



UNION TOWNSHIP HOME OCCUPATION QUESTIONNAIRE

Please answer the following questions:

1. Will the Home Occupation be conducted entirely within the principle residence?
Yes _____ No _____
2. Will the Home Occupation be conducted entirely within the accessory building?
Yes _____ No _____
3. Will the Home Occupation be secondary and incidental to the residential use of the property?
Yes _____ No _____
4. Will the owner/proprietor of the Home Occupation be a resident of the property?
Yes _____ No _____
5. Will there be more than one (1) person other than immediate family members residing on the property involved in the Home Occupation?
Yes _____ No _____
6. Will more than the equivalent of fifty percent (50%) of the floor area of the dwelling or accessory structure be used for the Home Occupation?
Yes _____ No _____
7. Will the display of products be visible from outside the buildings in which the Home Occupation is to be conducted?
Yes _____ No _____
8. Will there be any storage of product, materials or equipment used in the Home Occupation in any place except in a fully enclosed building?
Yes _____ No _____
9. Will any equipment be installed for the Home Occupation? If yes, list equipment.
Yes _____ No _____
Equipment: _____
10. Will there be any outside advertising sign other than a single two-sided sign of no more than two (2) square feet per side?
Yes _____ No _____
11. Will the Home Occupation serve patrons or attract customers, clients or students to the property?
Yes _____ No _____
12. Will the Home Occupation generate a volume of traffic that will cause congestion or affect neighboring properties?
Yes _____ No _____
13. If the Home Occupation is to serve patrons, is there available at least three (3) off-street parking spaces (four (4) spaces are required for the office of a medical practitioner)?
Yes _____ No _____
14. Will the Home Occupation generate or discharge to a sewer system any waste water or effluent?
Yes _____ No _____

15. Will the Home Occupation involve the use of explosive, flammable, caustic, hazardous or potentially dangerous materials?
Yes _____ No _____
16. Will the Home Occupation create any noise, odor, dust, vibration, electromagnetic interference, smoke, heat or glare perceptible at or beyond the property boundary lines?
Yes _____ No _____
17. Has the Applicant made a written application to Union Township for any other permits?
Yes _____ No _____
18. Is the Applicant familiar with Section 200-90 of the Union Township Zoning Ordinance?
Yes _____ No _____
19. Does this proposed Home Occupation comply with the provisions of Section 200-90?
Yes _____ No _____
20. Have any Home Occupations been previously approved for this property?
Yes _____ No _____

If Yes, please describe: _____

21. Does this proposed Home Occupation have to do with the preparation of any type of food products?
Yes _____ No _____

If Yes, applicant must have approval from the Department of Agriculture.

22. After you have answered all the above questions, please explain each item of noncompliance with Zoning Section 200-90: (Applicant must attach a plot plan of the property showing all structures, parking, driveways, etc.)

By signing below and submitting the attached application for Home Occupation, the Applicant(s) certify:

That all the information and statements on the attached application and any documents of plans filed in this matter are true and correct to the best of the applicant's knowledge, information and belief and applicant(s) will comply with the conditions of the Union Township Zoning Ordinance of 2011, as amended.

Date: _____

- (1) Storage facilities are permitted, provided that such facilities are located in areas which have access to a street or driveway. The outdoor storage of materials shall be screened from the view of adjacent properties.
- (2) Living quarters are permitted only for proprietors, watchmen, caretakers or similar employees.
- (3) Cafeterias and/or recreational facilities are permitted, provided they are intended for the use of employees only.



§ 200-90. Home occupation regulations.

A. Permitted uses.

- (1) Home occupations are permitted by right in the Village Commercial (VC) and Highway Commercial (HC) Zoning Districts.
- (2) Home occupations are permitted by conditional use in the Conservation (C), Suburban Residential (SR) and the Heavy Industrial (HI) Zoning Districts.
- (3) No-impact home-based business is a permitted use in the A, C, SR, and VC Districts.

B. Standards. If permitted, the following regulations and standards shall apply to home occupations:

- (1) The office or related workplace of a licensed medical practitioner or allied health field, dentist, architect, landscape architect, artist, baker (not for retail sales), lawyer, accountant, insurance agent, real estate broker, teacher, tax collector, engineer, dance, music or voice instructor, dressmaker, milliner or seamstress, barber or beautician, furrier, horse trainer, computer technician, or similar occupation shall be deemed to be a "home occupation."
- (2) All dwelling units which propose a home occupation use shall have direct access to a public street, provided that the occupation is secondary to the use of the property as a residence, and further that the use of the dwelling does not change the character thereof and/or have any exterior evidence of such secondary use other than a permitted sign subject to § 200-114, Signs, of this chapter.
- (3) The principal person engaged in the home occupation shall be a resident of that dwelling.
- (4) The home occupation shall be limited to the principal person engaged in the home occupation and one additional person to provide secretarial, clerical or other assistance.
- (5) No more than two home occupations per residence shall be permitted.
- (6) The home occupation shall be conducted within the principal residential structure and/or an accessory structure to which the home occupation is performed.
- (7) A home occupation shall not occupy more than 50% of the total floor area of the residential dwelling unit and/or accessory structure to which the home occupation is performed.
- (8) All parking shall be off-street. Three off-street parking spaces in addition to those required for the residence units shall be provided, except that in the case of the office

of a medical practitioner or dentist, four spaces shall be provided.

- (9) A zoning permit issued by the Township is required for all proposed home occupations.
- C. Home occupations which meet the definition and requirements of a no-impact home-based business as set forth in § 200-10 of this chapter are permitted as accessory uses by right in the Agriculture (A), Conservation (C), and Suburban Residential (SR) Districts, and shall not be subject to the standards set forth in § 200-90.B of this chapter, other than the requirement that a zoning permit be issued as set forth in § 200-90.B(1).

