



ZONING PERMIT APPLICATION INSTRUCTIONS

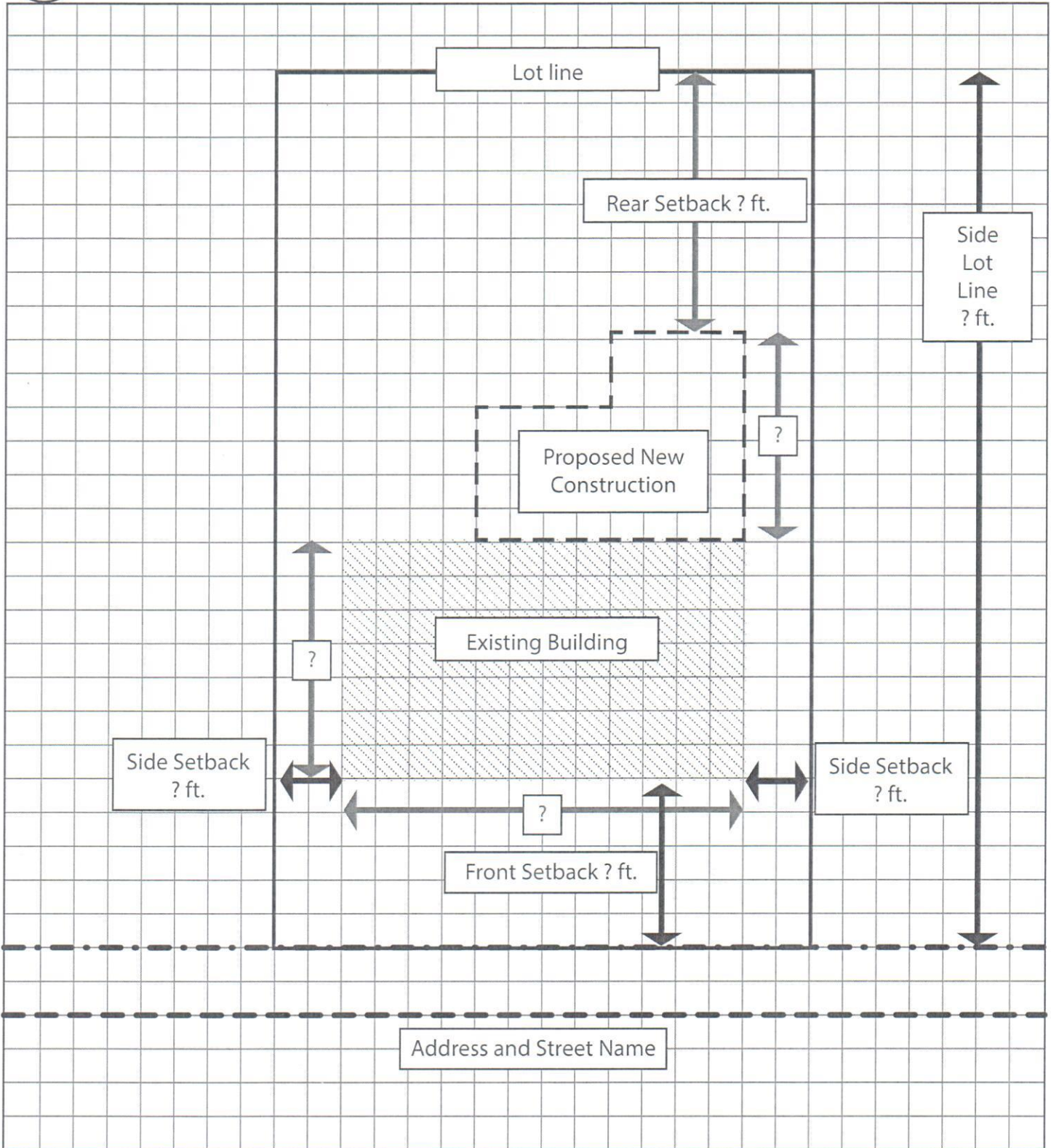
- 1) **Name of Applicant:** Print your name (first, MI, last).
- 2) **Phone Number:** Enter your phone number.
- 3) **Complete Mailing Address:** Print your complete mailing address.
- 4) **City**
- 5) **State**
- 6) **Zip Code**
- 7) **Name of Lot Owner:** If same as applicant, enter "Same"; otherwise, list name.
- 8) **Address:** If same as applicant, enter "Same"; otherwise, list name.
- 9) **Previous Lot Owner:** Only if you have owned the property less than 12 months.
- 10) **Builder/Contractor for Project:** Name of the builder for this project.
- 11) **Type of Work:** *New Structure* – house, mobile home, seasonal home, duplex, etc.
Addition – living area such as a bedroom, family room, sunroom, etc.
Accessory Structure – shed, garage, swimming pool, patio, barn, etc.
Change in Use – i.e. domestic garage to commercial use (vehicle repairs)
Sign – advertise business, etc.
Home Business/Occupation – i.e. CPA, notary, beauty salon, etc.
Other – any project that does not fit into any of the above categories
- 12) **Premises Located at:** Enter the physical address (road name and #); not the mailing address.
- 13) **Township:** Enter Township or Borough name where the property is located.
- 14) **Use of proposed building, structure, or addition:** What will it be used for? Example: shed (storage of tools, lawn equipment), addition (family room, kitchen), barn (storage of hay, feed), etc.
- 15) **Size of Lot:** Enter the width and depth in feet *or* number of acres.
- 16) **Dimensions of Proposed Building, Structure or Addition:** Enter the width, depth, height and total square footage.
- 17) **Setbacks from Property Line to Building or Structure:**
Front: From the property line or road right-of-way to the front of the building or structure
Side and/or Front: From the side property line to the side of the building or structure. (Corner properties will have two front yards)
Rear: From the rear property line to the rear of the building or structure
Side: From the opposite side property line to the side of the building or structure
- 18) **Plot Plan Showing Location on Property is Attached:** Either attach a copy of the plot plan or draw plot plan to include with the application showing the building in relation to the property lines.
- 19) **Character of Construction:** Indicate type of building materials being used.
- 20) **Approximate Cost of Work:** Must have an approximate cost of project.
- 21) **Attach Copy of:** Stormwater Plan / Sewage Permit
- 22) **Construction Start Date:** Enter the date you plan to start the project.
- 23) **Completion Date:** Enter date you plan to complete the project. (Maximum time is one year.)
- 24) **Sign Your Name :**
- 25) **Print Your Name on Line Below Your Signature :**
- 26) **Date of Application:** Submission date

