

## **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".

### **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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119 Maple Avenue,  
 Dublin PA 18917  
 Phone: (215) 249-3310  
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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 _____    |                         | □                                  |
|                     | Address _____ |                         |                                    |
|                     | Phone _____   | Email _____             |                                    |
| Contractor          | Name _____    |                         | □                                  |
|                     | Address _____ |                         |                                    |
|                     | Phone _____   | PA Contractor's # _____ |                                    |

**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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

|   |
|---|
| <p><b>Check the line below indicating that the following has been submitted:</b></p> <p>___ One (1) copies of site plan</p> <p>___ One (1) copies of specs for sign, structure, pool, fence, etc.</p> |
|---|

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:** \_\_\_\_\_

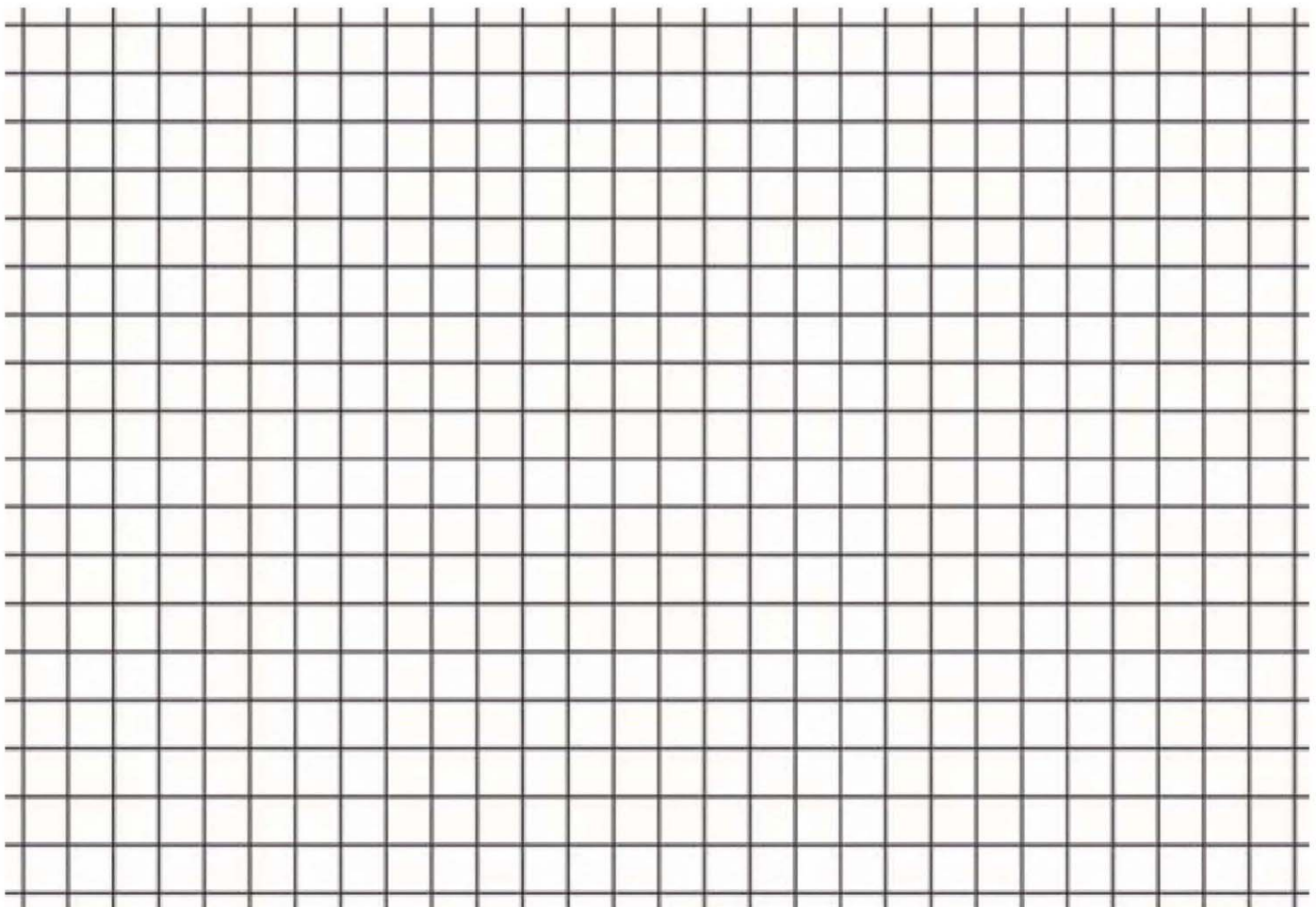
**APPLICATION MUST BE COMPLETED IN FULL TO BE ACCEPTED / REVIEWED BY THE BOROUGH**

