

If returning by mail, please mail to:

Borough of Montoursville
617 N. Loyalsock Ave,
Montoursville, PA 17754-1321

Date _____
Fee: _____
Date Paid _____
Construction Cost _____

Please call (570) 368-2486 for more information
Please make check payable to Montoursville Borough

Application for Zoning Permit

Permit No. _____
Project _____
Applicant _____

I. This is to certify that:

- A. Property Owner: _____
- B. Address: _____
- C. Phone Number: _____
- D. Contractor Name: _____
Address/Phone: _____

- 1. ___ Erect a sign
- 2. ___ Establish a new business
- 3. ___ Construct an addition
- 4. ___ Construct an accessory structure
- 5. ___ Relocate a structure
- 6. ___ Construct a new structure
 - a. Number of dwelling units _____
 - b. Proposed Use _____
- 7. Other _____

Location of Project: _____
 Zoning District: _____
 Tax Map/Parcel ID# _____
 Estimated Starting Date: _____
 Estimated Completion Date: _____
 Approximate Construction Cost: \$ _____

II. Complete the appropriate section(s)

A. Business Permit

- ___ Retail
- ___ Professional Service
- ___ Restaurant
- ___ Automotive Sales or Service
- ___ Motel or Hotel
- ___ Shopping Center
- ___ Club or Lodge
- ___ Business, Professional or Government Office
- Other _____

Proposed Parking

Total number of spaces _____
 Size of each parking space _____
 Total area of parking lot _____

B. Sign Permit

- 1. Building Frontage _____ feet
- 2. Type of Sign:
 - ___ Flush mounted on the wall
 - ___ Mounted perpendicular to supporting wall (Projecting Sign)
 - ___ Freestanding
 - distance from lot line and/or public right-of-way _____
- 3. Size of Sign Height _____ Width _____
- 4. Wording of Sign _____

C. New Construction

Lot Information

- 1. Road or street frontage (measured at front building line) _____ feet
- 2. Proposed building setback from right-of-way _____ feet
- 3. Side yard clearance(s) _____ feet and _____ feet
- 4. Rear yard clearance _____ feet
- 5. Area of the lot _____ square feet

Structure Information

- 1. Proposed Structure
 - a. Width _____ feet x depth _____ feet
 - b. Height _____ feet
 - c. Number of stories (including basement) _____
- 2. Existing Structure(s): house, garage, shed, etc.
 - Width _____ feet x depth _____ feet
 - Width _____ feet x depth _____ feet
 - Width _____ feet x depth _____ feet
 - Width _____ feet x depth _____ feet
- 3. Driveway & Parking Lot Area
 - Width _____ feet x depth _____ feet
 - Width _____ feet x depth _____ feet
- 4. Stormwater Plan? ___ YES ___ NO
- 5. Flood Plain? ___ YES ___ NO
- 6. Existing Utilities & Utility Easements
 - a. Are there any utility connections on the property? ___ YES* ___ NO
 - b. Is this property subject to any easements or right-of-way agreements with your Municipality or any Utility Provider? ___ YES* ___ NO
 - c. Is this property subject to any easements or right-of-way agreements with any adjacent property holders? ___ YES* ___ NO

*** YOU MUST NOTE THE LOCATION OF ALL UTILITIES, EASEMENTS AND RIGHTS-OF-WAY ON YOUR SITE PLAN**

Sewage Disposal (Check one)


- 1. Public Sanitary Sewer _____
- 2. Private Sanitary Sewer _____
- 3. Indiv. On-lot Disposal System _____

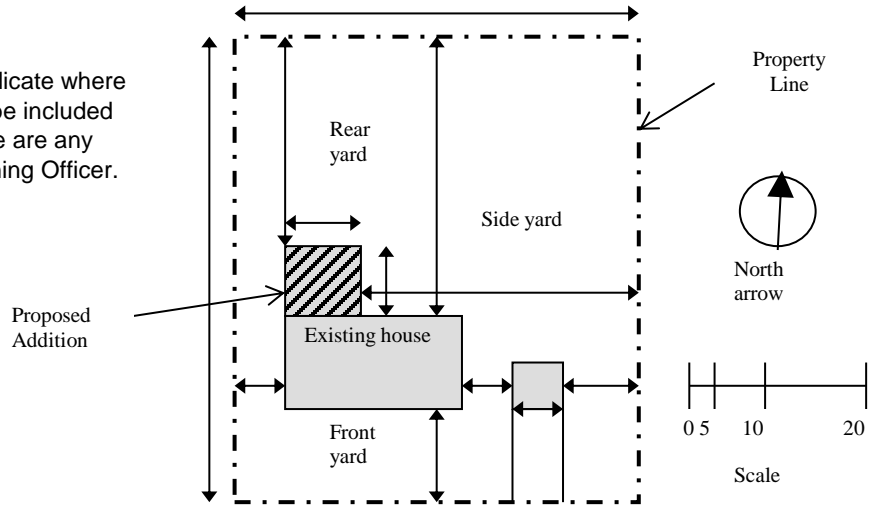
Water Supply (Check one)

- 1. Public Water System _____
- 2. Private Water System _____
- 3. On-lot Well _____

Site Map (REQUIRED) - You may draw your site plan on this form or submit a separate drawing)
Scaled drawing showing all existing structures, proposed construction, and relation to all existing private or public roads, existing utilities, utility or other easements & rights-of-way. Show all setbacks and all existing boundary lines.

Example Map

** Double-ended arrows () indicate where a setback (measured in feet) should be included by the owner and/or Applicant. If there are any questions, please ask the issuing Zoning Officer.



Place your scaled drawing here
For sign projects, a scaled drawing of the sign is required.

III. Certifications (must be completed by owner before permits will be issued):

- a. That all information set forth in the above application is true and correct.
- b. That all construction activity will comply with all applicable codes and ordinances, including but not limited to: zoning, floodplain, lighting, subdivision and land development, erosion and sedimentation control, etc.
- c. It shall be the responsibility of the permit applicant to contact all utility providers (water, sewer, electric, TV, telephone) for this property. The applicant shall be required to meet any or all utility location or re-location requirements of the respective utility provider. By signing this application, the applicant agrees and understands that issuance of this permit does not approve or waive the applicant from meeting all requirements of utility providers.

_____ Applicant's Signature _____ Date

Indicate: _____ Signature as Owner(s) OR _____ Authorized Agent

IV. Application Review Record - For office use only:

Approved _____

Zoning Officer _____

A. Sign

- Meets:
- 1. District Requirements _____
 - 2. Size Requirements _____
 - 3. Setback Requirements _____
 - 4. Height Requirements _____

B. Business

- Meets:
- 1. Zoning District Requirements _____
 - 2. Parking Requirements _____

C. New Construction

- Meets:
- 1. Setback Requirements _____
 - 2. Frontage Requirements _____
 - 3. Impervious Coverage _____ %
 - 4. Structure Dimension Requirements _____
 - 5. Floodplain Requirements (if applicable) _____
 - 6. PennDOT Access approval (if required) _____ Date: _____

D. Variance Required -- Reason _____

E. Special Exception Required -- Reason _____