SAMPLE ZONING APPLICATION PLOT PLAN SKETCH

SKETCHES DO NOT HAVE TO BE DRAWN TO EXACT SCALE but must contain the following information, be drawn proportionately and show accurate measurements: North Arrow, all abutting streets and alleys with names, dimension of lot or lots, all existing buildings on lots, all existing utility lines and easements if known, proposed buildings or improvements, and distances from all property lines to existing or proposed buildings or improvements. Clearly indicate property owner/ applicant's name, property address, and date of sketch.



Crosshatch all existing buildings. **LABEL** all property lines. ("?" below indicates a measurement is required.)
 ← **Indicate North in the circle.** **SCALE** (if drawn to scale) _____



ZONING/DEVELOPMENT PERMIT APPLICATION

This application is made for a zoning/development permit to erect or alter a structure as shown on the attached diagram or to use the property for the purpose described. The information which follows, with the location diagram, is made part of this application by the undersigned. It is understood and agreed by the applicant that any error, misstatement, or misrepresentation of material fact, either with or without intention, may cause a refusal of this application. Any change in the location, size, or use of structure or land after the issuance of this permit, without the approval of the Zoning Administrator or the Zoning Hearing Board shall be grounds for the revocation of this permit. The applicant agrees to allow the Zoning Administrator or duly appointed assistant to examine all structures and land for which an application for a Zoning/Development Permit has been requested. Please see that other permits (including building, subdivision, land development, highway occupancy, sewage planning, floodplain management, etc.) are in place before proceeding. **All construction must be completed before the expiration date of this permit. This permit is valid for one (1) calendar year from date of issuance.**

LEAVE THIS AREA BLANK

Permit No.: _____ Zoning District: _____ Tax Parcel No.: _____

1) Name of Applicant: _____ 2) Phone #: _____

3) Complete Mailing Address: _____

4) City _____ 5) State _____ 6) Zip Code _____

7) Name of Lot Owner: _____

8) Address: _____

9) Previous Lot Owner: _____

10) Builder/Contractor for Project: _____

11) Type of Work: New Structure Change of Use Sign Accessory Structure Home Occupation Other _____

12) Premises located at: (road, street name, etc.) _____ 13) Municipality: _____

14) Use of Proposed Structure: _____

15) Size of Lot: Width _____ ft. Depth _____ ft. Area _____ ft²/ acres

16) Dimensions of Proposed Building, Structure or Addition: Width _____ ft. Depth _____ ft. Height _____ ft./ stories Total ft² _____ ft²

17) Setbacks from Property Line to Building or Structure: Front _____ ft. Side ^{and/or} Front _____ ft. Side _____ ft. Rear _____ ft

18) Plot Plan showing location on property is attached: Yes No

19) Character of Construction (*wood frame, brick, steel, etc.*) _____ 20) Approximate Cost of Work: \$ _____

21) Attach copy of: Stormwater Plan: Yes No Sewage Permit: Yes No

22) Construction Start Date: _____ 23) Completion Date (max time one year): _____

Notes: _____

24) Applicant Signature: _____ 25) Print Name: _____ 26) Date: _____

LEAVE THIS AREA BLANK-FOR ZONING ADMINISTRATOR USE ONLY

27) APPLICABLE ORDINANCES AND CODES (Check appropriate spaces)

Zoning: Conforming Nonconforming Sign Temporary Notes _____
Subdivision Sewage Flood Plain Regulations _____
Building Code Driveway Other _____

28) DISPOSITION

A. County application fee collected \$ _____ Other _____ Permit No. _____

B. ACTION: Approved Disapproved Permit Officer _____
Zoning Administrator/ Officer: _____ Date of Issuance _____

C. Reason for denial _____

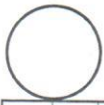
D. Zoning Hearing Board date: _____

BOARD'S DECISION Granted Denied _____

Order _____ Date of Issuance _____

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