



BOROUGH OF KUTZTOWN
COMMUNITY DEVELOPMENT OFFICE
324 WEST MAIN STREET **PHONE: 610-683-3290**
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.

Property Owner _____
Print Name Signature* Date

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:

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

Zoning Hearing Board approval required ☐ No ☐ Yes/Type _____

COMMENTS			
Item Number	Description	Code Section	Dept. ✓-off

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

Permit Number _____

☐ Check # _____

Date _____

Received _____

Paid _____

By _____



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Plot Plan Submission

This affidavit must be completed and returned with the plot plan drawing below.

A site and/or plot plan(s) will be drawn to scale showing the location, dimensions and height of proposed buildings, structures, or uses and any existing buildings in relation to property right -of-way, width of right-of-way, easements and sight triangles. If the application relates to property, which is to be scheduled to be developed in subsequent stages, such plans shall show the relationship of the portion scheduled for initial development to the proposed layout of the entire property. A site and or plot plan(s) drawn with approximate dimensions are the sole responsibility of the property owner/applicant who can and will be held accountable for submission of incorrect information relative to plans and dimensions.

Signed: _____
Owner/Applicant

Date: _____

Updated form: October 2020

**Kutztown Borough
Plot Plan**

Property Address: _____

North

Property Owner: _____

Outline the shape of the building lot, show dimensions and locate north point. Outline building to be constructed, designate any other building on the same plot, show dimensions, show set back of front yard, rear yard and side yards, and locate water well, sanitary sewer system and driveways.