

5186 Stump Road
PO Box 387
Plumsteadville, PA 18949



Phone 215-766-8914
FAX – 215-766-9831

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In response to the announcement made by Governor Wolf on March 19, 2020, requiring the closure of non-life-sustaining businesses, Plumstead Township has suspended its standard operating procedures for permit processing and inspections until further notice.

All construction-related trades and business activities, including but not limited to: residential and nonresidential building construction, land subdivision, civil engineering, heavy equipment operation, exterior contractors, highway construction and specialty trades, have been deemed as non-life-sustaining operations and, by the Governor's Order, are required to stop their operations until further notice. For a complete list, please visit:

<https://www.scribd.com/document/452553026/UPDATED-2-30pm-March-24-2020-Industry-Operation-Guidance>

In order to be fully compliant with the Governor's Order, Plumstead Township will implement the following **temporary** policy change, effective immediately, until these restrictions have been lifted:

1. **Residential Moving Permits for Rental Properties:** Submit your application forms and fee by mail or at our drop-off mailbox outside the Township Building. Once your application is accepted, you will be provided with a Temporary U&O Permit. Once this mandated closure is lifted and the Township is able to fully operate, the Township will conduct an inspection of the property. Any noncompliant items will have to be addressed at that time before a permanent U&O permit is issued. **Your inspection will not be scheduled until after the closure is lifted.**
2. **Building and Zoning Permits:** The Township is accepting Zoning and Building Permits electronically and by mail for review. You can also drop off our application at our drop-off mailbox outside the Township Building (marked as "water payments"). **Your permit will not be issued, and construction will not be permitted to commence until the closure has been lifted.**
3. **Subdivision and Land Development Plans:** The Township is accepting Subdivision and Land Development Plan Submissions and Re-Submission electronically only at this time. Electronic copies of all plans/reports/documents must be provided to Township Manager Angela Benner (abenner@plumstead.gov) and Township Engineer Tim Fulmer (tfulmer@crwynn.com) either by direct email, or provision of a link to a drop box for download of large files. **Checks for the required filing fee and escrow, as well as a Contract for Professional Services executed by the applicant, must be mailed via U.S mail to the Township; or alternately, must be deposited in the locked drop box (marked as "water payments") located in the municipal building parking lot. No review by Township consultants will commence unless these documents are received by the Township and found to be in order.** The Township will require a complete submission of required hard copies of all plans/documents upon reopening of the Township building to the public once the State of Emergency is lifted or expires.
4. **Exceptions to the Above:** **Emergency Repairs requiring immediate attention.** Permits concerning emergency repairs can still be applied for retroactively without penalty.

Plumstead Township continues to take precautionary actions in order to help maintain the health, safety and welfare of our staff, residents and the general public. We ask that you continue to contact us only by telephone or email until further notice. A complete contact list of Township Staff can be found at our website (www.plumstead.org). We appreciate your patience since it may take some additional time for us to provide services to our residents and the general public.

Thank You for your continued cooperation and support during these difficult times. Stay safe, stay healthy and stay home.
Angela P. Benner, Township Manager