



**Upper Gwynedd Township**  
1 Parkside Place  
North Wales, PA 19454

**Use and Occupancy Permit Application**

1. Name of Business: \_\_\_\_\_

2. Proposed Location of Business  
(Street Address): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

3. Name of Owner of Business: \_\_\_\_\_

4. Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

5. Name of Manager of Business: \_\_\_\_\_

6. Type of Business: \_\_\_\_\_

A. On a separate piece of paper describe in detail the daily operations of this business.

B. Will the proposed use have any effects on the following?

1) Traffic Congestion: \_\_\_\_\_ If yes, explain.

2) Noise Levels: \_\_\_\_\_ If yes, indicate estimated levels and methods of control.

3) Glare: \_\_\_\_\_ If yes, explain.

4) Air Pollution: \_\_\_\_\_ If yes, indicate control methods and provide D.E.P. Permits.

5) Water Pollution: \_\_\_\_\_ If yes, indicate control methods and provide D.E.P. Permits.

6) Thermal Pollution: \_\_\_\_\_ If yes, indicate control methods and provide D.E.P. Permits.

C. Does this use involve any special fire hazards? \_\_\_\_\_ If yes, explain.

D. Will any part of the operation be conducted on the outside of the building?  
\_\_\_\_\_ If yes, what?

E. Proposed hours of operation: \_\_\_\_\_

1) Number of shifts: \_\_\_\_\_

2) Maximum number of employees each shift: \_\_\_\_\_

**This Application Must be Accompanied by the Following:**

1. A Plot Plan of the lot showing the locations of all present and proposed buildings, sidewalks and other areas devoted to pedestrian use, loading and unloading areas, drives, parking lots, waste disposal and storage facilities, and other constructional features on the lot; and all buildings, streets, alleys, highways, streams and other topographical features of the lot and within 200 feet of any lot line. The scale shall not be less than 1 inch = 100 feet with contours at 2 feet intervals.  
  
A. Also, indicate connections to public water and public sewerage lines.
2. Architectural plans of any proposed buildings or alterations to existing buildings.
3. Statement from the appropriate sewer authority authorizing connection of the premises to its sewer and indicating it will receive the type of effluent to be generated upon the premises.
4. Landscaping plans in accordance with Section 195-9O of the Zoning Code.
5. Engineering plans and calculations for the control and disposal of surface drainage.
6. Erosion and Sediment Control Plans approved by Montgomery County Conservation District. (If earth moving operations are planned.)
7. **APPLICATION REVIEW FEE** is \$120.00, and **PERMIT INSPECTION FEE** IS \$120.00, payable to Upper Gwynedd Township. ***TWO (2) separate checks are required.*** The second check may be returned if the permit is denied.

---

**Signature of Applicant**

---

**Phone #**

---

**Date**