**Building Permit Land Use / Zoning Compliance Form**

This form must be completed and signed off on prior to a Building Permit being issued.

**1. Applicant & Property Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Name |       | Phone Number |       |
| Contact |       |
| Property Address |       |
| Applicant Email |       | Applicant Cell Phone |       |

**2. Which of the following Districts is the property located in:**

[ ]  R1 – Single Family Residential District

[ ]  R2 – General Residential District

[ ]  RLB – Residential / Limited Business District

[ ]  HC – Highway Commercial District

[ ]  I – Industrial District

[ ]  MHP – Mobile Home Park District

[ ]  AC – Agricultural / Conservation District

[ ]  CC – Central Commercial District

**3. Is the Proposed Use of the Property a Permitted Use as defined in tables 1 – 8 of Chapter 100 of the Borough Code?** [ ]  Yes ***[ ]  No***

*If the proposed use of the property is not a permitted use, a Building Permit Application cannot be approved unless the proposed use is an Special Exception or Conditional Use and has been approved by the Planning Commission or Borough Council as appropriate.*

**4. If the project is not a permitted use as defined in tables 1 – 8 of Chapter 100 of the Borough Code, is the proposed use of the property a pre-existing nonconforming use and/or structure?**

[ ]  Yes ***[ ]  No*** [ ]  N/A

**5. If it is a pre-existing nonconforming use and/or structure, which of the following describes the property?**

[ ]  Nonconforming use and/or structure with a current occupant / current active use

***[ ]  Nonconforming use and/or structure with no current occupant / no current active use***

***Date use of the property ceased or was vacated:***

[ ]  N/A

**6. If the Proposed Use of the Property is Not a Permitted Use as defined in tables 1 – 8 of Chapter 100 of the Borough Code, is it a Special Exception of Conditional Use?**
[ ]  Yes ***[ ]  No*** [ ]  N/A

*If the Proposed Use of the Property is listed as a Special Exception or Conditional Use the Building Permit Application cannot be approved until the Planning Commission or Borough Council has reviewed and made a determination regarding whether or not to grant a Special Exception or Conditional Use. Please provide any applicants requesting a Special Exception or Conditional Use to the Planning Commission of the Borough Council as appropriate.*

**7. Does the proposed use of the property meet the required parking as defined in Table 10 of Chapter 100 of the Borough Code?** [ ]  Yes ***[ ]  No*** [ ]  N/A

**8. Does the proposed project meet all applicable Lot, Yard, and Height Requirements as defined in table 9 of Chapter 100 of the Borough Code?**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Description*** | ***Compliant*** | ***Zoning Requirement*** | ***Value from Proposed Plan*** |
| Minimum Lot Area | [ ]  Yes ***[ ]  No*** [ ]  N/A |       |       |
| Additional Family Lot Area | [ ]  Yes ***[ ]  No*** [ ]  N/A |       |       |
| Minimum Lot Width (Corner Lot) | [ ]  Yes ***[ ]  No*** [ ]  N/A |       |       |
| Minimum Lot Width (Interior Lot) | [ ]  Yes ***[ ]  No*** [ ]  N/A |       |       |
| Minimum Front Yard | [ ]  Yes ***[ ]  No*** [ ]  N/A |       |       |
| Minimum Rear Yard | [ ]  Yes ***[ ]  No*** [ ]  N/A |       |       |
| Minimum Rear Yard (Principal Building) | [ ]  Yes ***[ ]  No*** [ ]  N/A |       |       |
| Minimum Rear Yard (Accessory Building) | [ ]  Yes ***[ ]  No*** [ ]  N/A |       |       |
| Minimum Side Yard | [ ]  Yes ***[ ]  No*** [ ]  N/A |       |       |
| Total on Both Sides | [ ]  Yes ***[ ]  No*** [ ]  N/A |       |       |
| One Side Principal Use Interior Lot Line | [ ]  Yes ***[ ]  No*** [ ]  N/A |       |       |
| One Side Street Side on Corner Lot | [ ]  Yes ***[ ]  No*** [ ]  N/A |       |       |
| Accessory Use Interior Lot Line | [ ]  Yes ***[ ]  No*** [ ]  N/A |       |       |
| Accessory Use Street Side on Corner Lot | [ ]  Yes ***[ ]  No*** [ ]  N/A |       |       |
| Maximum Structure Height | [ ]  Yes ***[ ]  No*** [ ]  N/A |       |       |
| Maximum Structure Height – Principal Building | [ ]  Yes ***[ ]  No*** [ ]  N/A |       |       |
| Maximum Structure Height – Accessory Building | [ ]  Yes ***[ ]  No*** [ ]  N/A |       |       |
| Maximum Lot Coverage | [ ]  Yes ***[ ]  No*** [ ]  N/A |       |       |

