

## **CHECKLIST – HONEYBEE PERMIT**

### Introduction

This checklist is provided as a convenience to the permit applicant and is not intended to convey the full intent and requirements in the borough's code of ordinances regarding the keeping and maintenance of honeybees or animals in general (see Chapter 2 in full). Permit applicants and subsequently permit holders are responsible for complying in full with the code as it relates to the keeping and maintenance of honeybees and in complying with the zoning and other sections of the code that may apply including, but not limited to, compliance with all items included in §2-310:

- Number of Hives/colonies
- Hive Type
- Location of Hives
- Hive Orientation
- Water source & location
- Compliance with Best Management Practices established by the PA Department of Agriculture or successor organization or other borough recognized established organization
- Maintenance
- Inspection (borough inspectors are permitted free access, ingress and egress to and from any apiary, premises, building etc. as established in §2-310-K)
- Nuisance issues outlined in §2-310-L
- Agreement to not keep Africanized Honeybees
- Sale of honey

### Permit Application Requirements

Applicants must submit this checklist fully completed with their application. Failure to comply with all of the items shown is sufficient reason to deny the application. Failure to maintain required certifications once the permit is obtained will result in a violation of borough ordinances.

- Registered all apiaries with the PA Department of Agriculture (or other appropriate agency) as required by the Pennsylvania Bee Law, 3 Pa. Cons. Stat. Ann. §2101 et. seq., as amended. (proof of registration must be submitted with the application).
- Obtained Best Management Certification (Voluntary Best Management Practice) from the PA Department of Agriculture (copy of such certification must be submitted with the application)
- Application for annual permit from the zoning officer included.
- Fees as established by the borough via ordinance or resolution submitted with the application in full (Fees may be changed from time to time by borough council; zoning officer will provide information on current permit fee and any other fees/escrow requirements that may apply from other ordinances depending on the nature of the application).
- Lot plan/drawing submitted with application including all of the following:
  - Size of the lot
  - Location of hive(s)

- Number of hive(s)
  - Location of water source
  - Distance of hive(s) from property line
  - Location of flyway barriers (*if required – request a determination from the zoning officer before submitting application. If not required, this item should be initialed by the zoning officer to indicate compliance*).
  - In measuring specified distances, if the applicant chooses to not submit an official survey of the lot, the zoning/code officer will make a final estimate based on investigation/observation of the property and adjacent properties.
- Evidence of successful completion of a certified beekeeping educational program (proof must be submitted with the application)

Renters must complete the following requirements (*property owners may skip this section*):

- Obtained written permission from the property owner/landlord that clearly and explicitly states that permission is granted to own and maintain an apiary on the property (proof must be submitted with the application. Updated proof must be submitted with the annual permit renewal).

#### Permit Renewal

Once the permit is approved, it is the responsibility of the permit holder to submit a request for renewal of the permit annually to the borough with the following documentation:

- Request in writing for renewal of permit one year following original permit date (request must be made no later than 2 weeks before permit expiration)
- Proof of continued certification in Best Management
- Proof of registration of apiaries with the PA Dept. of Agriculture
- Inspection of Property by code official to ensure continued compliance with borough ordinance(s)
- Renters: continued permission in writing from property owner/landlord dated approximately the same time as application for permit renewal
- Required fees if any
- New Permit shall be completed by applicant and reviewed and approved by code officer.

#### Compliance with Other Borough Ordinances

The zoning officer will provide information on items that may be required by the borough's zoning or other ordinances and may have further checklist items added to this list for first time applicants as well as renewals. However, it is the responsibility of the property owner to ensure that they are in compliance with all ordinances or other laws or requirements regardless of information provided by the zoning officer.