

# Borough of New Cumberland, PA

## **Zoning Permit Application**

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*Section 1 - This section to be completed in ink, by both applicant and property owner, if different, please print*

Property Owner name and date \_\_\_\_\_ / \_\_\_\_\_

Property Location \_\_\_\_\_

Fully describe "all" present uses of the property:  
\_\_\_\_\_  
\_\_\_\_\_

(Use additional sheet(s) as required)

Fully Describe Proposed Uses / Modifications of property:  
\_\_\_\_\_  
\_\_\_\_\_

(Use additional sheet(s) as required)

### **Zoning Permit requested for the following reason(s):**

*NOTE: No faxed documents will be accepted due to uncertain print quality.*

#### **A. Property improvement not in scope of U.C.C. Building Permit requirements:**

*Additional submittals required:*

- 1. (1 ea.) copy of any required PA Highway Occupancy Permit:
- 2. (1 ea.) copy of detailed plot plan showing existing and planned improvements;(Example attached)
- 3. (1 ea.) set of simplified structure plans delineating applicable zoning criteria: (size; height; etc)
- 4. A separate, non-refundable application review fee of \$25.00.

#### **B. U. C. C. scope Building Permit Activity:**

*Additional submittals required:*

- 1. (1 ea.) copy of any required PA Highway Occupancy Permit:
- 2. (1 ea.) copy of detailed plot plan showing existing and planned improvements;
- 3. (1 ea.) set of simplified building plans delineating applicable zoning criteria:
- 4. A separate, non-refundable application review fee of \$50.00 for new principal building / structure; and / or a separate, non-refundable \$25.00 fee for all other Building Permit scope construction:

#### **C. Select Planning Commission Plan Review: (Residential Conversion; Parking Plan; Sketch Plan; etc)**

*Additional submittals required:*

- 1. (8 ea.) copies of the following: (a) detailed plot plan, including off-street parking space dimensions: (b) dimensioned interior floor plans of structure, as applicable: (c) text description of project:
- 2. A separate, non-refundable application review fee of \$100.00.

Applicant Signature \_\_\_\_\_ / date / \_\_\_\_\_ / Ph. #/ \_\_\_\_\_

Applicant Address \_\_\_\_\_

Owner Signature (if different) and date \_\_\_\_\_ / \_\_\_\_\_

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(Borough use only) Zone \_\_\_\_\_ Planning Commission Action Date \_\_\_\_\_

