



WARRINGTON TOWNSHIP POLICY ON BUILDING PERMITS AND MINOR DEVELOPMENT AGREEMENTS

Purpose

The purpose of this policy is to outline the procedures for receiving and processing building permit applications and the posting of escrow when necessary. This policy supersedes all previously written documents or unwritten Township policies regarding the issuance of building permits.

General Guidelines

The policy's intent is to provide direction to Township officials to ensure that all builders in the Township, large or small, follow basic best management practices during the building process. The goal is not to impose more onerous regulations on local business and entrepreneurs but to ensure that all workplace regulations are applied fairly and uniformly regardless of a project's size or scope.

This policy shall not apply to large projects that are already governed by major land development agreements under the Township's SALDO regulations and the Municipalities Planning Code (MPC).

Best Practices Agreement

All builders in the Township must sign a best management practices agreement before receiving a valid building permit. This agreement shall include the following list of standards:

1. Permittee(s) must obtain all necessary permits before commencing work;
2. Inspections shall be scheduled at least 24 hours in advance;
3. Unless expressly excepted in writing by the Township, work hours shall be 7 a.m. to 7 p.m. Monday through Saturday. (No Sunday hours);
4. Permittee(s) are responsible for backfilling or covering all open trenches to make them safe prior to the work day's end;
5. When opening a street, permittee(s) must cover any open trenches with steel plates and place appropriate warning devices to indicate the presence of a hazard.
6. To prevent unauthorized public access after work hours, permittee(s) must employ all appropriate safety measures to secure the site such as fencing or other barriers;
7. Permittee(s) may not store construction materials on the street. These include but are not limited to dumpsters, lumber, drywall and other related debris.

8. The project must not impede normal parking and must allow for easy passing of all traffic including emergency apparatus;
9. The permittee(s) must maintain the project site in accordance with the approved Erosion and Sediment Control Plan and with the approved General Permit for Discharges of Stormwater Associated with Construction Activity (NPDES)(if applicable).
10. The permittee(s) must employ all efforts to keep the site clean and sightly for adjacent neighbors;
11. Permittee(s) must post a minimum \$1000 escrow with the Township – and replenish it accordingly – if any one (1) of the following circumstances apply:
 - a. The project involves the breaching of a street or any other publically-owned infrastructure;
 - b. The project requires special inspection by the Township engineer or other specialized inspections services such as stormwater facilities, curb, sidewalk or pavement restoration.
 - c. The project requires a special legal review by the Township Solicitor

The Township Manager or his designee shall have the authority to set the escrow amount but the initial amount shall not be less than \$1000. Upon the project’s completion, the Township shall reimburse the permittee(s) any escrow retainage.

12. Permittee(s) shall be in good financial standing with the Township and shall not be in arrears with the Township for any current or past permit fee or other special service request.

Approved at October 22, 2013 Board of Supervisors Meeting

