

Date \_\_\_\_\_

**Eagles Mere Borough**

Permit Number \_\_\_\_\_

Zoning@emborough.org

**Zoning Permit Application**

717-723-0698

**Section A – To be completed by the Owner or Designate.**

Applicant (Owner): \_\_\_\_\_ Phone \_\_\_\_\_

Contact Address: \_\_\_\_\_

Owners Email Address \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone \_\_\_\_\_

Contractors Email Address \_\_\_\_\_

Completed Contractor Registration with the office? (Certificate of Liability and Workers Comp Insurance, Contractor Reg. Number)

Please circle: Yes or No

Address: \_\_\_\_\_

Property Location (EM Address): \_\_\_\_\_

Plot Number (Tax Parcel): \_\_\_\_\_ Acreage \_\_\_\_\_ Zoning District \_\_\_\_\_

**Type of Improvement/ Proposed Use:**

New Building ☐ Deck/Porch ☐ Garage ☐  
Addition ☐ Storage/Shed ☐ Other ☐ Explain \_\_\_\_\_  
Proposed Use \_\_\_\_\_

**Square Footage**

Finished Basement  1st Floor  2nd Floor   
Attic (over 6' 6")  Porches/Decks  Covered Patio

**Total Sq. Footage All Floors (Gross Floor Area)**

**Building Height:**  feet. Maximum of 45' for a dwelling and 25' for an accessory building per Eagles Mere

Ordinance 105-20 (E).

**Sewage Disposal (Note:** During construction contractor shall provide toilet facilities per OSHA 1926.51 (c)(1) Portable toilets shall not be placed more than one week prior to construction starting and should be removed within one week of completion.)

☐ Public Sewer. (Sewer Authority approval required before issuance of permit)  
☐ Private on Lot. (Sewer Enforcement Officer approval required before issuance of permit)

**DriveWay/Right of Way Permit (include if required)**

**State Permit** Yes ☐ No ☐ **Borough Permit** Yes ☐ No ☐

**Required Drawings:** The following drawings must be included with the application. 1. Plot (property) Plan showing proposed improvement (must show property lines and

measurements). 2. Construction Plans, Floor Plans and elevation, with dimensions. See Instructions. **Permits will not be processed without drawings.**

**Signature of Owner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Contractor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Section B – Costs/Fees**

**Fees for Zoning Permits - \$65.00 up to 100 sq.ft. plus \$0.30 per sq.ft. over 100 sq.ft.**

**Cost of Permit**

**Check #**

**Section C – Approval**

**Permit Approved** ☐

**Authorized to seek Building Permit**

**Permit Denied** ☐

**Reason for Denial** \_\_\_\_\_

**Notes:** \_\_\_\_\_  
\_\_\_\_\_

**Zoning Officer** \_\_\_\_\_

**Date** \_\_\_\_\_

## **Section D– To be Completed by the Zoning Officer.**

(Items not pertinent to the application should be marked as “na”).

### **Inspections**

1. **Pre-Construction** - The Zoning Officer must be notified for a preliminary inspection of the “laid out” site, before any site preparation or construction begins. For this inspection: **(a)** The property boundary lines must be clearly indicated with stakes or markers. **(b)** The “foot print” of the new structure must be marked to show the location on the plot and the outside boundaries and measurements of the proposed structure.
2. **Construction Phase** - The zoning officer will visit the site for a second inspection while the project is still in the construction phase to determine that the work is still in compliance with the approved application.
3. **Final Inspection** – At the conclusion of construction, The Zoning officer must be notified for a final inspection to determine that all conditions of the approved application have been met.

#### **1. Does the proposed structure meet the zoning requirements in sections 105-8 thru 105-16 and 105-19?**

	yes	no		yes	no
Use Regulations:	<input type="checkbox"/>	<input type="checkbox"/>	Lot Area and Width:	<input type="checkbox"/>	<input type="checkbox"/>
Yard Regulations:	<input type="checkbox"/>	<input type="checkbox"/>	Steep Slopes:	<input type="checkbox"/>	<input type="checkbox"/>
Parking:	<input type="checkbox"/>	<input type="checkbox"/>	Signs:	<input type="checkbox"/>	<input type="checkbox"/>
Fencing/Landscaping:	<input type="checkbox"/>	<input type="checkbox"/>			

#### **2. Does the proposed structure meet the zoning requirements in section 105-20 General Regulations?**

Projections:	yes	<input type="checkbox"/>	no	<input type="checkbox"/>	Stables:	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
Height Regulations:	yes	<input type="checkbox"/>	no	<input type="checkbox"/>	Building area:	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
Lighting/Signs	yes	<input type="checkbox"/>	no	<input type="checkbox"/>	Prohibited Uses:	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
Requires approval of plans by Council-105-10 B (3) – (Building Usage)	yes	<input type="checkbox"/>	no	<input type="checkbox"/>		yes	<input type="checkbox"/>	no	<input type="checkbox"/>
Accessory residential facility-105-20 J (no living, sleeping, kitchen or full bath)	yes	<input type="checkbox"/>	no	<input type="checkbox"/>		yes	<input type="checkbox"/>	no	<input type="checkbox"/>

#### **3. Does the proposed structure meet the zoning requirements for section 105-18 Non-Conforming Uses?**

If the application involves a nonconforming building or lot, does it comply with sections A, B, and C, D and E in 105-18 Non-conforming uses?      **yes:** ☐      **no:** ☐

### **Inspection dates:**

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Pre-Construction      Construction Phase      Completion

Be sure to notify the permit officer at least 24 hours before all inspections.

Zoning Officer – Malory Matje \_\_\_\_\_ 717-723-0698

Zoning@emborough.org

# Eagles Mere Borough

# Zoning Permit

Display in a visible location until construction is completed.

Address\_\_\_\_\_

Permit Number\_\_\_\_\_

Date Issued\_\_\_\_\_

Zoning Officer Signature\_\_\_\_\_

[Zoning@emborough.org](mailto:Zoning@emborough.org)

Zoning Permits remain valid for one year after the date of issuance, Construction must be completed within 2 years of starting. After that time period a new permit must be obtained.

## Sample Site Plan

