



Warren County Planning & Zoning



Swimming Pool/Hot Tub: Zoning Permit Application

PROJECT LOCATION / PROPERTY OWNER & APPLICANT INFORMATION			
1	Project Location- (street, City, State, Zip)		
	Municipality	Lot Size (acres / ft ²)	Parcel ID #
	<small>PLEASE NOTE: If a project is located either entirely or partially within a SFHA, additional supplemental applications and documents will be required. To determine whether your property is designated as SFHA contact the Warren County Zoning Officer/ Floodplain Administrator or visit https://msc.fema.gov/portal/home</small>		
2	Name of Applicant:		Phone:
	Mailing Address:		City:
	State:	Zip Code:	Email Address:
3	Name of Property Owner(s): <input type="checkbox"/> Same as Applicant		Phone:
	Mailing Address:		City:
	State:	Zip Code:	Email Address:
4	Name of Contractor/Builder:		Phone:
	Email Address:		

PROPOSED PROJECT: TYPE OF WORK	
5	Check the box that best describes the type of work proposed: <input type="checkbox"/> Inground Pool <input type="checkbox"/> Above Ground Pool (Round/Oval) <input type="checkbox"/> Above Ground Pool (Rectangular/ Square/Irregular) <input type="checkbox"/> Hot Tub/Spa <input type="checkbox"/> Seasonal <input type="checkbox"/> Other (if the type is not listed, briefly describe):
	Briefly describe the proposed project and construction details:
	Will the issuance of this permit application resolve an open violation? <input type="checkbox"/> Yes <input type="checkbox"/> No



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PROPOSED SETBACK DISTANCES					
6	Provide the closest distance from the proposed pool or hot tub to the nearest property line or right-of-way (ROW). If attaching a deck, measure the distance from the deck to the nearest property line or right-of-way (ROW). <i>*No portion of any structure, the building foundation or wall, may extend nearer to the property line or ROW than required by the setback depth</i>				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Front Setback (ft):</td> <td style="width: 50%; padding: 5px;">Side (Front*) Setback (ft):</td> </tr> <tr> <td style="padding: 5px;">Rear (Side*) Setback (ft):</td> <td style="padding: 5px;">Side Setback (ft):</td> </tr> </table>	Front Setback (ft):	Side (Front*) Setback (ft):	Rear (Side*) Setback (ft):	Side Setback (ft):
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	Rear (Side*) Setback (ft):	Side Setback (ft):			
<i>Note: A setback requirement is the minimum allowable distance your structure can be from a given property line. Setback requirements vary depending on your zoning district, the type of road your property is on, and other factors. If you are unsure about the required setbacks for your project, please contact the zoning officer for guidance before submitting your application.</i>					
<i>*Corner lot properties have two front yards (one along each street frontage) and two side yards (no rear yard).</i>					

PROPOSED STRUCTURE DETAILS									
7	DIMENSIONS:								
	A. <u>Proposed Pool, Hot Tub or Spa: (without deck):</u>								
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%; text-align: center;">Length</th> <th style="width: 25%; text-align: center;">Width</th> <th style="width: 25%; text-align: center;">Depth</th> <th style="width: 25%; text-align: center;">Total Sqft or diameter</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Length	Width	Depth	Total Sqft or diameter				
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B. <u>Proposed Deck (if applicable):</u>									
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<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Will there be a fence installed? <input type="checkbox"/> YES <input type="checkbox"/> NO</td> <td style="width: 50%; padding: 5px;">APPROXIMATE COST: (including materials & labor)</td> </tr> </table>		Will there be a fence installed? <input type="checkbox"/> YES <input type="checkbox"/> NO	APPROXIMATE COST: (including materials & labor)						
Will there be a fence installed? <input type="checkbox"/> YES <input type="checkbox"/> NO	APPROXIMATE COST: (including materials & labor)								
ALL POOLS CAPABLE OF HOLDING 24" OR MORE OF WATER REQUIRE A BUILDING PERMIT.									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Construction Start Date:</td> <td style="width: 50%; padding: 5px;">Construction Completion Date:</td> </tr> </table>		Construction Start Date:	Construction Completion Date:						
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Understandings & Agreements

8 Acknowledgement of Requirements
 I, the undersigned, hereby authorize Warren County Planning & Zoning to communicate with me and/or my designated representative via electronic mail (email) for all matters relating to this permit application, including but not limited to notifications, requests for additional information, determinations, and final decisions.

