

WATSONTOWN BOROUGH

NORTHUMBERLAND COUNTY

318 MAIN ST. WATSONTOWN, PA 17777

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

ZONING OFFICER: ED WENGER (570) 628-2300

BOROUGH USE ONLY

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 from 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.

Business, Industry, Home Occupation or a Change of Use:

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, along with other information that is necessary to describe the proposed operation. For 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 the requirements set forth in the Zoning Ordinance.

Zoning Permit Application Check List:

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 all other permits that maybe required for the project. (I.e., driveway, erosion, and sediment control plan)
- Check or money order made payable to Watson town Borough for zoning permit application fees.
- If the property is located within a floodplain, a Base Flood Elevation Certificate is required.

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

Signature:

I hereby authorize the designated Watsonstown Borough official to investigate, inspect, and examine the Property set forth herein, including land and structures, to determine compliance with the Watsonstown 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 Watsonstown 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 Watsonstown 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: _____

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 x \$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
 Lehigh Engineering
 (570) 628-2300
 edw@lehighengineer.com

SAMPLE SITE PLAN

