

# WEST EASTON BOROUGH

## ZONING PERMIT APPLICATION PACKET

Applications can be submitted Monday through Friday, 8:30 a.m. to 4:30 p.m., except holidays.

All applications must be complete and include the following:

### Checklist

1. Application signed by **applicant and property owner** if the applicant is not the property owner
2. Plot Plan to include:
  - a. All existing and proposed improvements
  - b. Septic, well and driveway locations
  - c. Distances from primary structure to proposed accessory structure(s)
  - d. Distances from property lines to proposed improvement
  - e. Structure Height
3. Building Plans, if applicable
4. Ground Coverage Percentage for new primary structures and/or additions to primary structures (impervious coverage divided by lot area), if applicable
5. Property Identification number (PIN #) and Property Address
6. Contact phone number
7. Certificate of Insurance naming West Easton Borough as certificate holder if a contractor is involved
8. Contact or Sales Agreement/Sales Receipt

PLEASE COMPLETE ALL SECTIONS OF EACH PAGE. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT RESULTING IN PERMITTING DELAYS.

If you have any questions please don't hesitate to contact the zoning office at 610-377-4002.

RECEIVED STAMP



# Code Services

## BARRY ISETT & ASSOCIATES

Multidiscipline Engineers & Consultants

www.barryisett.com



### \*\* OFFICE USE ONLY \*\*

Date Received: \_\_\_\_\_  
Zoning District: \_\_\_\_\_  
Tax Parcel No.: \_\_\_\_\_  
Zoning Permit No.: \_\_\_\_\_

## APPLICATION FOR ZONING PERMIT

Application is hereby made for a permit in conformity with requirements of the Pennsylvania Municipalities Planning Code, Current Local Zoning Ordinance and any amendments thereto for the following described work:

### I. PROPERTY INFORMATION

Residential                       Non-Residential

Municipality: \_\_\_\_\_ Development: \_\_\_\_\_ Lot: \_\_\_\_\_ Section: \_\_\_\_\_

Proposed Work Site Address: \_\_\_\_\_ Tax Parcel ID: \_\_\_\_\_  
(Acres or Sq. Ft.)  
Lot Width: \_\_\_\_\_ Lot Depth: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Property within Floodplain  Yes  No                      If Yes, Market Value of Property: \_\_\_\_\_

Do you have an elevation certificate                       Yes  No                      If Yes, please attach a copy with submission

Property located in Historic District                       Yes  No                      If Yes, also complete the Application for COA

### II. CONTACT INFORMATION

Applicant: \_\_\_\_\_ email: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

(if different than Applicant)

Property Owner: \_\_\_\_\_ email: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor: \_\_\_\_\_ email: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### III. CONSTRUCTION

Erect a Structure                       Principal                       Accessory                      Size (length, width and height) i.e. 20' L, 15' W, 12' H: \_\_\_\_\_

Add to a Structure                       Principal                       Accessory                      Size (length, width and height) i.e. 20' L, 15' W, 12' H: \_\_\_\_\_

Change of Use                      Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Erect a Fence Height: \_\_\_\_\_ (feet)                       Install a Swimming Pool                       In-ground                       Above-ground

Erect a Sign (Provide sign proof along with plot plan)                       Sign Copy Change (Provide sign proof)

Type:                       Wall Mounted                       Ground                       Roof                       Other (Please Specify): \_\_\_\_\_

Height (distance from top of sign to ground): \_\_\_\_\_ (feet)                      Size (length and height of sign face) i.e. 6' L x 18" H: \_\_\_\_\_

Off-street Parking Area or Parking Lot                       Establish a Home Occupation

Other (Please Specify): \_\_\_\_\_

**IV. PROJECT DESCRIPTION:** Provide a narrative which explains the proposed project based upon the items checked in the previous section (III)

