

# ZONING PERMIT APPLICATION

**Lehigh Township**, Wayne County, Pennsylvania

Print or type (See attached Instructions)

App. No. \_\_\_\_\_

## Property Owner Information

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_  
Note: If applicant is not the property owner,  
written permission from owner(s) is required.

## Contractor Information

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

## Property Information

TAX PARCEL (PIN) NO. \_\_\_\_\_ CONTROL NO. \_\_\_\_\_  
PROPERTY SIZE (AC/SF): \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_  
PROPERTY LOCATION: (Development Name, Street Name, Lot No. - If not within a Major Subdivision, give distance and direction from nearest intersecting roads.): \_\_\_\_\_  
EXISTING USE (i.e. Residential Home, Undeveloped Residential lot, Commercial building etc.) \_\_\_\_\_  
PROPOSED PROJECT DESCRIPTION: (House, Addition, Garage, Shed, Deck, Commercial Building etc.) \_\_\_\_\_  
Total Project Cost: \$ \_\_\_\_\_  
WETLAND: \_\_\_ YES \_\_\_ NO FLOOD ZONE: \_\_\_ YES \_\_\_ NO

## Infrastructure Data

Proposed Building Height: \_\_\_\_\_ Building Dimension: \_\_\_\_\_ x \_\_\_\_\_ No. of Bedrooms: \_\_\_\_\_  
SIGN Type: \_\_\_\_\_ Sign area sq. ft.: \_\_\_\_\_ Sign height: \_\_\_\_\_ (feet)  
SEWAGE DISPOSAL: ( ) On-lot ( ) Community System  
Sewage System Permit No. \_\_\_\_\_ Date Issued \_\_\_\_\_  
WATER SUPPLY: ( ) Individual Well, Date Issued \_\_\_\_\_ ( ) Community System  
ROAD ACCESS: ( ) Private Road ( ) Municipal Road (Permit No.) \_\_\_\_\_ ( ) State Road (Permit No.) \_\_\_\_\_  
(Note: Township and/or State Road permits are required prior to Zoning Permit Approval.)

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

App. No. \_\_\_\_\_

**Site Plan**

Attach three (3) copies of a site plan drawn to scale showing property lines, existing/proposed buildings, access drives, parking, water supply, sewage disposal, accessory buildings/uses (sheds, pools, decks etc.), and any other documentation needed to show compliance with the Zoning Ordinance. Indicate the distance of the Principal and Accessory buildings from the nearest property lines (front, sides and rear). See the "Site Plan Requirements" sheet for more information needed.

*Note: Lehigh Township assumes no liability for Zoning Permits issued based on the Site Plan provided, incorrectly marked lot lines or property corners that were used in determining Permit approval. The Zoning Officer reserves the right to require a property to be surveyed before and/or after a Permit is issued to ascertain compliance with the Zoning Ordinance regulations.*

**RETURN COMPLETED APPLICATION AND ALL SUPPORTING DOCUMENTATION TO:**

Lehigh Township  
32 Second St.  
P.O. Box 651  
Gouldsboro, Pa. 18424

Cell - 570-236-0020  
Phone: 570-842-6262  
Fax: 570-842-7042

*James Borger*

**Applicant/Owner Certification**

I (We) hereby represent that the information provided herein and on the plans and documents submitted herewith are true and correct and request that a Zoning Use Permit be issued in reliance thereon. Further, I (We) agree to comply with the Lehigh Township Zoning Ordinance, as amended. Signing of this application authorizes the Township Zoning Officer to perform all inspections required to ensure compliance with the Lehigh Township Zoning Ordinance.

Applicant(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: If the applicant is not the owner, written permission from the Owner(s) is required.*

**Zoning Officer Use Only**

Date Initial Application Received: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Check/Cash: \_\_\_\_\_

( ) Application Complete ( ) Application Incomplete; Reason(s) \_\_\_\_\_

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Date Missing or Corrected Information Received: \_\_\_\_\_

( ) Permit Issued

( ) Permit Denied; Reason(s): \_\_\_\_\_

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Zoning Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Zoning Permits-** Zoning Permits are required prior to construction of the following (but not limited to): buildings, additions, alterations to existing structures affecting the footprint of the building or usage of the space, fences, retaining walls, garages, swimming pools (above and in-ground), storage sheds, decks, patio rooms, porches, signs etc. Initially, Zoning applications are reviewed for completeness. (If your application does not have all the required documentation, it may delay the processing of your application until the required information is received.) Then a pre-site inspection is completed verifying that the proposed structure/use is in compliance with township ordinances. If a UCC permit is required for this application, it must be obtained before the Zoning Permit can be issued. NO work can begin until a Zoning Permit is issued.

