

ZONING PERMIT APPLICATION **Instructions for Completion**

In the Borough of Denver, no person shall erect, alter, or convert any structure or building, nor alter the use of any land or structure, until the Zoning Officer issues a Zoning Permit to the person for said change or construction. If any additional impervious surface is being created than you will also need to complete a Stormwater Management Application (one of the following: Exemption Application, Small Project Application, Minor Project Application, or Major Project Application).

The Zoning Permit is a document signed by the Borough of Denver Zoning Officer, that acknowledges such use or building complies with the provisions of the ordinance. A Construction Code Permit is still required prior to beginning construction as determined by the Borough of Denver.

All applications for a Zoning Permit shall include a plot plan showing the location and dimensions of the lot area and the proposed uses of buildings and/or land. The Zoning Officer or the Zoning Hearing Board may require additional information deemed necessary to properly evaluate the application for the purpose of determining its conformity with the Borough's Zoning Ordinance.

Further approvals may be necessary from the Denver Borough Planning Commission, the Denver Borough Engineer, or the Zoning Hearing Board. You will be notified if you must meet with either the Planning Commission, the Borough Engineer, or the Zoning Hearing Board and will be provided with the appropriate application form and directions with your notification letter from the Zoning Officer. If additional approvals are required, a Zoning Permit can not be issued until all conditions of that approval are met.

The Zoning Officer shall issue or refuse an application for a Zoning Permit within fifteen (15) business days after the date such application was made, except as specifically provided for in the Borough's Zoning Ordinance. **Please note, all Zoning Permit fees shall be paid when the Zoning Permit is submitted.** A copy of the Zoning Permit shall be kept conspicuously on the premises. No person shall perform building operations of any kind unless a Zoning Permit is being displayed as required by this Chapter.

After the issuance of a Zoning Permit by the Zoning Officer, no changes of any kind shall be made to the application, permit, plans, specifications, or other documents submitted with the application without the written consent or approval of the Zoning Officer.

Line by Line Instructions for Completion of the Zoning Permit Application

1. Enter the name of the company or individual applying for the Zoning Permit. Include the phone number during business hours.
2. Enter the mailing address of the company or individual applying for the Zoning Permit. Include Zip Code.
3. Enter the name of the individual responsible for obtaining the Zoning Permit who has knowledge of the application. This will be the only person contacted by the Borough.
4. Enter the address and daytime phone number of the contact person shown on line 3.
5. Enter the street address of the property for which this Zoning Permit is requested. If appropriate, include unit number and/or floor number.

6. For new homes, enter the correct Tax Parcel ID # for the property listed on line 5.
7. Enter the name or names of the property owner on the official Lancaster County Tax Parcel listing.
8. Enter whether existing and proposed utilities are public or private. Be sure to include both water and sewer.
9. Enter the name of the current occupant or tenant if the property is non-residential. If the building is presently vacant, enter the name of the last known occupant or tenant. If the land is vacant, indicate "unimproved."
10. Enter the current use of the property. Please indicate all uses that currently apply.
11. Enter the proposed use of the property. Please indicate all uses that are proposed.
12. Enter the type of Zoning Permit requested. If (L), include the name of the new tenant/occupant and the area in square feet to be utilized on the "Detailed description" line below. If (M), indicate whether you are seeking certification of a pre-existing non-conforming use. It is your responsibility to submit evidence of continuous nonconforming use.

**BOROUGH OF DENVER
ZONING PERMIT APPLICATION**

() RESIDENTIAL () COMMERCIAL () INDUSTRIAL () OTHER

1. Applicant: _____ **Phone Number:** _____

2. Applicant Mailing Address: _____

3. Contact Person: _____ **Phone Number:** _____

4. Contact Person's Address: _____

5. Work Site Street Address: _____ **Unit #** ____ **Floor #** ____

6. Tax Parcel ID #: _____ **7. Property Owner of record:** _____

8. Utilities: Existing - Public: Water ____ Sewer ____ Proposed - Public: Water ____ Sewer ____
- Private: Well ____ Septic ____

9. Current or Last Occupant: _____

10. Current or Last Use of Property (Check all that apply):

A) Single Family ____ B) Two-Family ____ C) Multi-Family ____ D) Townhouse/Condo ____
E) Office ____ F) Industrial ____ G) Commercial ____ H) Unimproved Land ____
I) Other ____ Description: _____

11. Proposed Use of Property (Check all that apply):

Note that even if the proposed use is only a change in use, e.g. a bookstore to a restaurant, a Zoning Permit application is still required to be submitted.

