

# WATSONTOWN BOROUGH

NORTHUMBERLAND COUNTY

318 MAIN ST. WATSONTOWN, PA 17777

PHONE: (570) 538-1000 FAX: (570) 538-3353

ZONING OFFICER: (800) 257-2190

<b>BOROUGH USE ONLY</b>	
Permit # _____	
Date Issued ____/____/____	
Fees \$ _____ Pd. _____	
_____ Zoning Officer	

## Application for Zoning Permit

All information must be printed and legible for permit acceptance.

**General Information:**

Property Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tax Parcel ID No. \_\_\_\_\_ Zoning District: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Applicant (If other than the owner): \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address \_\_\_\_\_

**Purpose of Permit Request:**

_____ Attached Garage/Carport	_____ Detached Garage/Carport	_____ Home Occupation
_____ Porches/Deck – covered/uncovered	_____ Addition to existing structure	_____ Fence
_____ New Single Family Dwelling	_____ New Semi-Detached/Duplex	_____ New Townhouse
_____ New Commercial Building	_____ Change of Use	_____ Sign
_____ Swimming Pool (w/ a capacity of greater than 24" in water depth _____ above ground _____ In-ground)		
_____ Accessory Structure – Specify: _____		
_____ Other - Specify: _____		

Cost of Construction: \_\_\_\_\_ Estimated Date of Completion: \_\_\_\_\_

Required Zoning Permit Fee \$ \_\_\_\_\_ (See the attached fee schedule in the Appendix to calculate fee amount)

Brief Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OVER

**Lot & Building Information:**

Current use of the property: \_\_\_ Residential \_\_\_ Commercial \_\_\_ Industrial

Proposed Building Size: \_\_\_\_\_ (Sq. Ft.) Proposed Height: \_\_\_\_\_ Dimensions: \_\_\_\_\_ X \_\_\_\_\_

Proposed Setbacks: (Location of the proposed structure form the lot lines indicated in feet)

Front Yard \_\_\_\_\_ Left Side Yard \_\_\_\_\_ Right Side Yard \_\_\_\_\_ Rear Yard \_\_\_\_\_

Lot Width: \_\_\_\_\_ Lot Depth: \_\_\_\_\_ Total Lot Area: (Sq. Ft.) \_\_\_\_\_

Corner Lot? \_\_\_ Yes \_\_\_ No

Coverage: (Includes All Impervious Surfaces) Existing Lot Coverage: \_\_\_\_\_(Sq. Ft.) \_\_\_\_\_ % of Lot Area

Proposed Lot Coverage: \_\_\_\_\_Sq. Ft.) \_\_\_\_\_ % of Lot Area (Sq. Ft.)

Are there any easements or deed restrictions on your property? \_\_\_\_\_  
(Please provide copy of Deed if possible)

Is the property located within a designated floodplain? \_\_\_ Yes \_\_\_ No

(If yes, a Base Flood Elevation Certificate will be required to supplied with this application)

**Plot Plan:**

A plot plan showing all existing improvements and proposed construction, including driveways, walkways, Storm water Management features, easements, and utilities shall accompany this application. The plan shall include measurements of setbacks from all property lines and from the right-of-way of any road frontage on the property. Adjoining properties shall be labeled. Until such plan is submitted, this application shall not be considered complete and will not be processed.

If the proposed is a Business, Industry, Home Occupation or a Change of Use of a new or existing building, please enclose a detailed description outlining the products sold, manufacturing process, services rendered, equipment to be used, floor areas of building, number of employees, and any other information that is necessary to the thoroughly describe the proposed operation.

Home Occupations – A narrative of the proposed home occupation and interior floor plan showing the location and dimensions of the space where the home occupation will be conducted must accompany the permit application and plot plan. The narrative must address all of the requirements set forth in the Zoning Ordinance.

**Signature:**

I hereby authorize the designated Watson town Borough official to investigate, inspect, and examine the Property set forth herein, including land and structures, to determine compliance with the Watson town Borough Zoning Ordinance and to determine the accuracy of the statements contained herein.

I am aware that I cannot occupy the Property for the purpose of conducting the use set forth herein and cannot commence excavation or construction until a Zoning Permit has been issued by Watson town Borough.

A Zoning Permit may be revoked in the use and/or structure for which it has been issued violates any applicable Borough, County, State or Federal law, or regulation, including but not limited to the Watson town Borough Zoning Ordinance. This Permit may also be revoked if it has been issued in error, or if issuance was based upon any misrepresentations or errors contained in the application or otherwise made by the applicant. **By signing this application, I certify that all facts in the application and all accompanying documentation are true and correct.**

I acknowledge that the holder of a Zoning Permit is responsible to insure compliance with all applicable Borough Ordinances, and at completion of the work authorized by the permit, I acknowledge that the Borough requires that a final inspection be performed by the Zoning Officer before the structure which is authorized by this permit may be occupied.

Printed Name \_\_\_\_\_

Signature: \_\_\_\_\_  
(Owner)

Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature: \_\_\_\_\_  
(Applicant, if not the owner)

Date: \_\_\_\_\_

# Zoning Permit Application Check List

## All zoning applications shall be filed with Watsonstown Borough

You may submit the completed application in person to the Watsonstown Borough Office, located at 318 Main Street Monday through Thursday from 7:00 am until 5:00 pm. and Friday from 7:00 am until 4:00 pm. Or you may mail the completed application package to the Borough at:

Watsonstown Borough  
Attn. Zoning Officer  
P.O. Box 273  
Watsonstown, PA 17777

### **APPLICATIONS WILL NOT BE ACCEPTED WITHOUT ALL OF THE FOLLOWING ITEMS**

- All applicable information is included on the application in a legible form.
- Attached a copy of the plot plan showing:
  1. All existing buildings
  2. Location of the new improvement showing the distance from all property lines and distance between any new structure and other structures.
  3. Streets (public/private)
  5. Location of any easement or right-of-ways.
  6. Driveways and parking areas.
- Attached copies of any and all other permits that maybe required for the project. (I.e. driveway, erosion and sediment control plan)
- Check or money order made payable to Watsonstown Borough for zoning permit application fees.
- If the property is located within a floodplain, a Base Flood Elevation Certificate is required.

## APPENDIX

### Fee Schedule. (Resolution 2010-02R)

#### Residential Zoning Permit:

##### Cost of Construction

\$ .01 to \$1,000.00	\$50.00
\$1,000.00 to \$50,000.00	\$50.00 + \$2.00 each additional \$1,000.00 or part thereof over \$1,000.00
\$50,001.00 to \$100,000.00	\$120.00 + \$2.00 each additional \$1,000.00 or part thereof over \$50,000.00
\$100,001.00 to no limit	\$170.00 + \$1.00 each additional \$1,000.00 or part thereof over \$100,000.00
Mobile Home Placement :	\$250.00
Non-residential Zoning Permit:	\$150.00

#### SAMPLE PERMIT FEE:

Total Cost of Construction (rounded to the nearest \$1,000.00) \$57,000.00  
 (Includes entire fair market value of the project, such as excavation, labor & materials)

$\$57,000 - \$1,000 = \$56,000$

$56 \times \$2.00 = \$112.00$

$\$112.00 + \$50.00$  (base fee) = **\$162.00 Permit Fee due to Watontown Borough**

#### IF YOU ARE UNSURE OF THE REQUIRED ZONING FEE, PLEASE CONTACT:

Ed Wenger  
 Light-Heigel and Associates  
 (800) 257-2190  
 EWenger@Light-Heigel.com