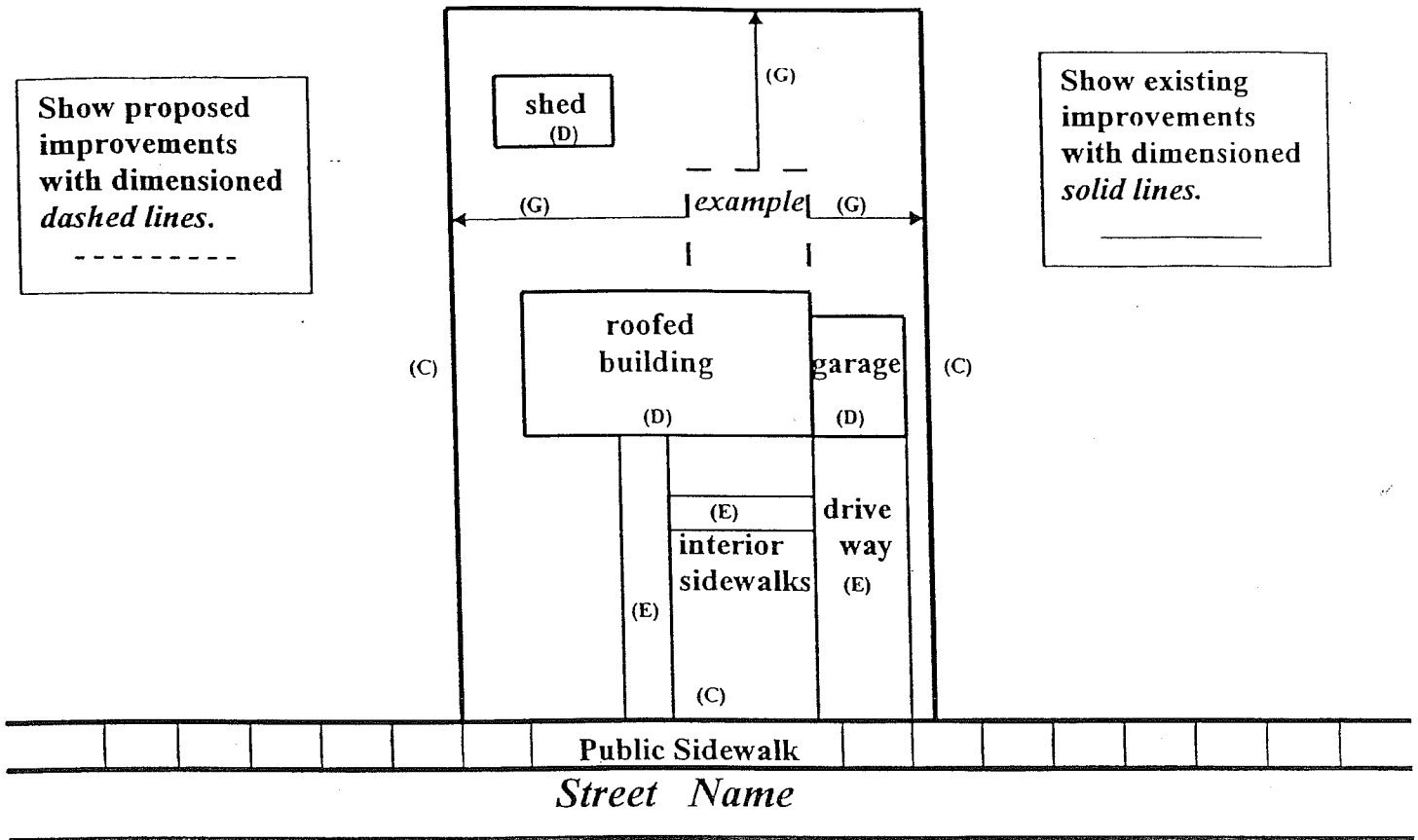
Permit ( ) Approved Permit Number # ZP- \_\_\_\_\_ Parcel # \_\_\_\_\_

Permit ( ) Denied due to: \_\_\_\_\_  
\_\_\_\_\_

Borough Representative and date \_\_\_\_\_ / \_\_\_\_\_

## Typical Plot Plan

(C)



**Plot plans must be drawn neatly, in ink, on paper no smaller than 8.5" x 11.5", and no larger than 11" x 17" and include the following information:**

(A) For "SIGNS", show only the lot shape; building location; sign location and dimensions from property lines; and include a separate sketch showing sign shape, dimensions, and applicable characteristics (lighting; height from ground; construction materials; lettering; etc.).

(B) For "FENCES", show only the lot shape, location of buildings and location and description of fence materials to be installed. (NOTE: fences may be placed "up to" the respective property lines.)

For all improvements, except SIGNS and FENCES, show:

(C) Lot shape and dimensions, noting all streets and alleys. NOTE: If the property is a corner lot, show the street(s)/sidewalk(s) adjacent to the side and rear property line(s), as applicable.

(D) Existing locations, and dimensions of all roofed building areas, as applicable, such as house; garage; carport; sheds; roofed decks; roofed porches and stoops; roofed patios; etc. NOTE: The dimensions applicable are the ROOF DIMENSIONS, INCLUDING THE OVERHANG "footprint" seen looking downward from the sky, and not the horizontal wall dimensions.

(E) Existing locations and dimensions of all interior paved/bricked/concrete/stepping stone and blocked areas, such as interior sidewalks, driveways, stepping stone walkways, unroofed decks and patios.

(F) Front building setback, side setbacks, and rear setback dimensions to the proposed structure(s) or proposed paved coverage, which includes any roof overhang, if applicable.

(G) "Proposed improvement" location, as shown by dashed lines, dimensions, and applicable front, side, and rear setback dimensions, as applicable.