The application together with the signed site plan and construction documents is made a part of this application by the undersigned. Furthermore, it is clearly understood and agreed to by the applicant and property owner that the Borough office is not responsible for any property dimensions shown on the site plan and establishment of property lines is the sole responsibility of the property owner and applicant. The applicant and property owner also agree they are responsible for the replacement to Borough standards of any Borough road or infrastructure which is damaged during the building of the permitted structure and understands that the information provided on this application by the applicant(s) and property owner(s) is true and correct to the best of their knowledge or belief, and all information contained in this application becomes part of the public record. The applicant warrants the truthfulness of the information in the application, and that if any of the information provided is incorrect, the permit may be revoked. Furthermore, the application and permit can provide that if the permit is issued wrongfully, whether based on misinformation or an improper application of the code, the permit and certificate of occupancy may be revoked.

| <b>SITE INFORMATION</b>   |   |  |  |
|---|---|--|--|
| Water Service: <input type="checkbox"/> Public <input type="checkbox"/> Private | Sewer Service: <input type="checkbox"/> Public <input type="checkbox"/> Private |  |  |

**SITE PLAN**

Use the grid below only if the property does NOT have an as-built plan. As-built plans can be requested from the Borough administrative offices, if available.



**Plot Plan Requirements**

All of the following must be clearly illustrated and identified on the site plan:

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Show proposed structure(s) with setback distances to property lines (Front, Sides, and Rear)</li> <li>2. Show all existing structures, including house driveways, walkways, patios, decks, sheds, pools, hot tubs, garages, etc.</li> <li>3. Show buffer yards, easements, and deed restricted open space</li> </ol> | <ol style="list-style-type: none"> <li>4. Identify all streets with property frontage<br/>Note: Corner properties have two front yards</li> <li>5. Show existing woods and proposed extent of clearing.</li> <li>6. Show locations of septic systems, wells and stormwater management facilities</li> </ol> |
|--|---|

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

# Impervious Surface Calculation Worksheet

**Required for the following permits:** Addition, Detached Garage, Deck, Covered/Enclosed Porch, Paver Patio, Shed, and other structure

**Impervious Surface:** A surface that does not absorb rain. All buildings, parking areas, driveways, roads, sidewalks, and any areas in concrete and asphalt shall be considered impervious surfaces within this definition. In addition, all other areas determined by the Borough Engineer to be impervious within the meaning of this definition will also be classified as impervious surfaces. For purposes of this definition the surface water of a swimming pool shall not be classified as impervious.

A. Lot Size (1 Acre = 43,560 square feet): \_\_\_\_\_ sq. ft.

## EXISTING

B. House Footprint: \_\_\_\_\_ sq. ft.

C. Driveway(s)/Parking Lot(s): \_\_\_\_\_ sq. ft.

D. Walkway(s)/Sidewalk(s): \_\_\_\_\_ sq. ft.

E. Porch(es): \_\_\_\_\_ sq. ft.

F. Patio(s): \_\_\_\_\_ sq. ft.

G. Deck(s): \_\_\_\_\_ sq. ft.

H. Accessory Structure(s)/Garage(s)/Shed(s): \_\_\_\_\_ sq. ft.

I. Pool(s)/Spa(s): \_\_\_\_\_ sq. ft.

J. Miscellaneous/Other: \_\_\_\_\_ sq. ft.

**L. Existing Impervious Surface Subtotal** (add B through J): \_\_\_\_\_ sq. ft.

## PROPOSED

M. Proposed Construction: \_\_\_\_\_ sq. ft.

N. Total Impervious Surface Post Construction (L + M): \_\_\_\_\_ sq. ft.

O. **Proposed Impervious Percentage** (N divided by A \* 100): \_\_\_\_\_%

**To be Completed by Borough Staff**

Maximum impervious permitted \_\_\_\_\_%

**To be Completed by Borough Staff**

*Permit Submission Checklist*

|   |                              |                             |                              |
|---|------------------------------|-----------------------------|------------------------------|
| Permit Deposit?                                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 1 copy of plot plan showing:                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| a. existing and proposed construction           | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| b. distance to property lines (front/rear/side) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Is the Impervious Surface Sheet completed?      | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Is the application signed?                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| TMP #:  | 10— _____ - _____ - _____    |                             |                              |

**Zoning District** (circle one):

|     |     |      |      |    |     |     |
|-----|-----|------|------|----|-----|-----|
| R-1 | R-2 | TC-2 | TC-2 | IP | IND | PVD |
|-----|-----|------|------|----|-----|-----|

**Zoning Use:** \_\_\_\_\_

|   |                              |  |
|---|------------------------------|--|
| Is the property in any of the Floodplain Districts?                 | <input type="checkbox"/> YES | <input type="checkbox"/> NO (if yes, floodplain permit required) |
| Are there any variances or easements which will affect this permit? | <input type="checkbox"/> YES | <input type="checkbox"/> NO                                      |

| Reviewers       | Signature | Date | Status   |
|-----------------|-----------|------|--|
| Zoning Officer  |           |      | <input type="checkbox"/> Approved <input type="checkbox"/> Denied                              |
| Engineer        |           |      | <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A |
| Water & Sewer   |           |      | <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A |
| Board of Health |           |      | <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A |
| Other           |           |      | <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A |

Reason for denial: \_\_\_\_\_

**Fees**

|        |    |       |    |
|--------|----|-------|----|
| Zoning | \$ | Other | \$ |
| Other  | \$ | TOTAL | \$ |