**9. Does the proposed project meet all applicable additional criteria as defined in Chapter 100 Section 14 Additional Criteria of the Borough Code?** [ ]  Yes ***[ ]  No*** [ ]  N/A

**10. Does the proposed project meet any and all Supplemental Regulation Requirements as defined in Article IV of Chapter 100 of the Borough Code?**

100-15 Signs (includes billboards) [ ]  Yes ***[ ]  No*** [ ]  N/A

100-16 Off Street Parking Requirements [ ]  Yes ***[ ]  No*** [ ]  N/A

100-17 Supplementary lot and yard regulations [ ]  Yes ***[ ]  No*** [ ]  N/A

100-18 Supplementary height regulations [ ]  Yes ***[ ]  No*** [ ]  N/A

**11. Does the proposed project meet any and all applicable performance standards as defined in Chapter 100 section 20 of the Borough Code?** [ ]  Yes ***[ ]  No*** [ ]  N/A

**12. If applicable, does the proposed project meet the minimum floor area requirement as defined in Chapter 100 section 21 of the Borough Code?** [ ]  Yes  ***[ ]  No*** [ ]  N/A

**13. Is the proposed project located within any of the following flood areas as defined in chapter 100-52 and 100-53 of the Borough Code and/or FEMA Flood Insurance Rate Map?**

Floodway ***[ ]  Yes*** [ ]  No

Flood Fringe Area ***[ ]  Yes*** [ ]  No

Floodplain Area ***[ ]  Yes*** [ ]  No

**14. Development in a flood area requires proof of elevation (certificate of elevation) and engineering studies before they can be approved, have these been submitted with the permit application?**

Proof of Elevation / Certificate of Elevation [ ]  Yes ***[ ]  No*** [ ]  N/A

Engineer Studies [ ]  Yes ***[ ]  No*** [ ]  N/A

**15. Development in a flood area requires review and approval by the McKean County Conservation District and the Planning Commission have they approved this project?**

Conservation District [ ]  Yes ***[ ]  No*** [ ]  N/A

Planning Commission [ ]  Yes ***[ ]  No*** [ ]  N/A

**16. Has a small project storm water management application been submitted with this application?**  [ ]  Yes ***[ ]  No***

**17. If a small project storm water management application has been submitted, which of the following best describes the project?**

[ ]  Less than 5,000 Sq Ft of Impervious Surface

[ ]  More than 5,000 Sq Ft of Impervious Surface (requires a Storm Water Management Plan)

**18. If the project includes more than 5,000 Sq Ft of Impervious Surface, has a Storm water management plan developed by an engineer been submitted on behalf of the project?**

[ ]  Yes ***[ ]  No*** [ ]  N/A

**19. Does the project involve disruption of more than 1 acre of land?** ***[ ]  Yes*** [ ]  No

**20. If the project involves disruption of more than 1 acre of land, have appropriate plans been submitted to the Conservation District and approved?** [ ]  Yes ***[ ]  No*** [ ]  N/A

**21. Does the project require a PA National Diversity Inventory Environmental Review?**

**Reviews can be completed using** [**http://www.gis.dcnr.state.pa.us/hgis-er/Login.aspx**](http://www.gis.dcnr.state.pa.us/hgis-er/Login.aspx)

***[ ]  Yes*** [ ]  No

**22. If the project requires PA National Diversity Inventory Environmental Review, is a copy of the review attached to the application?** [ ]  Yes ***[ ]  No*** [ ]  N/A

**24. Does the project require County Planning review for Land Use / Subdivision?**

[ ]  Yes [ ]  No

**25. If the project requires County Planning Review for Land Use / Subdivision, is a copy of the review attached to the application?** [ ]  Yes ***[ ]  No*** [ ]  N/A

**24. Does this project meet all land use / zoning compliance requirements?** [ ]  Yes ***[ ]  No***

Answers to questions which may result in a project not complying with land use / zoning laws are designated with ***Bold and Italicized Text.***

**25. If no, please summarize the reason(s) for non-compliance:**

**26. The following additional documentation is required prior to meeting land use / zoning compliance requirements:**

Borough Reviewer Signature Reviewer Title Date