



Warren County Planning & Zoning

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):		Phone
	<input type="checkbox"/> Same as Applicant 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"/> Single-Family Dwelling <input type="checkbox"/> Two-Family Dwelling <input type="checkbox"/> Multi-family Dwelling <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Camp/Cabin <input type="checkbox"/> Commercial Structure <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Addition to Accessory Structure <input type="checkbox"/> Relocate/Move Existing Structure <input type="checkbox"/> Addition Residential Structure <input type="checkbox"/> Addition to Commercial Structure <input type="checkbox"/> Change of Use* (<i>must provide detailed description of intended use in Section 8</i>) <input type="checkbox"/> Other (if the type of work is not listed, briefly describe):
	Will the issuance of this permit application resolve an open violation? <input type="checkbox"/> Yes <input type="checkbox"/> No Violation# _____

PROPOSED SETBACK DISTANCES

6	Provide the closest distance from the proposed structure or addition 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>	
	Front Setback (ft):	Side (Front*) Setback (ft):
	Rear (Side*) Setback (ft):	Side Setback (ft):
<small>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. *Corner lot properties have two front yards (one along each street frontage) and two side yards (no rear yard)</small>		



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STRUCTURE DIMENSIONS / CHARACTERISTICS			
7	<p>A. Proposed Structure (New, Relocated, Addition, Enclosure):</p> <p style="text-align: center;">Length: <input style="width: 50px;" type="text"/> Width: <input style="width: 50px;" type="text"/> Height: <input style="width: 50px;" type="text"/> Total Sqft: <input style="width: 100px;" type="text"/></p>		
	<p>B. Existing Structure: <i>PRIOR</i> to addition, relocation, enclosure (if applicable):</p> <p style="text-align: center;">Length: <input style="width: 50px;" type="text"/> Width: <input style="width: 50px;" type="text"/> Height: <input style="width: 50px;" type="text"/> Total Sqft: <input style="width: 100px;" type="text"/></p>		
	<p>C. Completed Structure (the final dimensions of the structure <i>AFTER</i> completion/relocation):</p> <p style="text-align: center;">Length: <input style="width: 50px;" type="text"/> Width: <input style="width: 50px;" type="text"/> Height: <input style="width: 50px;" type="text"/> Total Sqft: <input style="width: 100px;" type="text"/></p>		
	<p>IMPORTANT: A separate application is required for each proposed structure (i.e., a new addition and new shed = two applications)</p>		
	<p>A sewage permit may be required for some projects- please select the option that applies to the project location parcel:</p> <p><input type="checkbox"/> The parcel is currently connected or has the availability to be connected to a Municipal Sewage System.</p> <p><input type="checkbox"/> The parcel has an on-lot septic system or outhouse.</p> <p><input type="checkbox"/> No Septic System & cannot connect to municipal sewage</p> <p><i>** Attach copies of authorization documentation and approvals, i.e., Municipal sewage, On-Lot Septic Permits, etc.</i></p>		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 2px;">Number of Stories (<i>exclude basement</i>):</td> <td style="padding: 2px;">Is the parcel enrolled in Clean & Green? <input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> Unknown</td> </tr> </table>	Number of Stories (<i>exclude basement</i>):	Is the parcel enrolled in Clean & Green? <input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> Unknown
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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Current Use of structure:</td> <td style="padding: 2px;">Intended Use of Structure:</td> </tr> </table>	Current Use of structure:	Intended Use of Structure:
	Current Use of structure:	Intended Use of Structure:	
	List all current structures and their uses in the space below:		
<p>Character of Construction (check all that apply):</p> <p><input type="checkbox"/> Wood / Frame <input type="checkbox"/> Vinyl / Siding <input type="checkbox"/> Masonry (brick, stone, concrete block) <input type="checkbox"/> Steel/Metal Frame <input type="checkbox"/> Concrete <input type="checkbox"/> Mixed / Other</p>			
Bathrooms Proposed: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, how many? _____	Approximate Cost: (including materials & labor)		
Construction Start Date:	Construction Completion Date:		

8	PROJECT DESCRIPTION
	<p style="text-align: center;">Provide an explanation of the proposed project & a description of how the structure will be used. <i>*If applying for a Change of Use, provide a detailed description of the current use and intended use.</i></p>



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Understandings & Agreements

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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	
10	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 12 of this application.
	FEE
	The applicable zoning permit fee is required to be submitted with the zoning permit application. See section 11 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.	
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.	
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.	
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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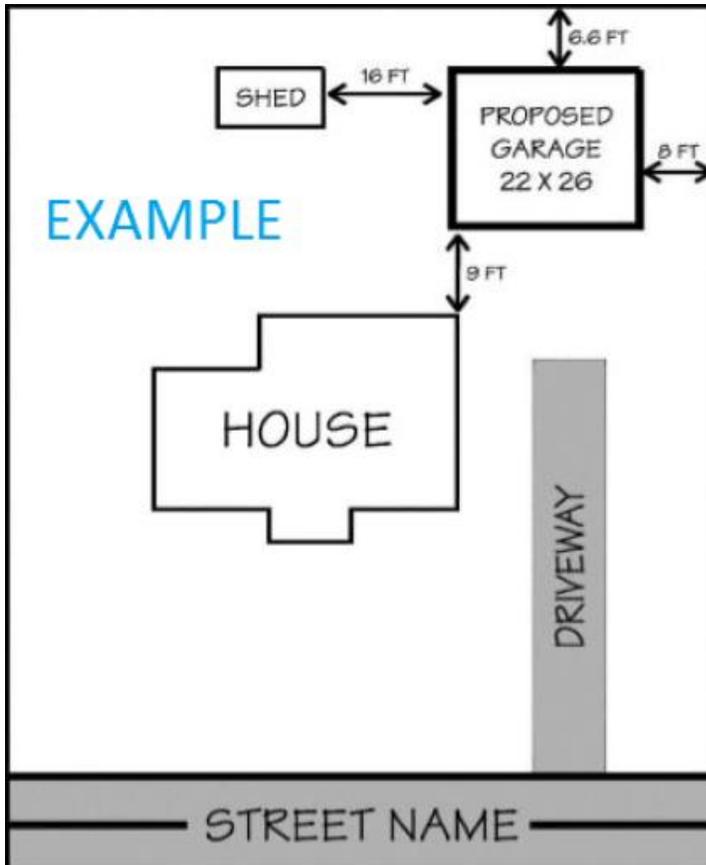
ZONING PERMIT FEE SCHEDULE

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 square feet	
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			

Please note: Zoning Permits will be issued electronically via email; hard copies are available upon request.

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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.**