

ZONING PERMIT APPLICATION

Permit#

OWNER INFORMATION:

Owner Name _____ Phone _____

Mailing Address _____

E-Mail Address (Optional, Please Print Legibly): _____

PROPERTY INFORMATION (attach plot plan):

Site Address: Street/Town _____

Subdivision _____ TMP: _____ Lot Size _____

APPLICANT/AGENT INFORMATION (if different from 'Owner'): Applicant

Name _____

Phone _____

Mailing Address _____

E-Mail Address (Optional, Please Print Legibly): _____

PROPERTY USE INFORMATION:

Existing Use(s) (Check all that apply): **Single Family Dwelling** **Multi-Family Dwellings**

- Accessory Home Occupation** **Agriculture** **Vacant Land (no use)**
- Other** (Describe all uses): _____

Proposed Use/Structure (Check all that apply):

- Residential** No. of Existing Bdrms. _____ Proposed _____
- Res. Accessory** Square Footage _____
- Agriculture** Square Footage Animal Shelter? YES NO
- Other** (describe): _____

OWNER'S CERTIFICATION:

I hereby certify that all information on this form and attached documentation is true, to the best of my knowledge. Further, I authorize the listed applicant/agent to act in my stead with regards to this application. In addition, if a permit for the use/structure is issued, I certify that the Riegelsville Borough Zoning Officer is authorized to enter those areas of the property affected by the permit at any reasonable hour to inspect for compliance with the permit and Riegelsville Borough Ordinance.

OWNER'S Signature: _____ **Date:** _____

o
Check & initial Here if you authorize communications and replies via the listed E-MAIL address.

Initials

How To Draw A Plot Plan

SAMPLE PLOT PLAN

A "plot plan" is an accurate drawing or map of your property that shows the size and configuration of your property and precise location of all man-made structures (i.e. buildings, walls, driveways, walks, fences, etc.) and all bodies of water and water channels (ponds, streams, swales, etc.)

A plot plan should show what currently exists on your property and what is being proposed.

Plot plans are required to accompany most applications submitted to the Riegelsville Borough Code Department. The rare occasion when one would not be required might be for a residential alteration permit, where no exterior changes are being proposed.

A plot plan is also very helpful to have when you have questions about what you can and cannot do with your property. It will help the Zoning Officer to see specific and unique conditions of your site; it will allow for you to receive more reliable, rather than general, information about your site. This is particularly important when you are applying for a zoning or building permit.

What Should A plot Plan Show?

Name and address of the property owner.

The address and Bucks County Tax Parcel number of the property. The location and dimensions of all parking and driveway areas. The location and name of all adjacent streets

Any and all bodies of water including ponds, basins, lakes, streams, and or stormwater swales etc.

(Plan should indicate the presence of any bodies of water with 125' of your property, as well as those internal to your property).

Any easements that cross the property, or other pertinent legal information.

The property lines and their dimensions, and the property's total acreage.

Dimensions showing how far all existing structures are from at least two adjacent property lines.

When measuring from a street line, it is important that you indicate where your dimension are from (i.e. "center of road", "edge of paving", "edge of right of way", etc.) Identification and location of exactly what work is being proposed.

In reviewing your application or plot plan, there is the possibility that the zoning officer may ask you for more detailed, specific or additional information.

There may be occasions when you will be required to have your plan prepared by a surveyor or professional engineer.

It is important to be as accurate and complete as possible. Zoning Permits issued and approved based upon incorrect or incomplete information may be revoked.

See Attached Sample Plot Plan.

