

## **DUBLIN BOROUGH**

119 Maple Avenue

Dublin, PA 18917

[www.dublinborough.org](http://www.dublinborough.org)

# **ZONING PERMIT PROCEDURES**

**PERMITS REQUIRED:** It shall be unlawful to erect, construct, reconstruct, enlarge, alter, move, demolish, use, occupy or change in use, any building, structure or sign, in the Borough of Dublin, until a Zoning, Building Permit and a Use and Occupancy Permit has been obtained.

**ZONING PROCEDURE:** Complete all applicable permit applications and submit one (1) copy of a “site plan”. Upon submission, \$125.00 must be included with the application.

### **SITE PLAN REQUIREMENTS:**

- Location and dimensions of all existing structures and proposed improvements.
- The setback distances for front, rear and side yards (how far are structures from these property lines)
- Driveway location(s) and dimensions.
- Total existing and proposed Impervious Surface Ratio, which is the percentage of the property covered by buildings, driveways, etc...that will not absorb rain.

**FENCES AND SIGNS:** If applying for a sign or fence permit, you must also complete the supplement application and submit that along with the zoning permit application.



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### OFFICIAL USE ONLY

Date Rec. \_\_\_\_\_

App Fee Paid: \_\_\_\_\_

Check #: \_\_\_\_\_

Receipt #: \_\_\_\_\_

## ZONING PERMIT APPLICATION

Permit #: \_\_\_\_\_

### Site/Contact Information

Site Address: _____ TMP# _____			Primary Contact Person (check one)
Property Owner	Name _____		
	Address _____		
	Phone _____	Email _____	
Applicant	Name _____		<input type="checkbox"/>
	Address _____		
	Phone _____	Email _____	
Contractor	Name _____ PA Contractor's # _____		<input type="checkbox"/>
	Address _____		
	Phone _____	Email _____	

### Project Type

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> New Construction   | <input type="checkbox"/> New Business         | <input type="checkbox"/> Fence                       |
| <input type="checkbox"/> Sign: <input type="checkbox"/> Permanent OR <input type="checkbox"/> Temporary | <input type="checkbox"/> Driveway Enlargement | <input type="checkbox"/> Pool / Hot Tub              |
| <input type="checkbox"/> Addition/Attached Garage   | <input type="checkbox"/> Uncovered Deck/Patio | <input type="checkbox"/> Construction Trailer        |
| <input type="checkbox"/> Shed/Detached Garage   | <input type="checkbox"/> Covered Deck/Patio   | <input type="checkbox"/> Temp. Storage Unit/Dumpster |
| <input type="checkbox"/> Alternative Energy (Solar, Wind, Outdoor Furnace)                              | <input type="checkbox"/> Sidewalk/Walkway     | <input type="checkbox"/> Temp. Sales Event           |
| <input type="checkbox"/> Wireless Communication Facilities  | <input type="checkbox"/> Other: _____         |  |

### Project Details

Total Cost of Improvements: \$ \_\_\_\_\_ | ☐ Residential or ☐ Commercial

Square Footage of Proposed Improvement: \_\_\_\_\_ s/f | Height of Proposed Structure \_\_\_\_\_ ft

Brief Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Check the line below indicating that the following has been submitted:

- ☐ One (1) copy of site plan
- ☐ One (1) copy of specs for sign, structure, pool, fence, etc.

By signing this application, the applicant is certifying that he/she is empowered by the owner of the property to make an application on his/her behalf. I/we grant permission to any municipal representative of Dublin Borough to access the above property as stated within this application at any time, without an administrative warrant, to inspect and verify that any proposed use and/or structure contained within this application and/or that exists on the above property complies with all Dublin Borough Ordinances.

