

Citizen Information
On a
BUILDING/ZONING PERMIT
WITHIN
CONWAY BOROUGH

1. A zoning permit is required before you place, erect, or construct any building or structure. A PA UCC building permit is required before any interior or exterior structural changes, additions to or changes in the exterior dimensions of a building, relocation or reconstruction of a building; for example, add a family room, or install a swimming pool. A Razing Permit is necessary to raze a structure.
2. No permit is required for normal maintenance such as painting a house, installing aluminum siding, or replacing roofing. No permit is required for alterations to a building or structure that do not change the exterior dimensions of a building such as replacing windows.
3. Other Permits which may also be needed:
 - a. Pennsylvania Labor and Industry Approval.
 - b. Erosion Control Permit, County Soil Conservation District or Pennsylvania Department of Environmental Resources.
 - c. Subdivision Approval from Borough and County.
 - d. Borough Municipal Authority Approval or a Permit for an on-site sewage disposal system (see the Borough Sewage Enforcement Officer.)
 - e. Pennsylvania Department of Transportation Highway Occupancy Permit.
 - f. PA-DCA, Act 222 approval of energy conservation.
4. The Application for a Building/Zoning Permit shall be filed at the Borough Office by the Applicant. No application shall be officially received unless application is completed in full, is signed, all required attachments have been provided, and fees are paid.
5. Prior to the granting of a Building/Zoning Permit, the Borough will process your application as follows:
 - a. Application will be forwarded to the Zoning Officer for review to determine if Application is complete. If Application is not complete, it will be returned to the Applicant. If Application is complete, it will be declared officially received by the Borough.
 - b. An officially received Application is then reviewed by the Zoning Officer for compliance with the Zoning Ordinance.
 - c. Application may also be forwarded to the following agencies for technical review:
 - 1) Sewage Enforcement Officer.
 - 2) Borough Engineer
 - 3) Borough Planning Commission.
6. If approved, a copy of the Building/Zoning Permit is given to the Applicant and must be publicly displayed at the site.
 - a. A copy of the Building/Zoning Permit is kept on file in the Borough Office.

7. Denial of a Zoning Permit shall include a written statement of reason.
8. A Zoning Permit expires upon completion of authorized work or within one (1) year whichever occurs first. Permits can be issued for more than one (1) year if good reason is given. Further, if the authorized work is not started in 180 days, the permit shall expire.

CONWAY BOROUGH
APPLICATION FOR ZONING PERMIT

Office Use Only
Application No. _____
Date of Application _____

NOTE: NO APPLICATION SHALL BE OFFICIALLY RECEIVED UNLESS APPLICATION IS COMPLETED IN FULL, IS SIGNED, ALL REQUIRED ATTACHMENTS HAVE BEEN PROVIDED, AND FEES ARE PAID.

TO BE COMPLETED BY APPLICANT:

1. Owner of Premises _____
2. Owner's authorized agent _____
3a. Address of Owner _____ 3b. Address of Agent _____

Telephone _____ Telephone _____

4. If owner of property, furnish County Deed Book reference evidencing ownership.
Deed Book _____, Page _____, and copy of deed.
5. If applicant is not the owner, but has a proprietary interest in premises, attach photocopy of instrument evidencing such interest and indicate below the nature and character of such interest:

6. Location/Address of premises: _____

7. If premises is a lot in a recorded subdivision, state the following:
Name of Subdivision: _____
Number of your lot: _____
Said subdivision is filed of record in County-Plan Book No. _____ page _____.

8. County Tax Parcel Number (s) of subject real estate:
_____ Verified by _____
Zoning Officer

9. The Zoning classification of premises is:
_____ Verified by _____
Zoning Officer

10. Is the subject real estate wholly or partially within a Federally designated Flood Plain?
Yes ___ No ___ Verified by _____
Zoning Officer

11. Pursuant to the provisions, conditions and limitations of the Zoning Ordinance of the Borough of Conway, as amended, application is herewith made to construct upon the above described real estate the following:

