

# Zoning Permit Application

This application is made for a zoning 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 Officer or the Zoning Hearing Board shall be grounds for the revocation of this permit. The applicant agrees to allow the Zoning Officer or duly appointed assistant to examine all structures and land for which an application for a Zoning Permit has been requested. **All construction must be completed before the expiration date of this permit. This permit is valid for one (1) calendar year from date of issue.**

*Leave shaded area blank*

Application No.: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Tax Parcel #: \_\_\_\_\_

1) Name of Applicant: \_\_\_\_\_ Phone#: \_\_\_\_\_

2) Address: \_\_\_\_\_

3) Name of Lot Owner: \_\_\_\_\_

4) Address: \_\_\_\_\_

5) Previous Lot Owner: \_\_\_\_\_ Builder: \_\_\_\_\_

6) Type of Work: New Structure  Change of Use/Certificate of Occupancy   
Sign

Addition  Mobile Home  Other  Home Occupation

7) Premises located at: (road, street name, etc.) \_\_\_\_\_

8) Township: \_\_\_\_\_

Description

9) Use of proposed Building, Structure, or Addition: \_\_\_\_\_

10) Size of Lot:	Width _____ ft.,	Depth _____ ft.,	Square Feet/Acres _____
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11) Dimensions of Proposed Building, Structure, or Addition:	Width _____ ft.,	Depth _____ ft.
	Height _____ ft./stories	Total Square Footage _____ ft.

Setbacks from property line to building or structure

12) Front: _____ ft.	Side and/or Front: _____ ft.
13) Side: _____ ft.	Rear: _____ ft.
14) Plot plan showing Location on Property is:    Attached <input type="checkbox"/> Sketched on back of application <input type="checkbox"/>	
15) Character of Construction (Wood, Frame, Brick, etc.)	
16) Approximate Cost of Work: \$	
17) Sewage Permit #:(Attach Copy of Sewage Permit)	
18) Construction Start Date:	Completion Date (Max time one year):
19) Does application require Conditional Use, Special Exception, or Variance?    Yes <input type="checkbox"/> No <input type="checkbox"/>	

Notes:

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS IS NOT A BUILDING PERMIT!**

*Leave shaded area blank*

Application:	Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Fee \$	Date:
Section:	of Article:	of the Warren County Zoning Ordinance	
Flood Map #:	Date of Map:	Flood Designation:	
Zoning Permit Number:	Zoning Officer:		

**ZONING PERMIT FEES**

0 - 500 Sq. Ft.	\$ 10.00
501 - 1,000 Sq. Ft.	25.00
1,001 - 2,000 Sq. Ft.	35.00

add \$2.00 / each additional 1,000 square feet.

Please make check payable to: Planning & Zoning



## Zoning Application Instructions

- 1). **Name of Applicant:** Print your name (First, MI, Last). **Phone #:** enter your phone number.
- 2). **Address:** Print your complete mailing address.
- 3). **Name of Lot Owner:** If same as the Applicant, then enter SAME, otherwise list name.
- 4). **Address:** Follow number 3.
- 5). **Previous Lot Owner:** Only if you have owned the property less than 12 months.  
**Builder:** The name of the builder if other than yourself.
- 6). **Type of Work:**
  - New Structure** - house, storage shed, barn, double-wide, etc.
  - Addition** - room, patio, porch, enclosures, etc.
  - Change of Use** - changing from one business to another, etc.
  - Mobile Home** - Single wide mobile homes only.
  - Sign** - to advertise business.
  - Home Occupation** - Doing a business from your home (CPA, Notary, Beauty Salon, etc.)
  - Other** - for things that don't fit any other category.
- 7). **Premises located at:** Enter the physical address (road name), not the mailing address.
- 8). **Township:** Enter the township or borough where the property is located.
- 9). **Use of proposed Building, Structure, or Addition:** What will it be used for. (porch, garage, storage shed)
- 10). **Size of Lot:** Enter the width and depth in feet and square footage **or** number of acres.
- 11). **Dimensions of proposed building, structure, or Addition:** Enter the width, depth, height and total square footage.
- 12). **Setbacks:** **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.)
- 13). **Setbacks:** **Rear:** From the rear property line to the rear of the building or structure.  
**Side:** From the side property line to the side of the building or structure.
- 14). **Plot plan showing location of building or structure on property:** Either attach a copy of the plot plan or draw a plot plan on the back of the application showing the building in relation to the property lines.
- 15). **Character of Construction:** Is it wood frame, cement block, etc?
- 16). **Approximate cost of work:** How much will it cost? (Must have an entry.)
- 17). **Sewage permit #:** Must attach a copy of the sewage permit. (Not required for storage sheds, garages, etc.)
- 18). **Construction Start Date/Completion Date:** Enter the dates you expect to start and complete the project.
- 19). **Does application require Conditional Use, Special Exception, or Variance?:** Leave blank.

Sign and date the application and print your name under your signature.