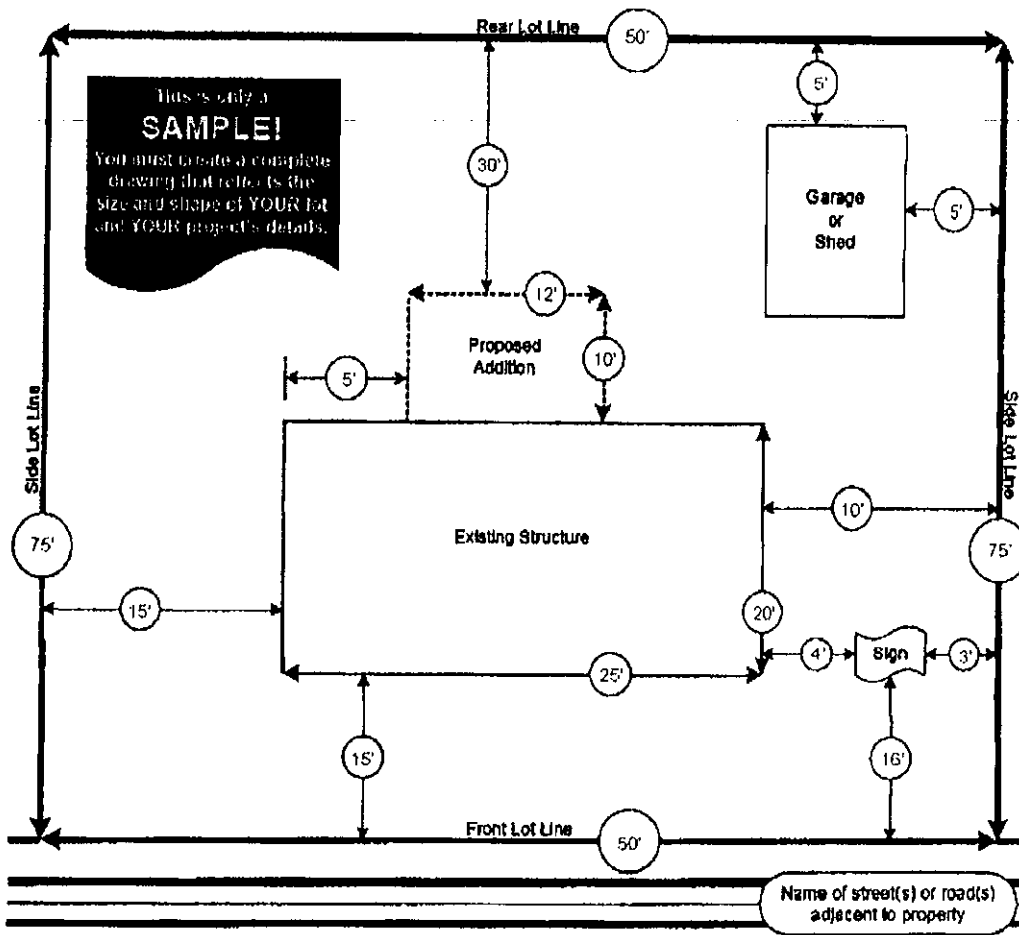
Cost of Construction: \_\_\_\_\_ Street Access:  Municipal  State  Other

Sewage Disposal:  Public Sewer  On-Lot Water Supply:  Public Sewer  On-Lot

**V. PLOT PLAN**

**PLEASE INCLUDE THE FOLLOWING:**

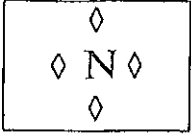
1. Indicate the length of all property lines
2. Show all existing and proposed structures on property and the distance from the structure to the property lines
3. Indicate name of streets abutting property
4. Identify all bodies of water and show distance to proposed structure(s)
5. Show septic, well, driveway locations and distance from new structure to septic
6. Label distances from principal structure to proposed accessory structure(s)
7. Physically mark property lines & proposed location of structure onsite prior to submitting zoning application



**IMPERVIOUS COVERAGE**

Proposed: \_\_\_\_\_ (Sq.ft.)      Existing: \_\_\_\_\_ (Sq.ft.)

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



**PLOT PLAN**

*\* A survey or other prepared plot plan can be attached, in lieu of this sketch sheet.*

Approved by: \_\_\_\_\_      Date: \_\_\_\_\_      Permit No.: \_\_\_\_\_

I hereby authorize the Municipality Staff to perform inspections related to this application as may be required between the hours of 8 AM and 8 PM. The applicant understands and agrees to comply with the Pennsylvania Municipal Planning Code and Zoning Ordinance, as amended. All information supporting this application shall become part of the records of the Municipality, cannot be returned and may be examined by the public at any time during the normal working hours of the Municipal Office.

Application is hereby made for a permit to erect or alter a structure which shall be located as shown on the attached diagram/plot plan and/or to use the premises for the purposes herewith. The information which precedes, together with the plot plan/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 on the part of this applicant, such as might or would operate to cause a refusal of this application or any change in the location, size or use of structure or land made subsequent to the issuance of this permit without approval of the Zoning Officer, shall constitute sufficient ground for the revocation of this permit.