12. Specify intended use of proposed construction: _____

Contractor _____

Contractor's Address _____

Contractor's Telephone _____

13. Attached are three (3) copies of a Site Plan, drawn to scale and showing:

- a. Key Location Map.
- b. Graphic scale, North arrow, closest intersecting public road.
- c. Exact dimensions and total acreage of lot(s) or parcel(s). Note: Applicant may be required to furnish a survey of the lot(s) or parcel(s) if accurate information is not readily available.
- d. Existing Zoning of lot(s) and parcel(s) plus zoning of all abutting properties.
- e. Exact location and exterior dimensions of all existing and proposed buildings and/or structures.
- f. Exact location and area of all existing and proposed water courses, drainage ways, rights-of-ways, and easements.
- g. Exact location of existing and proposed driveway(s), road(s), and street(s) within, adjacent, and opposite the lot or parcel.
- h. Exact location of existing and proposed off-street parking, loading, and pedestrian movement facilities.
- i. Exact location of existing and proposed visual screening.
- j. Exact location of existing and proposed building line(s) and all dimensions for front, side, and rear yards for all principal and accessory uses.

14. Attached are three (3) copies of a building plan, drawn to scale and showing:

- a. Exact exterior dimensions (width, depth, height).
- b. If within a Flood Plain, the elevation above sea level of the lowest floor.
- c. Type of construction to include foundation, interior and exterior walls, roof, electrical, plumbing, and heating.
- d. Number and use of rooms.
- e. Square footage of interior floor areas.
- f. Approval from Pennsylvania Labor and Industry.

15. Estimated Value of Proposed Construction \$ _____

Note: Estimated value of proposed construction shall be determined as per the following:

- a. For a new construction of a building, structure, or addition to a building or structure the total value of materials and labor. If construction is to be done by any person other than Owner, attach copy of executed construction contract. If work to be completed by Owner, include value of one's own labor.
- b. For remodeling or rehabilitation of a building or structure the total value of materials and labor involved in the alteration or reconstruction, i.e., roof changes-not roofing, exterior new porch, not window sash replacement. If construction is to be done by any person other than Owner, attach copy of executed construction copy. If work to be completed by Owner, include value of one's own labor.

Applicant hereby certifies that the statements made herein and the representations contained in all accompanying matter made part of this Application are true and correct.

Dated this _____ day of _____, 20_____.

Applicant

If applicant is agent of owner, attach power of attorney evidencing authority to act on behalf of owner.

SEAL

Name of Corporation

By _____
Title of Officer

Secretary

When applicable, payment of the following fees must accompany this application.

1. Building Permit Fee, \$ _____
2. Occupancy Permit Fee, \$ _____
3. Sign Permit Fee, \$ _____
4. Street Opening Fee, \$ _____ and \$250 Bond _____
5. Water Meter Installation Fee, \$ _____
6. Water Tap Fee, \$ _____
7. Sewer Tap Fee, \$ _____
8. Other Fees, \$ _____

The above fees, the total amount of \$ _____, were paid this _____ day
of _____, 20____, for which Receipt No. _____ was issued.

ZONING OFFICER

Approval of Zoning Permit Application

And now this _____ day of _____, 20____, the within application is approved subject to the following special conditions which are, hereby made part of the Zoning Permit No. _____ concurrently issued herewith:

Zoning Officer

Disapproval of Zoning Permit Application

And now, this _____ day of _____, 20____, the within application is disapproved as not conforming to the provisions of the Zoning Ordinance in the following particulars:

Zoning Officer

Note: Applicant may seek relief from the adverse determination of the Zoning Officer by filing application (appeal) therefrom within thirty days after notice thereof. Such applications shall be made to the Zoning Hearing Board.

PLANNING COMMISSION

NOTE: PLANNING COMMISSION APPROVAL IS REQUIRED FOR ALL STRUCTURES EXCLUSIVE OF SINGLE-FAMILY DETACHED DWELLINGS AND ASSOCIATED ACCESSORY USE(S) STRUCTURES AND RESIDENTIAL ACCESSORY STRUCTURES.

And now, this _____ day of _____, 20_____, the within application is approved subject to the following special conditions which shall be made part of the Zoning Permit to be issued by the Zoning Officer.

Attest:

PLANNING COMMISSION

Secretary

By _____
Chairman

DISAPPROVAL

And now, this _____ day of _____, 20_____, the within application is disapproved for the following reasons:

Attest:

PLANNING COMMISSION

Secretary

By _____
Chairman