

## 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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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>
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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:** \_\_\_\_\_

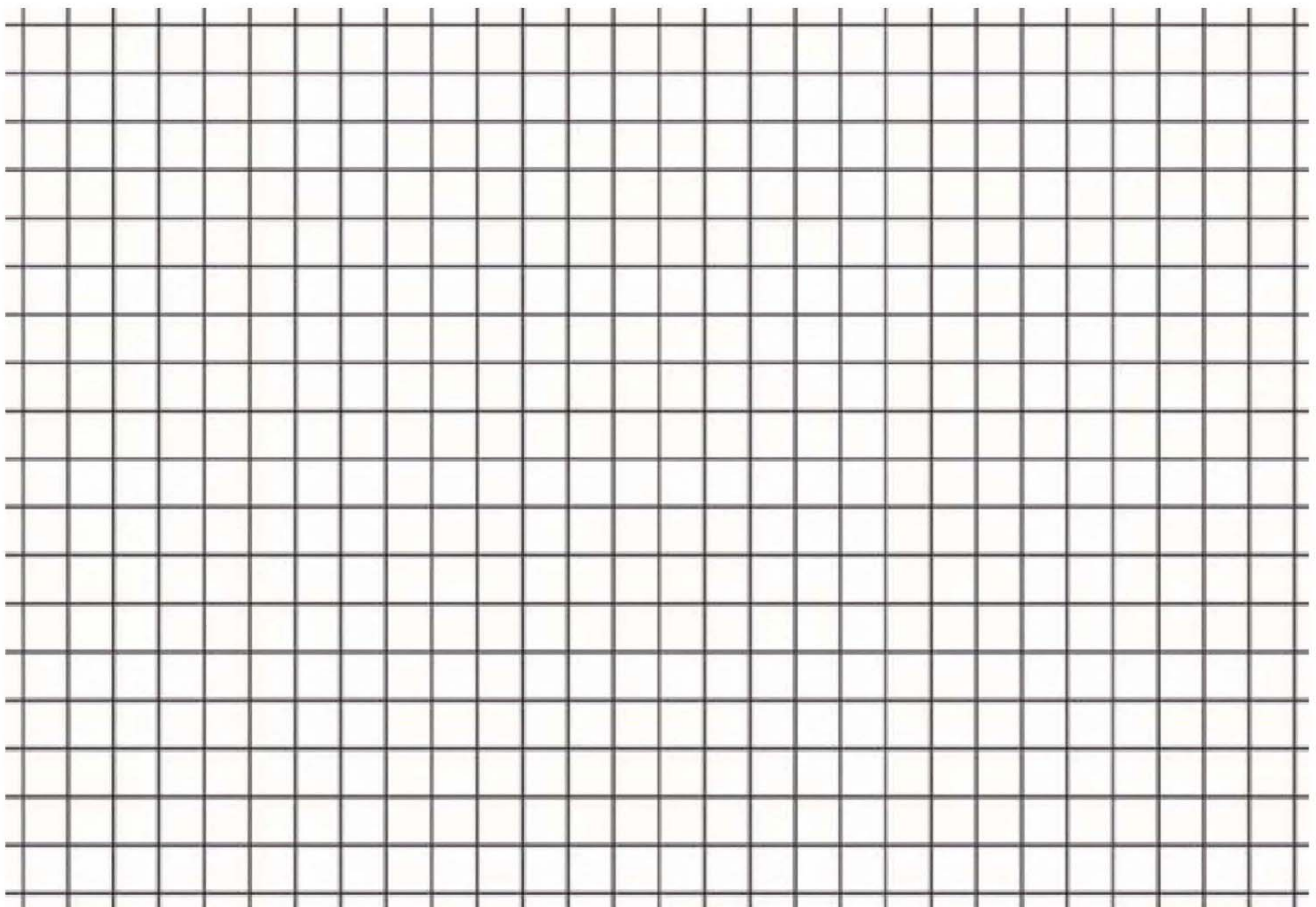
**APPLICATION MUST BE COMPLETED IN FULL TO BE ACCEPTED / REVIEWED BY THE BOROUGH**

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**

**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
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**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	\$



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## FENCE SUPPLEMENT

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

### Project Details

Total Cost of Improvements: \_\_\_\_\_

Linear Footage of Proposed Fence: \_\_\_\_\_

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

Fences are regulated under Zoning Ordinance Chapters 27-505.F(F2), 27-701.7, 27-701.8

<b>Type of Work:</b>	New Fence		<input type="checkbox"/>	
	Addition to Existing Fence		<input type="checkbox"/>	
	Replacement, Alteration or Repair		<input type="checkbox"/>	
	Temporary Fence (snow fence, tree protection fence, construction fence)		<input type="checkbox"/>	
<b>Fence Type:</b>	Chain Link	<input type="checkbox"/>	Split Rail	<input type="checkbox"/>
	Shadow Box	<input type="checkbox"/>	Stockade	<input type="checkbox"/>
	Picket	<input type="checkbox"/>	Other:	<input type="checkbox"/>
<b>Fence Material:</b>	Wood	<input type="checkbox"/>	Plastic	<input type="checkbox"/>
	Vinyl	<input type="checkbox"/>	PVC	<input type="checkbox"/>
	Aluminum	<input type="checkbox"/>	Metal	<input type="checkbox"/>
	Composite	<input type="checkbox"/>	Other:	<input type="checkbox"/>

Height of Fence: \_\_\_\_\_ (Max Height Permitted is 6' and only 3' in front yards.)

Setback of Fence (from property lines):

Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

How is this property being used?

- Residential (Has permission from Homeowners' Assoc. been obtained?  Yes  No  N/A)
- Commercial
- Agricultural

Is this a corner lot? (On a corner lot or at a point of entry on a public road, nothing shall be erected, placed or allowed to grow in a manner which obscures vision ZO Section 27-701.4).

- Yes (If yes, will the fence obstruct sight vision?  Yes  No)
- No

**Will the fence's finished side (i.e., side without structural supporting posts) face adjacent properties & roads?**

Yes (This is required if your fence is within 100 ft. from another property's principle structure)

No

**Does this fence surround a pool?**

Yes (If yes, must comply with §27-505 under Use F2(5)(c))

No

**Are there any easements or deed restricted open spaces which affect the placement of this fence?**

Yes (If yes, note that no fence may be erected on a stormwater easement or within deed restricted open space)

No

**Is any part of the property located in a floodplain?**

Yes

No

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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 give Dublin Borough permission to access the property for all necessary inspections.

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

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

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

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