

Township of Moon Certificate of Compliance Application Packet

1. **Application Packet.** Be sure to complete and submit all the required materials that are part of this Application Packet. Failure to do so will result in a delay in accepting your application until it is complete.

The "Application Packet" for a Certificate of Compliance includes the following:

- Application Form (This form must be completed for all applications); and
- Checklist (Use this checklist to assure that you have included all of the required information with your application materials).

2. **The Process.** The process for obtaining a Certificate of Compliance involves the following steps:

- **A Pre-application meeting** with Township Zoning Officer to discuss applicable design guidelines and other pertinent regulations for the alteration, reconstruction, restoration, repair, erection, addition or demolition of all or a part of any building in the Historic District.
- **Complete the Certificate of Compliance Application and submit six copies with the associated materials to the Township Zoning Officer** A public meeting with the Mooncrest Historic Overlay Advisory Committee (MCHO) will be scheduled in a timely manner.
- **At a public meeting the Mooncrest Historic Overlay (MCHO) Advisory Committee shall consider the application for a Certificate of Compliance according to the Mooncrest Historic Overlay District Design Guidelines as established in Chapter 27 of the Moon Township Code of Ordinances and The Secretary of the Interior's Standards for Treatment of Historic Properties and Guidelines for Preserving Rehabilitating, Restoring and reconstructing Historic Buildings.**
- **Within 15 days of the meeting, the MCHO Advisory Committee shall submit their recommendations in writing to the Zoning Officer.** The Zoning Officer shall review the recommendations of the MCHO Advisory Committee and shall take action upon the permit application in accordance with the provision of this chapter and the Municipalities Planning Code within the time limits

**IF YOU HAVE ANY QUESTIONS WHILE COMPLETING THIS APPLICATION,
PLEASE CONTACT Amber Paxton**
Phone: 412-262-1700 apaxton@moontwp.us

Certificate of Compliance Application Form

(This form must be filled out completely before your application will be accepted.)

1. **Property Location** for this request for a **Certificate of Compliance**:

2. **Existing and Proposed Use of the Property:**

3. **Property Owner:**

Address:

Telephone:

Parcel Number:

4. **Applicant:**

Address:

Telephone:

5. **Contact Person:**

Address:

Telephone:

E-mail address:

Obtaining approval of this *Certificate of Compliance* does not absolve the applicant from obtaining all other applicable permits, such as Building Permits, PENNDOT access permits, et cetera.

I (We) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the Township of Moon and have submitted all the required information.

Signed by: _____ Date: _____
(Property Owner)

(Note: No other signature may be substituted/or the Property Owner's Signature.)

and: _____ Date: _____
(Applicant)

and: _____ Date: _____
(Contact Person)

Original Signatures are Required

Items for review in Rehabilitating the Mooncrest School into a Township Activity Center run by the Moon Parks Department.

- *Site survey*
- *Schematic Architectural drawings-Scope of Work*
- *Original school photo from 1943*
- *Due diligence form consultants WNA HVAC, AGX Phase 1, AGX Asbestos, LSSE Engineering Summary*
- *Full Project Summary, Community Benefit and State Plan implementation provided for PA Keystone Grant*

Certificate of Compliance

Checklist

(This form must be filled out completely and the required information must be attached to this form before your application will be accepted.)

The following information is required as part of the submittal of a request for a Certificate of Compliance. Please attach your answers to each item.

- A **written statement** that shall include the following:
 - Description of the project;
 - Types of materials to be used;
 - Dimensions of proposed alterations and new construction; and the
 - Architectural style of alterations and new construction.
- **Photographs** showing the existing condition of all structures and areas of the property proposed for alterations and/or new construction.
- **Drawings and/or manufacturer's information**, illustrating the design of proposed alterations and new construction.
- For all buildings, a **Site Plan**, drawn to scale, on a sheet no larger than 11 by 17 inches, **including the following information:**
 - Date of preparation;
 - North arrow;
 - Scale;
 - Property address;
 - Name and address of the property owner(s);
 - Name and address of the applicant;
 - Name and address of the person of firm preparing the Site Plan;
 - Dimensions of all property lines, structures, existing setbacks and distances between structures, and paved surfaces to the nearest one-tenth (1/10) of a foot;
 - Locations of all existing and proposed structures, additions to structures, and paved surfaces, including all buildings, fences and other structures on the property;
 - Exterior elevations for all proposed buildings and additions, showing all sides of the proposed construction; and
 - Other pertinent information necessary to fully understand the need for a *Certificate of Compliance*.