**Zoning Applications-** Can be picked up at the Township Office during regular business hours on Thursday's from 8:00am till 12:00noon or call during office hours at 570-842-6262 and an application will be mailed to you.

**UCC-** In addition to all of the Zoning requirements and inspections, State Building Codes applications and inspections are also required. These regulations and inspections are not serviced by the Zoning Office but through an employee of B.I.U Inspection Agency, which has been subcontracted by Lehigh Township to implement the new Code. UCC application packets can be obtained at the Township Office during regular business hours on Thursday's from 8:00am till 12:00noon or by calling the B.I.U. office at 570-344-9681.

### *Instructions for completing the Zoning Application*

1- **Print or Type all information-** Complete all items in each section applicable for the proposed structure. Include the application fee, a plot plan showing the exact location of all proposed and existing structures, and other required information. (Failure to provide the needed information may delay the issuance of the Zoning Permit).

2- **The Zoning Application** must be signed by the Owner or authorized agent. The Zoning Application is the initial step in the permitting process. The actual Zoning Permit will not be approved until all other applicable permits (i.e. Sewage/Well, Driveway, UCC etc.) have been obtained. The application process forms the basis for determining if any associated permits are required. The Zoning Permit Fees are listed in the latest Lehigh Township Fee Schedule and are non-refundable. Zoning Applications can be obtained at the Lehigh Township Municipal Building or by calling the Township Office at 570-842-6262.

**Certificate of Occupancy-** Upon completion of the structure and prior to occupancy or use, a final inspection is required verifying that the work was completed as per the approved Zoning Permit. If the final inspection is approved, a Certificate of Occupancy will be issued.

**Lehigh Township**  
**P. O. Box 651**  
**Gouldsboro, Pa. 18424**

**SITE PLAN REQUIREMENTS FOR ZONING PERMIT**

**When constructing a single family dwelling, include:**

- Property dimensions (lot size in acres or square feet)
- Dimensions (including building height) and location of proposed building
- Location of all existing streets, drives, and other access ways
- Distance of proposed building from property lines and street
- Location of any existing bodies of water or water courses and floodplain areas
- Copy of Septic and Well Permits
- Site Plan (with North arrow) must be drawn to scale (Sample Scale size: 1"= 30')

**When constructing an addition, porch, deck, shed, etc., include:**

- Property dimensions (lot size in acres or square feet)
- Dimensions and locations of all existing building(s)
- Dimensions and location of all proposed buildings and/or structures
- Elevation of building/structure above grade level
- Distance of proposed work from property lines, street(s) and existing building(s)

**When applying for a change of use or new use permit, include:**

- Description of proposed use(s)
- Description of existing use (if available)
- Floor plan of area designating square footage of proposed use(s)
- Number of employees (if applicable)
- Number of seats (when applicable)
- Number and location of parking spaces.
- If use is temporary, length of time the use will take place

**When applying for a sign permit, include:**

- Type of sign (ground wall, projecting, roof, temporary, directional etc.)
- Dimensions of sign
- Location of sign on property
- Sketch of sign with exact lettering, logos, colors
- Existing signs for the applicant business on the property
- If sign is temporary, length of time the sign will be erected
- Lighting of sign, if any

\*\*\*For assistance, see attached Sample Site Plan\*\*\*

**Lehigh Township**  
**Wayne County, Pa.**

**Certificate of Occupancy/Use**

**Zoning Permit No.** \_\_\_\_\_

*This Certificate of Occupancy is based on the information provided with the Zoning Permit application, as well as site inspections verifying that the information described below is in compliance with the requirements of the Lehigh Township Zoning Ordinance. The Structure is to be used and occupied in conformance with all provisions of the Zoning Ordinance. It shall be unlawful to use and/or occupy a structure, building and/or land or portions thereof until such certificate has been issued.*

\_\_\_\_\_  
(Property Owners Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Phone No.)

Property Location: (i.e. Development Name, Street Name, Lot No.)  
\_\_\_\_\_  
\_\_\_\_\_

Site Project: (i.e. House addition, Garage addition, Shed, Deck, Commercial Building)  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*Send the completed form to: **Lehigh Township**  
**Zoning Administrator**  
**32 Second St.**  
**P.O. Box 651**  
**Gouldsboro, Pa. 18424**

**Do not write below this line**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ (If Denied, reason for denial) \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_  
(Zoning Officer)

Date: \_\_\_\_\_

# Sample Plot Plan For Standard Lot

STREET NAME & NUMBER.

