

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

### I. This is to certify that:

A. Name: \_\_\_\_\_  
B. Address: \_\_\_\_\_  
C. Phone Number: \_\_\_\_\_

### has applied for a Zoning Permit to:

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

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                      | ___ Shopping Center                                |
| ___ Professional Service        | ___ Club or Lodge                                  |
| ___ Restaurant                  | ___ Business, Professional or<br>Government Office |
| ___ Automotive Sales or Service | Other _____  |
| ___ Motel or Hotel              |  |

#### Proposed Parking

Total number of spaces \_\_\_\_\_  
Size of each parking space \_\_\_\_\_  
Total area of parking lot \_\_\_\_\_

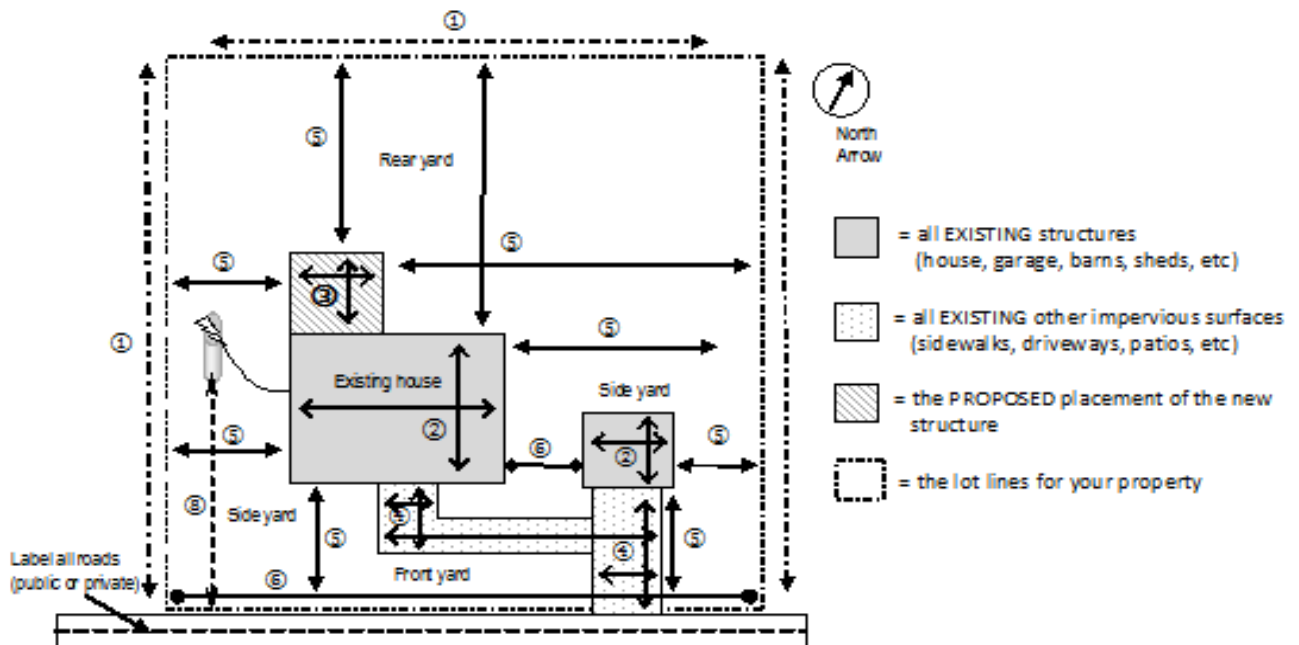
Permit No. \_\_\_\_\_  
Project \_\_\_\_\_  
Applicant \_\_\_\_\_



**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.

A "Site Map" is a 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. Your site map should include all of the following:

- ① Property Dimensions (the lot size) in sq. feet ←- - - ->
- ② Dimensions and square footage of all existing structures ↔
- ③ Dimensions and square footage of the proposed structure ↔
- ④ Impervious structures and their dimensions (i.e. sidewalks, paved driveways, concrete patios, etc) ↔
- ⑤ Distance between structures and all property lines ↔
- ⑥ Distance between all structures ↔
- ⑦ Road or street frontage (the width of the front of your lot at the street, for corner or odd shaped lots show width of all sides that face a street) ●- - - -●
- ⑧ Utility locations, easements or any other rights-of-way on the property (if existing) ←- - ->



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

**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, deed restrictions and covenants, 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.

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**IV. Application Review Record - For office use only:**

Approved \_\_\_\_\_

Denied \_\_\_\_\_

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 \_\_\_\_\_