

BOROUGH OF ST. LAWRENCE

135 N. Prospect St., READING PA 19606
(610) 779-1430 – FAX: (610) 779-9148 – EMAIL: permits@stlawboro.us

COMMERCIAL ZONING PERMIT APPLICATION

A permit stating that the purpose for which a building and/or structure or land to be used is in conformity with the uses permitted and all other requirements under the Zoning Ordinance for the district in which it is or will be located. All applications for permits shall be accompanied by a **plot plan** showing the shape and dimensions of the lot, the size and location of any buildings existing on the lot, the distance of the proposed use from the property line and any such information as may be necessary to determine compliance with this Zoning Ordinance and all other ordinances.

SITE ADDRESS: _____ **TAX PARCEL ID#:** 81-_____

OWNER'S INFORMATION

Owner's Name: _____ **Phone #:** _____

Address: _____ **Phone #:** _____

Email: _____

APPLICANT'S INFORMATION

Applicant's Name: _____ **Phone #:** _____

Address: _____ **Phone #:** _____

Email: _____

APPLICANT IS

☐ OWNER ☐ AGENT ☐ ENGINEER/ARCHITECT ☐ CONTRACTOR ☐ OTHER _____

ZONING DISTRICT: _____

CURRENT USE OF PROPERTY/BUILDINGS/STRUCTURES: _____

USE CLASSIFICATION:

☐ COMMERCIAL ☐ INDUSTRIAL ☐ INSTITUTIONAL ☐ PUBLIC ☐ OTHER _____

CURRENT PRIMARY STRUCTURE(S):

☐ SINGLE BUILDING ☐ MULTIPLE BUILDINGS - # OF BUILDINGS _____ ☐ SHOPPING CENTER # OF UNITS _____

APPLICATION IS HEREBY MADE TO:

CONSTRUCTION:

☐ NEW CONTRUCTION - ☐ PRINCIPAL ☐ ACCESSORY ☐ ADDITION TO A STRUCTURE - ☐ PRINCIPAL ☐ ACCESSORY

☐ ERECT FENCING ☐ ERECT A SIGN ☐ PARKING ☐ STORMWATER FACILITY ☐ EXTERIOR RENOVATION

☐ INTERIOR RENOVATION ☐ OTHER (PLEASE LIST) _____

☐ COMMUNICATION TOWER/DISH - ☐ NEW ☐ REPAIR ☐ ADDITION TO EXISTING

USE:

☐ CHANGE IN USE OF AN EXISTING STRUCTURE OR PROPERTY ☐ OCCUPANCY OF AN EXISTING STRUCTURE

☐ ADDITIONAL USE OF AN EXISTING STRUCTURE OR PROPERTY ☐ ESTABLISH USE ☐ SALE OF LIQUOR

☐ SUBDIVISION ☐ LAND DEVELOPMENT ☐ CONDITIONAL USE ☐ OTHER _____

PROPOSED USE OF BUILDING(S), STRUCTURE(S) OR LAND, IN DETAIL:

PROPERTY DETAILS: Details must also be shown on a plot plan, which is required to be submitted with the application.

LOT WIDTH _____ feet LOT DEPTH _____ feet LOT SIZE _____ sq. ft.

CORNER PROPERTY ☐ YES ☐ NO

NEAREST POINT OF PRIMARY STRUCTURE: To Front Property Line _____ ft To Rear Property Line _____ ft

SIDE PROPERTY LINES TO PRIMARY STRUCTURE (FACING STRUCTURE FROM STREET): Left Side _____ ft Right Side _____ ft

SIZE OF PRIMARY STRUCTURE: Length: _____ feet Width: _____ feet ☐ Plans/Specs attached

ANY STEEP SLOPES OR CONTOURS? ☐ YES ☐ NO IN A FLOODPLAIN? ☐ YES ☐ NO ANY WETLANDS? ☐ YES ☐ NO

OF OFF-STREET PARKING SPACES Existing: _____ Proposed: _____ Accessible: _____

WILL YOU BE USING AND/OR PRODUCING ANY HAZARDOUS CHEMICALS? ☐ YES ☐ NO

If yes, provide attachment(s) listing the chemicals, MSDS, location on site, method of storage, and method of disposal.

FAIR MARKET COST/VALUE OF PROPOSED WORK: \$ _____

Cost/value: the reasonable costs of all services, labor, materials and use of equipment necessary to complete the proposed work.

STATEMENT AND VERIFICATION BY APPLICANT

The applicant hereby applies for a zoning permit to be issued by the Borough of St. Lawrence and hereby certifies, subject to the penalties of 18 PA C.S. § 4904, relating to unsworn falsification to authorities, that the facts set forth in this application are true and correct. Applicant acknowledges and understands that the Borough may revoke any permit issued pursuant to this application if information provided in this application is incorrect or if the scope of the work exceeds the information provided in this application. The signature of the applicant or applicant's agent on this application grants permission to the St. Lawrence Borough Council, Borough Employees and other Borough Officials to enter onto the property to inspect the work or use, which is authorized by the permit issued, at any reasonable time during the pendency of said application. The applicant also understand that they will be responsible for all expenses associated with this application, per the Borough's fee schedule, and that the Borough of St. Lawrence Zoning Officer may take up to thirty-five (35) business days to accept or reject this application. The applicant will be notified in writing by the Borough Zoning Officer of the acceptance or denial of the application.

Signature of Authorized Representative/Owner

Date

Prior to the use or occupancy of any land, structure or building for which a zoning permit is required or to any change of use of land or any change in nonresidential occupancy of an existing structure or part thereof, or to any change in nonresidential occupancy of land, an occupancy permit shall be secured from the Zoning Officer. Changes in nonresidential occupancy shall be any change in the actual possession to another tenant or tenants, or owner or owners and/or any change in the actual use of an existing structure, or part thereof, or of any tract of land, or part thereof, or any activity that results in the noncompliance with any provision of the Zoning Ordinance or with any conditions specified on the current certificate of occupancy. A change from one type of commercial, retail, residential, industrial, office or any other use to another use shall be considered a change in use.

FOR BOROUGH USE ONLY

Date Received: _____ Application Signed ☐ Plot Plan Included ☐

Permit #: _____

Additional Information Required: _____

Special Conditions: _____

☐ Approved ☐ Denied Date _____ By _____

Reason: _____

Public Hearings: ☐ Conditional Use ☐ Liquor License Transfer ☐ Zoning Hearing Board