

MYERSTOWN BOROUGH

LEBANON COUNTY

101 SOUTH RAILROAD STREET, MYERSTOWN, PA 17067
PHONE: (717) 866-5038 ZONING OFFICER (717) 838-1351

BOROUGH USE ONLY	
Permit # _____	
Date Issued ____/____/____	
Fees \$ _____	Ck# _____
_____ Zoning Officer	

Application for Zoning Permit

All information must be printed and legible for permit acceptance.

General Information:

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 _____

Property Address: _____

Tax Parcel ID No. _____ Zoning District: _____

Purpose of Permit Request:

New Construction
<input type="checkbox"/> New Single Family Dwelling <input type="checkbox"/> New Semi-Detached/Duplex <input type="checkbox"/> New Townhouse
<input type="checkbox"/> New Commercial Building <input type="checkbox"/> Porches/Deck – covered/uncovered (please circle)
Alterations or Change of Use
<input type="checkbox"/> Addition to existing structure <input type="checkbox"/> Change of Use – Specify _____
<input type="checkbox"/> Home Occupation - Must complete and attach Home Occupation Questionnaire
Accessory Structures
<input type="checkbox"/> Garage/Carport – Attached or Detached (please circle) <input type="checkbox"/> Accessory Storage Structure
<input type="checkbox"/> Swimming Pool (above ground _____ In-ground _____ w/ a capacity of greater than 24" in water depth)
<input type="checkbox"/> Solar or Wind Energy System
<input type="checkbox"/> Fence - Specify Height: _____ <input type="checkbox"/> Sign – Specify Size: _____ Illuminated/Non-Illuminated
Other: _____

Brief Description of Project: _____

Total Value of Project: _____ **Zoning Permit Fee Due \$** _____

(\$75.00 base fee, plus \$3.00 per each additional \$1,000.00 of total value the project rounded to the nearest \$1,000.00)

Lot & Building Information: All requested information must be completed.

Has there been any recent development on this Parcel of Record since December 5th, 2013? Yes No

If yes, when and what was developed? _____

Current use of the property: Residential Commercial Agricultural Industrial

Total Lot Area: (Sq. Ft.) _____ (Note: 1 acre equals 43,560 square feet)

Corner Lot? Yes No

Proposed Building Size: _____ (Sq. Ft.) Proposed Height: _____ Dimensions: _____ X _____

Coverage: (Includes All Impervious Surfaces)

Existing Lot Coverage: _____ (Sq. Ft.) _____ % of Lot Area

Proposed Lot Coverage: _____ (Sq. Ft.) _____ % of Lot Area

Proposed Setbacks: (Location of the proposed structure from the lot lines indicated in feet)

Front Yard _____ Left Side Yard _____ Right Side Yard _____ Rear Yard _____

Additional Features

Are there any easements or deed restrictions on your property?

Yes (Please provide copy of Deed if possible) No

Are there any environmentally sensitive features located on the property (wetlands/swales/floodplain)?

Yes No

For changes to existing residential structures - Number of bedrooms in structure _____, proposed _____

Sewage Disposal System: Public Sewer On-Lot Septic Other: _____

Water Supply: Public Water Well Other: _____

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.

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, and any other information that is necessary to thoroughly describe the proposed operation.

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 of the requirements set forth in Section 27-603 of the Zoning Ordinance.

Zoning Permit Application Check List:

All zoning applications shall be filed with Myerstown Borough

101 S. Railroad St. Myerstown, PA 17067

- 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)
 4. Well, septic system; tank; drain field.
 5. Location of any easement or right-of-ways.
 6. Driveways and parking areas.
- Attached copies of any and all other permits that may be required for the project. (i.e. on-lot septic, driveway, erosion and sediment control plan)
- Check or money order made payable to Myerstown Borough for zoning permit application fees.
- Verified that the proposed project DOES NOT require any stormwater features.**

Signature:

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

A Zoning Permit may be revoked if the use and/or structure for which it has been issued violates any applicable Township, County, State or Federal law, or regulation, including but not limited to the Myerstown 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 Township Ordinances, and at completion of the work authorized by the permit, I acknowledge that the Township 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: _____