§ 200-91. Residential conversion standards.

- A. The Zoning Hearing Board may authorize as a special exception the conversion of any existing single-family detached dwelling into a dwelling for not more than two families, provided that the tract or lot is located within the Suburban Residential (SR) Zoning Districts.
- B. The lot area per family shall not be reduced to less than the minimum lot area per family for the SR District. The yard, building, area, off-street parking, and other applicable requirements for the applicable zoning district shall not be reduced.
- C. Provisions for adequate water supply and waste disposal shall be made in accordance with the requirements of the Pennsylvania Department of Environmental Protection.
- D. Such conversion shall not disrupt the character, harmony and integrity of the neighborhood.
- E. If such conversion is authorized, the Zoning Hearing Board may prescribe such further conditions with respect to the conversion and use of such building as it deems appropriate.

§ 200-92. Agricultural use regulations.

- A. General agricultural standards.
- (1) Unless specifically stipulated within this chapter, general agricultural activities are a permitted use by right within all zoning districts in Union Township.
 - (2) The raising and ownership of horses, cattle and/or livestock is permitted in all districts, provided the minimum lot size exceeds two contiguous grazeable acres. The total number of horses, cattle and/or similar livestock shall be limited to one for the first two contiguous grazeable acres. For each additional contiguous grazeable acre over two, the total number of horses, cattle and/or livestock may be increased by one per acre.
 - (3) The raising and ownership of goats, sheep and/or similar livestock exceeding 50 pounds in weight is permitted in all districts, provided the minimum lot size exceeds two contiguous grazeable acres. The total number of goats, sheep and/or similar livestock shall not exceed five for all lots with less than five contiguous grazeable acres. For each additional contiguous grazeable acre over five, the total number of goats, sheep and/or similar livestock shall not exceed five per acre up to a maximum total of 100.
 - (4) The raising and ownership of poultry is permitted in all districts, provided the minimum lot size exceeds one contiguous acre. The total number of birds shall not exceed 10 per acre for all lots under five acres in size. For each additional acre over



Union Township, Berks County

ZONING PERMIT APPLICATION

**Non-refundable
\$75.00
application fee
due when filed**

A. LOCATION AND OWNERSHIP OF PROPOSED WORK OR IMPROVEMENT

Street and Number: _____ Tax Parcel #: _____

Owner's Address: _____ Phone #: _____

Zoning District (as shown on ZONING MAP): _____

Present Tenant: _____

Has owner consented to proposed work?: Yes No

B. PRESENT USE OF LAND

RESIDENTIAL

COMMERCIAL

Present use of structure: _____

Number of Families: _____

Present Building (Description): _____

Present Use of Land: _____

Is any portion of the property located in a FEMA Flood Plain? Yes No

Is the site located within a Historic District? Yes No

C. PROPOSED WORK OR IMPROVEMENT (Check One)

New Construction Addition Interior Alteration Exterior Alteration

Fence Accessory Structure Deck

Sign (Sign application and drawing of sign must be submitted with this application.)

Change in Use. Present Use: _____ Proposed Use: _____

Describe proposed work: _____

Is the proposed structure or use located in FEMA designated flood plain? Yes No

D. PROJECT DIMENSIONS

PLOT DIMENSIONS

Frontage _____ ft.
Depth _____ ft.
Area _____ sq. ft.
Irregular plot _____

BUILDING SETBACKS

Front _____ ft.
Side A _____ ft.
Side B _____ ft.
Rear _____ ft.

BUILDING DIMENSIONS

Width _____ ft.
Depth _____ ft.
Height _____ ft.
Stories _____

SIGNAGE:

Type: _____

Number: _____ Size: _____ sq. ft.

E. CERTIFICATE OF INSURANCE COVERAGE

All contractors performing residential improvements must provide a certificate of insurance naming Union Township as a Certificate Holder.

F. APPLICATION

Application is hereby made for a permit to erect or alter a structure which shall be located as shown on diagram on reverse side of this sheet and/or to use the premises for the purposes described herewith. The information which follows, together with location diagram, is made part of this application by the undersigned. It is understood and agreed by this applicant that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of this applicant, such as might or would operate to cause a refusal of this application, or any change in the location, size or use of structure or land made subsequent to the issuance of this permit, without approval of the Zoning Office, shall constitute sufficient grounds for the revocation of this permit.

Name of Applicant: _____

Address of Applicant: _____

Owner, Lessee or authorized agent for owner of subject property: _____

Applicant's Signature: _____ Date: _____

Systems Design Engineering, Inc.
1032 James Drive
Leesport, PA 19533
Phone 610-916-8500; Fax 610-916-8501

Rev. 1/4/23

NOTE: The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Property owner and applicant shall not construct or erect structures or encroach into the Municipality's right-of-ways.

G. REFERENCES (OFFICIAL USE ONLY)

Block Plan No.: _____ Certificate of Occupancy No.: _____ Issued: _____
Plan is attached.: Yes No Diagram is shown on reverse side of this sheet.: Yes No

H. APPLICATION AND DATES OF ACTION TAKEN (OFFICIAL USE ONLY)

Application approved: Yes No Date: _____ Zoning Official Signature: _____

If denied, Reason for Denial of Application: _____

NOTE: The applicant has the right to appeal the denial of this application to the Municipality's Zoning Board within 30 days from the date of denial pursuant to procedures set forth in the Pennsylvania Municipalities Planning Code, as amended.

Applied to Board of Adjustment: _____ Date: _____ Appeal: Yes No Hearing No.: _____

Special Use of Application: Yes No

Board's Decision: Granted Denied Date: _____

Order: _____