Print Name of Applicant: \_\_\_\_\_

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

Signature of Applicant: \_\_\_\_\_

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

**APPLICATION MUST BE COMPLETED IN FULL TO BE ACCEPTED / REVIEWED BY THE BOROUGH**



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### SIGN SUPPLEMENT

Permit # \_\_\_\_\_

#### Sign Design Information

Purpose of Sign: \_\_\_\_\_

Business Trade Name: \_\_\_\_\_

Size of Sign: Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

Cost of Sign Installed: \$ \_\_\_\_\_

Signs are regulated under Chapter 19 of the Borough's Code of Ordinances

<b>SIGN DESIGN INFORMATION</b> (Check all that apply)	Illuminated	<input type="checkbox"/>	Neon	<input type="checkbox"/>
	Roof	<input type="checkbox"/>	Advertising	<input type="checkbox"/>
	Trade Name	<input type="checkbox"/>	Free Standing	<input type="checkbox"/>
	Wall	<input type="checkbox"/>	Landscape	<input type="checkbox"/>
	Directory	<input type="checkbox"/>	Temporary	<input type="checkbox"/>
<b>SIGN MATERIAL:</b>	Plastic	<input type="checkbox"/>	Wood	<input type="checkbox"/>
	Metal	<input type="checkbox"/>	Glass	<input type="checkbox"/>
	Masonry	<input type="checkbox"/>	Stone	<input type="checkbox"/>
	Brick	<input type="checkbox"/>	Other:	<input type="checkbox"/>

#### PLOT PLAN REQUIRED:

1. One (1) copy of scaled sign drawing with all dimensions and all supporting structures shown.
2. All drawings MUST be accompanied with a plot plan showing where the placement of the proposed sign and all set backs from street, sidewalks, and bordering properties.

By signing this form, the applicant is certifying that he/she is empowered by the owner of the subject property to make application on his/her behalf. The applicant also gives Dublin Borough permission to access the property for all necessary inspections.

Print Name of Applicant: \_\_\_\_\_

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

Signature of Applicant: \_\_\_\_\_

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

**DUBLIN BOROUGH**

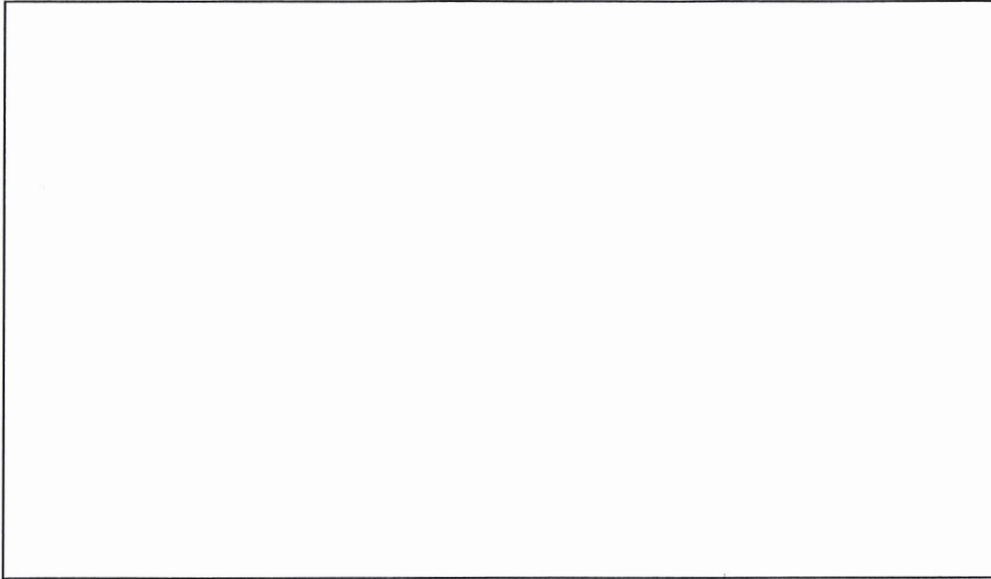
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(Show location of SIGN and set backs and **ANY** existing and proposed improvements **INCLUDING** main structures, outbuildings, decks, and paved areas along with lot lines and property easements)

**PLOT PLAN** (Location of Sign)



Street Name

Street Name

**BUILDING LOCATION** (Location of Sign on Building)

