation during construction. Details of permanent pool fencing for in ground pools and ladder specifications for above ground pools showing code compliance must be shown on plot plan and/or in specifications. **Permanent fencing must be in place before pool is filled.**

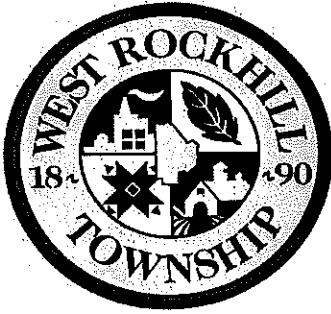
ADDITIONAL INFORMATION

REVIEW – The application will be reviewed by the Code Enforcement and Zoning Departments for compliance with all Township codes and ordinances.

PERMIT GRANTED – **Work may not start until a permit has been approved, granted and paid in full.** Starting work prior to permit issuance doubles all permit fees. The permit cards must be displayed to be visible from the street.

INSPECTIONS – Call the Township office (215-257-9063) at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. If required inspections are not requested, final approval will not be granted.

REV. 06/18/20 sjb



West Rockhill Township

1028 Ridge Road
Sellersville, PA 18960
215-257-9063

Fax 215-257-0701

www.westrockhilltownship.org

November 5, 2020

Re: [REDACTED]

All work must stop immediately until such time a permit from West Rockhill Township is issued. Your permit application has been denied as the application is incomplete. As highlighted on the attached *Residential Construction Application Procedures* please submit the following:

1. Submit a completed *Zoning Permit Application*, page two is missing. This must be signed by the property owner. Section 2202 of the West Rockhill Township Zoning Ordinance requires a zoning permit for any work, alteration, repair etc.
2. In accordance with the 2020 Schedule of Fees and Charges, you must submit the following:
 - a. \$250.00 Application Fee
 - b. \$1,500.00 Professional Services Escrow
 - c. A signed *Professional Services Agreement*
3. A list of all contractors and subcontractors who will be performing work on this job site. If [REDACTED] is the only contractor, please document this in writing and submit for the permit file.
4. Each contractor and subcontractor must submit the following:
 - a. A certificate of insurance for general liability which lists West Rockhill Township as certificate holder *and* additional insured.
 - b. A certificate of insurance for workers compensation or a notarized *Workers Comp Exemption Affidavit*.

Please be sure to reference permit application TH-20-5933 on all documents and correspondence to avoid delays in processing. Your partial application has been forwarded to the Township Engineer for review.

Sincerely,
[REDACTED]

**AFFIDAVIT
MUST BE NOTARIZED**

WORKERS' COMPENSATION INSURANCE EXEMPTION

NAME OF APPLICANT _____

STREET ADDRESS _____

CITY, STATE & ZIP CODE _____

PHONE NUMBER _____

EMAIL ADDRESS _____

Applicant is a contractor within the meaning of the Pennsylvania Workers' Compensation Law and is claiming exemption from providing Workers' Compensation Insurance by signing below.

Applicant does **not** have employees and **does not** carry Workers' Compensation Insurance. Applicant is prohibited by law from employing any individual to perform work pursuant to any building permit unless contractor provides proof of insurance to West Rockhill Township.

Signature of Applicant

NOTARIZATION

ALL APPLICANTS TO COMPLETE THIS SECTION IN THE PRESENCE OF A NOTARY

I, _____, the above named applicant, do swear that the foregoing information is true and correct, and affix my signature hereto in the presence of a Notary Public.

Subscribed & sworn to before me this
_____ day of _____, 20____

Signature of Applicant

(Signature of Notary Public)

My commission expires: _____



West Rockhill Township

ZONING PERMIT PROCEDURES

A Zoning Certificate is required before: 1) Occupying or using any vacant land or any structure; 2) Changing the use of any lot or structure; 3) Erection, construction, reconstructing, alteration, razing or removing of any structure or building, including accessory structures such as sheds, garages, fences, etc; 4) Changing a non-conforming use, 5) establishing a Home Business.

PART I – Location of Property – Complete address including city, state and zip code must be provided on all applications. Complete all additional property information as requested.

PARTS II thru VII – Complete each section.

PART VIII – Sign and date application.

ADDITIONAL INFORMATION

FEES – A non-refundable application/review fee of \$25.00 must accompany this permit application. This fee will be applied to the permit fee, if approved.