Signature:	
Printed Name:	

I do not have an email address and wish to communicate by telephone and/or mail.

I hereby confirm that I have the legal authority to grant this authorization and certify that the information provided in this application, as well as any attached documents, is true and accurate to the best of my knowledge. The applicant understands and agrees that any errors, misstatements, or misrepresentations of material facts, whether intentional or not, may result in the denial of this application.

Additionally, any changes in the location, size, or use of the structure or land after the issuance of this permit, without prior approval from the Zoning Officer or Zoning Hearing Board (ZHB), will be grounds for revocation of this permit.

The applicant agrees to permit the Zoning Officer or an appointed assistant to inspect all structures and land related to this application. Once construction is complete, the applicant agrees to contact the Zoning Officer to schedule the necessary final inspections on-site.

<input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Authorized Representative	
Signature:	
Printed Name:	Date:

Permit #	FOR OFFICE USE ONLY	Date Filed:
Parcel/Tax ID:		Zoning District:
Plot Plan _____ SWM Plan _____ Sewage Permit # _____ issued on ____/____/____		
FEE: \$ _____ <input type="checkbox"/> CASH <input type="checkbox"/> CHECK _____ <input type="checkbox"/> CC _____		DATE REC'D ____/____/____
FLOOD ZONE: _____ <input type="checkbox"/> FLOODWAY FLOOD MAP PANEL # _____ MAP DATE ____/____/____		
<input type="checkbox"/> Requires Variance, Special Exception or Conditional Use <input type="checkbox"/> Approved <input type="checkbox"/> Denied on _____ ZHB Permit #:		
ZONING PERMIT: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED on ____/____/____ by _____		
Notes:		
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Floodplain Development	Violation#: _____ <input type="checkbox"/> N/A



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INFORMATION	
9	APPROVED STORMWATER MANAGEMENT PLAN
	In every municipality, a stormwater management plan (SWM) is required whenever 2,500 square feet or more of impervious surface is proposed. Impervious surfaces are areas that prevent the infiltration of water into the ground and shall include, but not be limited to, roofs, patios, garages, storage sheds, similar structures, gravel & paved driveways, and any new streets or sidewalks. <i>Certain municipalities require the applicant to submit a SWM for all projects, regardless of size. Check with your municipality or zoning officer to determine whether a SWM plan is required.</i>
	SURVEY
	The zoning officer may require a survey map if the submitted plans are insufficient to confirm compliance or when accurate property boundary information cannot be verified.
	PLOT PLAN
	The applicant is required to submit a plot plan of the property showing property lines, existing structures (buildings, driveway, pools, fences), and proposed new structure, additions, or changes. This acts as a bird's-eye map, illustrating the layout and features of a parcel of land to verify everything fits within the legal boundaries. The Zoning Officer can provide an aerial view of the parcel upon request. An example and additional instructions are provided in section 14 of this application.
	FEE
	The applicable zoning permit fee is required to be submitted with the zoning permit application. See section 13 of this application to review the fee schedule. (Fees are subject to change)
	FLOODPLAIN DEVELOPMENT
For development either entirely or partially within a Special Flood Hazard Area, the applicant may need to complete the Supplemental Floodplain Development Permit Application. Projects located in the floodplain may require additional review, documentation, and coordination with qualified professionals, which can increase both project timelines and costs.	
BUILDING PERMIT	
In addition to the Zoning Permit, a Building Permit may also be required for your project. While the zoning permit confirms your project is in compliance with local land-use rules (what you can build, where you can build and how it can be used), the building permit ensures the actual construction meets safety and code standards (how you build it).	
ZONING HEARING BOARD (ZHB)	
Depending on the project, approval from the Zoning Hearing Board may be required before a zoning permit can be issued by the zoning officer. Pursuant to Article VIII Section 808 of the Warren County Zoning Ordinance, the Zoning Hearing Board has several functions, including, but not limited to, making decisions on application requests for Variances and Special Exceptions and Appeals from the determination of the Zoning Officer. A \$450 fee is required to apply to the Zoning Hearing Board.	
10	When is an application considered complete?
	An application is complete when all required documents and fees have been received by the zoning officer. That may include, but is not limited to, a signed and completed zoning permit application, plot plan and/or survey, zoning permit fee, a sewage permit, a SWM plan, and, in some cases, approval from the Zoning Hearing Board.
11	When would a zoning permit application be denied? What can I do?
	Several factors could result in the denial of a zoning permit application, such as non-compliance with the Warren County Zoning Ordinance (i.e, prohibited use, dimensional violations, insufficient services) and incomplete or inaccurate documentation. Pursuant to Section 808 of the Warren County Zoning Ordinance, any person aggrieved by any action or decision of the zoning officer concerning the administration of the provisions of the Warren County Ordinance may appeal to the Zoning Hearing Board. Such an appeal must be filed, in writing, within 30 days after the decision or action of the zoning officer. The completed appeal application and fee must be submitted to the Planning & Zoning Office within that timeframe. There is a \$450 filing fee due at the time the application is submitted. A public hearing would be scheduled within 60 days. Notice of the time and place of the hearing would be given to all parties.
12	WARREN COUNTY ZONING ORDINANCE
	The Warren County Zoning Ordinance can be viewed on the County's website. https://www.warrencountypa.gov/1197/Planning-Zoning