Applicant Signature: \_\_\_\_\_

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

Owner Signature: \_\_\_\_\_

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

**BOTH SIGNATURES ARE REQUIRED IF APPLICANT IS DIFFERENT THAN OWNER**

**\*\* OFFICE USE ONLY \*\***

**Meeting Dates (if applicable)**

Historic: \_\_\_\_\_ Approved:  Yes  No

ZHB: \_\_\_\_\_ Approved:  Yes  No

Planning: \_\_\_\_\_ Approved:  Yes  No

Other: \_\_\_\_\_ Approved:  Yes  No

PA UCC Construction Permit Required:  Yes  No

Action Taken:  Approved  Denied

Zoning Fee: \_\_\_\_\_

Application Fee Paid: \_\_\_\_\_

Balance Due: \_\_\_\_\_

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

Zoning Officer Signature: \_\_\_\_\_

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

If the permit is denied, the zoning officer shall note the applicable sections/basis of denial below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A copy of the zoning officer's official letter of denial shall be attached to this application.

# WEST EASTON BOROUGH

## ZONING PERMIT APPLICATION PACKET

### Submission Checklist

- Application completed in ink and signed by applicant and property owner if the applicant is not the property owner or provide written authorization from the owner to act as their agent.
- Completed plot plan with all required information attached. (Please refer to sample provided)
- Building Plans, as applicable. Include a floor plan and elevation plan for all new construction, including additions and decks.
- Ground Coverage Percentage for new primary structures and/or additions to primary structures (impervious coverage divided by lot area), if applicable
- Contractor Certificate of Insurance naming West Easton Borough as certificate holder
- Height and size of structure specified on application where indicated.
- Parcel ID number and property address
- Contact person and phone number
- Copy of recorded deed (if required)
- Copy of Septic Permit (if required)
- Copy of Water Supply Approval/Permit (if required)
- Copy of Driveway Permit (if required)
- Highway Occupancy Permit (if required)
- County Conservation District Approval (if required)
- Copy of Storm Water Approval/Permit (if required)
- Copy of Elevation Certificate (if required)
- All Property lines and proposed location of structure(s) must be marked on the site prior to submitting the application.

(front +  
back)

If you are erecting a new structure, creating a new use for the property, changing the use of the property or creating a new point of access to your property, you will need to secure approval for access into the adjoining road or street.

- If the road is a state highway, you will need to secure approval of a highway occupancy permit from PennDOT.
- If the road is a borough road, you will need to secure approval of a driveway permit from the Borough of West Easton.

**YOUR ZONING PERMIT CANNOT BE PROCESSED WITHOUT IT**

If you are grading/excavating or filling a site, provide the following information:

Area of:

Excavation (sq. ft.) \_\_\_\_\_

Fill (sq. ft.) \_\_\_\_\_

Type of Fill Material \_\_\_\_\_

Depth of deepest point of either fill or excavation (ft.) \_\_\_\_\_

Proposed Time of Operation (day, start time, finish time) \_\_\_\_\_

**IF YOU ARE PROPOSED AN EARTH DISTURBANCE ACTIVITY THAT INVOLVES ONE (1) ACRE OR MORE, AN EROSION AND CONTROL WILL BE REQUIRED FOR THE PROJECT THAT WILL NEED TO BE REVIEWED AND DEEMED ADEQUATE BY THE NORTHAMPTON COUNTY CONSERVATION DISTRICT (NCCD). YOU SHOULD CONTACT THE NCCD AT 610-829-6276 PRIOR TO COMMENCING THE EARTH DISTURBANCE ACTIVITY.**

#1 – INITIAL \_\_\_\_\_ OVER ONE (1) ACRE OF EARTH DISTURBANCE.

#2 – INITIAL \_\_\_\_\_ UNDER ONE (1) ACRE OF EARTH DISTURBANCE.

**IF #1 IS INITIALED NO BUILDING OR ZONING APPLICATION WILL BE ACCEPTED BY THE BOROUGH OF WEST EASTON WITHOUT PROPER DOCUMENTATION.**

The payment for the Zoning Application is a separate payment from the Building Permit.

\*\*\*A replenishable escrow account of \$500 for professional consultant fees is due at the time of the application

**THE OWNER/APPLICANT IS RESPONSIBLE TO OBTAIN ALL NECESSARY APPROVALS REQUIRED BY THE DEVELOPMENT IN WHICH THE PROPERTY IS LOCATED.**

**Applications must be completed in ink. Return the original completed application and application fee along with all applicable documents to:**

**Borough of West Easton  
237 Seventh Street  
West Easton, PA 18042**