A) Single Family ____ B) Two-Family ____ C) Multi-Family ____ D) Townhouse/Condo ____
E) Office ____ F) Industrial ____ G) Commercial ____ H) Unimproved Land ____
I) Other ____ J) No Change ____
Description: _____

12. Type of Zoning Permit Requested:

A) Demolition-Interior ____ B) Demolition-Structure ____ C) Alteration ____ D) Addition ____
E) Fence ____ F) Deck ____ G) Pool ____ H) Signs ____
I) Accessory Building (detached garage, shed, etc.) ____ J) Home Occupation ____
K) New Building ____ L) Change of Tenant/Occupant ____
M) Certification of Use ____

Detailed description of proposed work or use: _____

Applicant Signature: _____ **Date:** _____

Borough of Denver
Lancaster County, PA

Application # _____

ZONING PERMIT APPLICATION
Checklist of Required Submission Items

Date Received

- _____ Zoning Permit Application - completely filled out. _____

- _____ 2 Copies of Proposed Plot Plan - proposed construction drawn to scale showing the following: setback lines; location and dimensions of new structure; measurements from existing structures; front, rear, and side yard setbacks; and the location and size of public water and/or sewer lines from street to structure. _____

- _____ 2 Copies of Conceptual Construction Plans - proposed construction showing: dimensioned floor plans of all existing and proposed floors and building footprint; dimensioned elevations of all existing and proposed front, side and rear elevations (if required by the Zoning Officer. For multi-tenant/multi-floor buildings, consult with the Zoning Officer for required construction detail for any space or floors not yet leased or unoccupied. _____

- _____ If this project has been approved by the Denver Borough Zoning Hearing Board, attach a copy of the Zoning Hearing Board's Decision and Findings of Fact indicating that all conditions of the Decision and Findings of Fact have been met. _____

I certify that I am the owner of the above listed property or that the owner has authorized this application and that the above information is correct. I understand that if any of the above statements are willfully false, I am subject to punishment.

Owner/Applicant Signature: _____

Date: _____

**ZONING PERMIT
BOROUGH OF DENVER**

Tax Parcel ID #: _____ Street Address: _____

Owner of Record: _____ Phone Number: _____

This is to certify that the above premises, together with any building(s) or structures thereon, is used or proposed to be used as or for _____ which is a:

_____ Use permitted by Ordinance.

_____ Use permitted by variance/special exception, Docket # _____ approved on subject to any conditions attached to that approval.

_____ Valid non-conforming use as established by the Zoning Hearing Board, Docket # _____ approved on _____ subject to any conditions attached to that approval.

_____ Valid non-conforming use as determined by the Zoning Officer on the basis of evidence supplied by the applicant on Zoning Application # _____ submitted on _____.

This permit is **conditional** if this box _____ is checked. Evidence of review of this application by the Borough checked on the attached sheet must be subsequently submitted in order for this Zoning Permit to be valid and to obtain a Construction Code Permit. Please note that the Zoning Officer may require additional approvals or information after reviewing the construction permit application. Two (2) copies of the plans accompanying this Zoning Permit application will be stamped as approved and returned to the applicant.

Zoning Officer: _____ Date: _____

Zoning Permit #: _____

THIS IS NOT A CONSTRUCTION CODE PERMIT

Prior to beginning any construction, a construction permit must be obtained as determined by the Construction Official.

THIS ZONING PERMIT IS VALID ONLY FOR THE PURPOSES AND CIRCUMSTANCES STATED IN THE APPLICATION KNOWN AS # _____.

THIS PERMIT EXPIRES WHENEVER ANY OF THE FOLLOWING OCCUR:

- * APPROVALS UPON WHICH THIS PERMIT WAS ISSUED EXPIRE; OR
- * THE CONSTRUCTION CODE PERMIT ISSUED ON THE BASIS OF THE ZONING PERMIT EXPIRES, OR
- * 2 YEARS FROM THE DATE OF ISSUANCE OF THIS ZONING PERMIT.