



**BOROUGH OF KUTZTOWN
COMMUNITY DEVELOPMENT OFFICE
324 WEST MAIN STREET PHONE: 610-683-3290
KUTZTOWN, PA 19530-1606 FAX: 610-683-3537
APPLICATION FOR ZONING PERMIT**

Location of property: _____

Existing use of property: _____

Proposed use of property: _____

Proposed changes: _____ Estimated cost of work \$ _____

Erect or place a building, structure or addition. Type of use: _____

Erect a fence. Type of material: _____ Height of fence: _____

Erect an accessory structure. Type of structure: _____

Erect or place a sign. *NOTE:* Include a separate application for the placement of the sign and two copies of its design.

Two sets of plans and specifications, including plot plan, shall be submitted with this application.

Number of occupants: _____ Number of off-street parking spaces: _____

PA One Call I.D. Number _____ Date _____

	<i>Name</i>	<i>Address</i>	<i>Phone</i>
Leasee			
	Shop Name:		
Property Owner			
	Email:		
Applicant			
	Email:		
Contractor			
		State License#: PA	
	Email:		

*I hereby agree that all proposed work will conform to the applicable ordinances and regulations and the Code of the Borough of Kutztown and the regulations of the Commonwealth of Pennsylvania.

Applicant _____
Print Name
Signature*
Date

**ANY WORK THAT CREATES A NUISANCE IS PROHIBITED AT NIGHT AND ON SUNDAYS
AND/OR HOLIDAYS, EXCEPT UPON WRITTEN AUTHORIZATION ISSUED BY THE
BOROUGH COMMUNITY DEVELOPMENT OFFICE.
NIGHT IS ½ HOUR BEFORE SUNSET AND ½ HOUR AFTER SUNRISE**

DO NOT WRITE BELOW THIS LINE

Application Fee \$ 25.00 Credit Card Date _____ Received _____
 Cash Paid _____ By _____
 Check # _____

Application Complete: Yes No, resubmit as indicated or with the following documentation:

Application for Zoning Permit - **For Office Use Only**

Rev. 06/16

Location _____ PIN _____
 Subdivision/Land Development _____ Lot No. _____
 Zoning District _____ Use Group _____ Type Construction _____
 Existing Use(s) _____ Conforming Non-conforming
 Proposed Use(s) _____
 Submitted Occupancy _____ Calculated Occupancy _____
 Accessory Use(s) _____

	Existing		Proposed
	<u>Required / Proposed</u>		
Yards: Front	_____	_____	Lot Dimensions _____
Side	_____	_____	Encroachment(s) _____
Side	_____	_____	Drainage Plan _____
Rear	_____	_____	Lighting Plan _____
Height: Feet	_____	_____	Flood Hazard Zone _____
Stories	_____	_____	Flood Level _____
Lot Coverage %	_____	_____ s.f.	Lowest Floor _____
Min. Open Space %	_____	_____	Accessibility _____
Max. Paved Area %	_____	_____ s.f.	
Lot Area	_____	_____	<u>Allowed / Proposed</u>
Lot Width	_____	_____	Signage: Type _____
Parking Spaces	_____	_____	Number _____
Loading Space(s)	_____	_____	Size (s.f.) _____

Zoning Hearing Board approval required No Yes/Type _____

<i>COMMENTS</i>			
<i>Item Number</i>	<i>Description</i>	<i>Code Section</i>	<i>Dept. ✓-off</i>

Reviewed for compliance with Chapter 225 "Zoning" of the Code of the Borough of Kutztown and
 Approved Approved as noted Not Approved;
 Appeal Notice Issued Yes No
 By _____ Date _____ Rejection Notice Issued Yes No

THE UNDERSIGNED HEREBY ACKNOWLEDGES AND ACCEPTS THE CONDITIONS OF APPROVAL AS NOTED ABOVE AND ON THE PLAN(S) MARKED "APPROVED AS NOTED."

Signature _____ Date _____

Fees: See § A231-1.20.A.(1) of the Kutztown Code.	Permit/Certificate Fee	\$
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Credit Card
 Cash
 Check # _____

Permit Number _____ Date _____ Received _____
 Paid _____ By _____

**A FINAL INSPECTION IS REQUIRED PRIOR TO USE AND/OR OCCUPANCY.
 A ZONING PERMIT MAY BE APPEALED BY ANY AGGRIEVED PARTY WITHIN THIRTY (30) DAYS OF APPROVAL AND ISSUANCE.**