

ZONING PERMIT APPLICATION INFORMATION AND INSTRUCTIONS

GENERAL INFORMATION

The application for a Zoning Permit shall be submitted to the Zoning Officer in writing on a form prescribed by the Borough. The application shall be submitted by the owner or lessee of any building, structure or land or the agent of either provided, however, that if the application is made by a person other than the owner or lessee, it shall be accompanied by a written authorization from the owner or lessee authorizing the work and designating the agent. The application shall be accompanied by two sets of at least the following information:

- a. A plan of the lot in question, indicating the lot size and showing all dimensions of lot lines, the location(s) on the lot of all existing and proposed buildings, fences, signs, structures and alterations to buildings or structures, and distances of such features from lot lines. Additionally, the location of all utility lines, the proposed water and sewer lines, all streets, right-of-ways and easements on or adjacent to the lot. The plan shall be drawn to scale and show exact locations. The applicant is responsible to ensure accuracy of all property lines.
- b. The use, height, length, width and proportion of the total lot area covered of all proposed and existing buildings, structures and additions or alterations to buildings or structures, and the height, length, width, illumination and design of all signs. Proposed buildings, additions, and external alterations shall be described.
- c. A statement indicating the number of dwelling units and/or commercial or industrial establishments to be accommodated within existing and proposed buildings on the lot and the floor area to be devoted to each residential, commercial, industrial, and home occupation use.
- d. The location, dimensions, grade and design of parking and loading areas including the size and arrangement of all spaces and means of ingress, egress and interior circulation, recreation areas, screens, buffer yards and landscaping, means of egress from and ingress to the lot, routes for pedestrian (including ADA accessibility where required) and vehicular traffic, and provisions for outdoor lighting. The percentage of the lot which is paved and which is open area.
- e. Proof of Worker's Compensation coverage, if the application is submitted by a contractor.
- f. All other information necessary for the Zoning Officer to determine conformance with and provide for enforcement of this Ordinance.
- g. Name and address of the applicant and the owners of the real estate involved and a description of and location of the real estate involved.
- h. A written statement from a registered engineer or surveyor, or by other satisfactory evidence, that the line of any adjoining street has been staked on the ground.
- i. A Certificate of Use and Occupancy shall not be issued until a zoning permit is obtained.

Upon receipt of the application and all accompanying information, the Zoning Officer shall examine them to determine compliance with this Zoning Ordinance and all other Borough Ordinances. Within thirty-five (35) days from the filing date of the application, the Zoning Officer shall either approve or disapprove the application. If disapproved, the Zoning Officer shall explain the reasons therefore, indicating the manner in which the application could be corrected and/or modified to obtain approval and informing the applicant of his rights to appeal.

INSTRUCTIONS

1. Print legibly
2. Check all boxes that apply
3. If additional space is required, submit any additional information on a separate piece of paper with all of the required information.
4. Application must be notarized.