REVIEW – The application will be reviewed by the Zoning department for compliance with all Township codes and ordinances. Upon review, the Zoning Officer may determine that additional approvals are needed.

PERMIT GRANTED – Work may not start until a permit has been approved and granted. The permit must be displayed to be visible from the street.

DEFINITIONS

ALTERATION – As applied to a building or structure, a change or re-arrangement in the structural parts, or an enlargement or diminution.

BUILDING HEIGHT – The vertical distance from the average elevation of the finished grade at the front two corners of the building to the top of the highest roof beams on a flat or shed roof, to the deck level on a mansard roof, and the average distance between the eaves and the ridge level for gable, hip, and gambrel roofs.

EASEMENT – A grant of the use of a parcel of land for the use by the public, a corporation, or a person for a specified purpose.

IMPERVIOUS SURFACE – Impervious surfaces are those surfaces which do not absorb rain. All buildings, parking areas, driveways, roads, sidewalks and any areas in concrete asphalt and packed stone shall be considered impervious surfaces within this definition. In addition, other areas determined by the Township Engineer to be impervious within the meaning of this definition will also be classified as impervious surfaces.

IMPERVIOUS SURFACE RATIO – The impervious surface ratio is measured by dividing the total area of all impervious surfaces within the site by the net buildable site area.

LOT LINE – Any boundary line of a lot



West Rockhill Township

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ZONING PERMIT APPLICATION

TMP# 52- _____

Date: _____

I. LOCATION OF PROPERTY

Address: _____

Zoning District – check one: RA RC SR MHP VC VR
 PI PCI PCII IS EXT REC

Sewage Disposal: ___ Public ___ On Lot Water Supply: ___ Public ___ Private

Bucks County Health Dept. Permit #: _____ Date issued: _____

II. IDENTIFICATION

Applicant Name: _____ Phone: _____

Mailing Address: _____

Email Address: _____

Owner Name (if not applicant): _____ Phone: _____

Mailing Address: _____

Email Address: _____

Contractor Name: _____ Phone: _____

Mailing Address: _____

Email Address: _____

III. PROPOSED CONSTRUCTION & USE OR CHANGE OF USE (please describe in detail):

IV. BUILDING & LOT DIMENSIONS

Existing Square Footage (prior construction):

Lot: Main Building: _____ Outbuildings: _____ No. of parking spaces: _____

Impervious surfaces % (blacktop, sidewalk, buildings): _____ Proposed Building Height: _____

Proposed Square Footage (after construction):

Lot: Main Building: _____ Outbuildings: _____ No. of parking spaces: _____

Impervious surfaces % (blacktop, sidewalk, buildings): _____ Proposed Building Height: _____

Setbacks (proposed improvements):

Front: _____ Side: _____ Rear: _____ Other (please describe): _____

V. EASEMENTS

Are there any easements on the property? If so, please describe:

The property owner may not put any structure, fence, sign, etc. in an easement without permission of the easement holder. The owner hereby agrees to remove any structure within an easement

VI. PLOT PLAN

- Provide scaled plan of entire property in duplicate; identify streets adjacent to property.
- Place all buildings with size dimensions (length & width) within property lines and indicate whether existing or proposed. Indicate front, side and rear yard setbacks by showing the distance from buildings to property lines on all sides.

The property owner is responsible for the accuracy of this plot plan. On-lot sewage systems and/or any easements/deed restrictions must be indicated.

VII. SIGNATURE

I hereby certify that all the above statements and attachments submitted herewith are exact and true to the best of my knowledge. Permits must be issued prior to any work being started. Work started prior to issuance of permit will result in double all permit fees. By signing this you agree to pay double permit fees if work is started before permit is issued. Also you agree to remove any items within an easement area. Permits must be made visible on site. I certify that the West Rockhill Code Officials are authorized to enter those areas of my property affected by the permit to inspect for compliance with the zoning permit and the Pennsylvania Uniform Construction Code.

Signature of Applicant

Date

Signature of Owner (*Required if different from Applicant*)

Date

SAMPLE PLOT PLAN

Plot Plan Must include the following information:

1. Identification of all street names.
2. Distance, on all sides between buildings and the property line.
3. Identification and distance between existing and proposed structures.
4. Identification of front door.
5. Identification and distance of septic tanks and wells from buildings.
6. Show any easement on property.

