

**FOSTER TOWNSHIP**  
1540 SUNBURY ROAD, POTTSVILLE, PA 17901 | 570-544-4137  
[www.fostertwp.org](http://www.fostertwp.org)

**FOSTER TOWNSHIP ZONING APPLICATION HANDOUT**

Applications must contain the following:

1. Any request for a decision, interpretation or variance by the Zoning Hearing Board or for a permit under this Zoning Ordinance shall be made in writing on a form provided by the Township.
  - a. **The completed application, with any required fees, and with any required site plans or other required information, shall be submitted to the Zoning Officer or other Township employee responsible for processing the application. The date of receipt should be noted on the application.**
2. When a site plan is required, at least two (2) copies shall be submitted. The site plan shall be drawn to scale. A site plan shall be required for: any new building, building addition, parking lot and where the Zoning Officer determines that a site plan is needed to determine compliance with this Zoning Ordinance.

The site plan must contain the following:

- a. **The location and dimensions of the lot,**
- b. **Locations, dimensions and uses of existing and proposed structures, parking and loading areas, and locations of existing and proposed uses of areas of land,**
- c. **Name and address of the applicant, or appellant, Tax Parcel ID,**
- d. **Name and address of the owner of the affected property (if different from the applicant), Tax Parcel ID,**
- e. **A description of the proposed use of the property,**
- f. **Such additional information that the Zoning Officer may determine is reasonably necessary to determine compliance with this Zoning Ordinance,**
- g. **The locations of any trees or forested areas with a trunk diameter of six (6") inches or greater measured 4.5 feet above the average surrounding ground level that may be impacted in a way by the proposal (with trees identified with a trunk diameter over 18 inches), and**
- h. **All other applicable information listed on the official Township application form.**

All checks shall be made out to Foster Township.

Please submit all applications to:

Alfred Benesch & Company  
400 One Norwegian Plaza  
Pottsville, PA 17901  
Question: (570) 294-5514

**Allow fifteen (15) days for processing.**