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ZONING PERMIT FEE SCHEDULE

Commercial / Industrial		Residential / Agricultural / Accessory	
0 - 2,000 sqft	\$150	0 - 300 sqft	\$20
2,001 – 5,000 sqft	\$300	301 – 1,000 sqft	\$35
5,001 – 7,500 sqft	\$400	\$1,001 – 2,000 sqft	\$45
7,501 – 10,000 sqft	\$600		

Add \$20.00 for each additional 1,000 square feet square feet

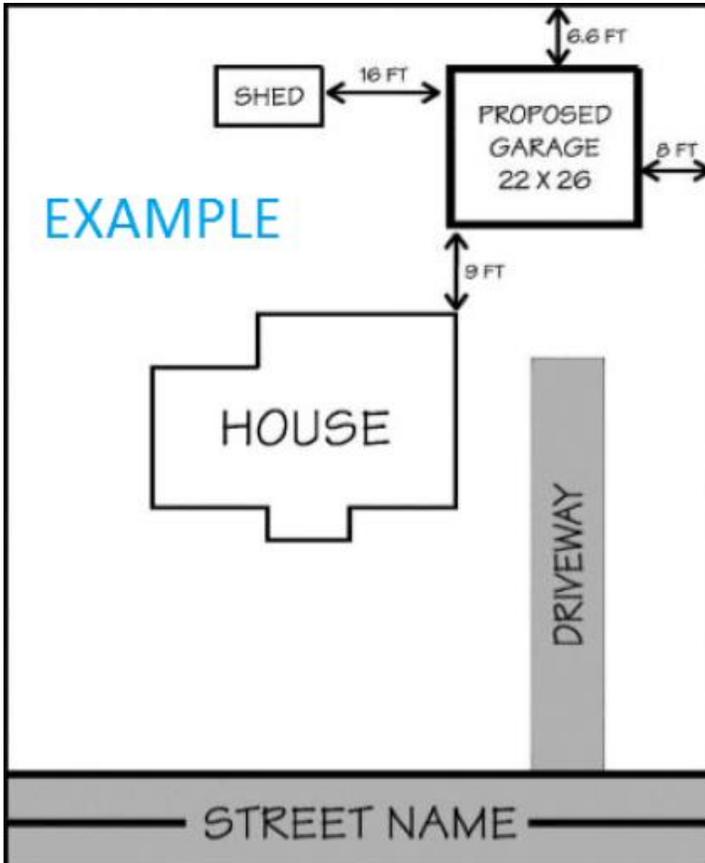
Add \$10.00 for each additional 1,000

Pool Permits: \$20	Signs: \$20 +5.00 ea additional sign/application	Change of Use / Home Occupation: \$20
SITE VISIT : \$25.00		
FLOODPLAIN DEVELOPMENT PERMIT: \$50.00 / subsequent site visits \$25.00/ visit		
Zoning Hearing Board - \$450		Zoning Ordinance Amendment - \$450
Please make checks payable to: Warren County Planning & Zoning RETURN CHECK FEE \$30.00		

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Please note: Zoning Permits will be issued via email; Hard Copies are available upon request.

SAMPLE PLOT PLAN & INSTRUCTIONS



The Plot Plan *MUST* include:

- All current structures located on the property: Home, garage, shed, pools, etc.
- All property lines
- Location & dimensions of ALL proposed structures
- ALL SETBACKS (distances from new structures to the nearest property line or right-of-way)
- All Street/Road Names / Locations
- All Streams, Rivers, Drainage Ditches, etc.
- All rights-of-way or easements
- All locations of on-lot septic systems or municipal sewer connections

****The plot plan does not have to be to scale.**