

**EDWARDSVILLE BOROUGH**  
**ZONING PERMIT APPLICATION** Revised 11/7/22

**Zoning Officer: David Saraka**  
**Edwardsville Borough Municipal Building**  
**470 Main Street**  
**Edwardsville, PA 18704**  
**(570) 288- 6484**

ZONING PERMIT NUMBER: \_\_\_\_\_  
(Leave Blank; Zoning Officer Will Assign Number)                      Date Received \_\_\_\_\_

Permit Fee: \_\_\_\_\_

Permit Fee must be submitted with this application. Once an application is submitted to be processed fees are nonrefundable.

**YOU ARE REQUIRED TO COMPLETE ALL INFORMATION WITHIN THIS APPLICATION, INCLUDING THE REQUIRED DRAWING OF YOUR PROPERTY UNDER ITEM 11; OTHERWISE, THIS APPLICATION WILL BE DEEMED INCOMPLETE AND WILL BE RETURNED TO YOU. PLEASE PRINT LEGIBLE RESPONSES TO EACH QUESTION USING EITHER BLACK OR BLUE INK.**

1. MAILING ADDRESS/ LOCATION OF PROPERTY FOR THIS APPLICATION:  
(Vacant properties must also include the PIN Number of the property found in your deed.)

\_\_\_\_\_  
\_\_\_\_\_

2. ZONING DISTRICT IN WHICH THE PROPERTY IS LOCATED: \_\_\_\_\_  
(If uncertain leave blank or contact the Zoning Officer)

3. PRINT BELOW THE APPLICANT'S NAME, MAILING ADDRESS, EMAIL ADDRESS  
and PHONE NUMBER:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. PRINT BELOW THE OWNER'S NAME, MAILING ADDRESS, EMAIL ADDRESS  
and PHONE NUMBER.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. APPLICATION IS HEREBY MADE TO:

<input type="checkbox"/> ERECT A STRUCTURE	<input type="checkbox"/> PRINCIPAL	<input type="checkbox"/> ACCESSORY
<b>- Include dimensions of proposed structure under Item 7</b>		

<input type="checkbox"/> ADD TO A STRUCTURE*	<input type="checkbox"/> PRINCIPAL	<input type="checkbox"/> ACCESSORY
<b>- Include dimensions of proposed addition to structure under Item 7</b>		

CHANGE USE OF AN EXISTING STRUCTURE OR PROPERTY

OCCUPANCY OF AN EXISTING STRUCTURE

ERECT FENCING (Include the height of the fence under Item 7).

<input type="checkbox"/> INSTALL SWIMMING POOL	<input type="checkbox"/> IN-GROUND	<input type="checkbox"/> ABOVE-GROUND
<b>- In Section 7, list swimming pool dimensions, depth of pool, and height of fence (4 ft. min. fence height)</b>		
<b>- In ground pools require 4 ft. fencing OR a pool sidewall barrier of not less than 4 ft.</b>		
<b>- An electrical permit is required for both in-ground and above ground pools</b>		

INSTALL OFF-STREET PARKING AREA

ERECT A SIGN

ESTABLISH A HOME OCCUPATION

USE OF LAND WITHOUT ANY STRUCTURE

APPEAL OF VIOLATION NOTICE

OTHER (PLEASE LIST) \_\_\_\_\_

6. WHICH OF THE FOLLOWING TYPES OF LAND USE BEST REFLECTS THE PROPOSED USE OF THE PROPERTY, STRUCTURE AND/OR LAND BASED UPON THE ITEM CHECKED UNDER NO. 5:

RESIDENTIAL                       INSTITUTIONAL

COMMERCIAL                       PUBLIC USE

INDUSTRIAL                       OTHER: \_\_\_\_\_

7. BASED ON THE BOX CHECKED IN SECTION 5, EXPLAIN THE PURPOSE OF THIS APPLICATION (WHAT WILL THE PROPERTY BE USED FOR?)  
PROVIDE THE DIMENSIONS AND HEIGHT OF ANYTHING TO BE CONSTRUCTED OR INSTALLED UPON YOUR PROPERTY UNDER THIS APPLICATION: (USE ADDITIONAL SHEETS IF NECESSARY)

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8. IS YOUR PROPERTY IRREGULARLY SHAPED?  YES  NO

SIZE OF LOT:

\_\_\_\_\_ MAXIMUM WIDTH

\_\_\_\_\_ MAXIMUM DEPTH

\_\_\_\_\_ SQUARE FEET OF LOT

IS YOUR PROPERTY A CORNER LOT?  YES  NO

9. FROM YOUR PROPERTY LINES, PROVIDE THE MEASURED DISTANCE OF PROPOSED STRUCTURE(S) OR USE(S). THIS INCLUDES ANY ADDITIONS.

\_\_\_ FEET TO FRONT YARD PROPERTY LINE

\_\_\_ FEET TO REAR YARD PROPERTY LINE

\_\_\_ FEET TO SIDE YARD PROPERTY LINE

\_\_\_ FEET TO SIDE YARD PROPERTY LINE

\_\_\_ MAXIMUM HEIGHT OF STRUCTURE, OR FENCE IF APPLICABLE.

10. **FOR NEW CONSTRUCTION OR ADDITION ONLY**  
CALCULATE PERCENT OF LOT COVERAGE \_\_\_\_\_:

TOTAL SQUARE FEET OF ALL STRUCTURES, EXISTING AND PROPOSED ON LOT

÷ TOTAL SIZE OF LOT.

**ON PAGE 7, SEE EXAMPLE CALCULATIONS**

11. ATTACH A SITE PLAN (DRAWING), SHOWING ALL EXISTING AND PROPOSED STRUCTURES/DEVELOPMENT UPON THE PROPERTY.

**AT MINIMUM, THE SITE PLAN MUST INCLUDE:**

- THE LOT SIZE MATCHING MEASUREMENTS FROM SECTIONS 8.
- THE DEMENSIONS OF PROPOSED STRUCTURES AND SETBACK DISTANCES TO PROPERT LINES, MATCHING FROM SECTION 9.
- MEASURED DISTANCES OF ALL EXISTING STRUCTURES FROM THE NEAREST FRONT, REAR AND SIDE YARD PROPERTY LINES.
- LABEL EACH STRUCTURE AS EXISTING OR PROPOSED ON DRAWING.
- IF APPLICABLE, THE LOCATION, DIMENSIONS AND PURPOSE OF ANY EXISTING EASEMENTS
- IF APPLICABLE, THE LOCATION AND DIMENSIONS OF ALL EXISTING AND PROPOSED OFF-STREET PARKING SPACES.

**THE SITE PLAN IS A REQUIRED PART OF THE APPLICATION. FAILURE TO PROVIDE AN ACCURATE SITE PLAN WILL RESULT IN YOUR APPLICATION BEING DEEMED INCOMPLETE AND IT WILL BE RETURNED TO YOU. IF DEEMED NECESSARY, THE ZONING OFFICER MAY REQUIRE THAT THE SITE PLAN BE DRAWN TO A PRESCRIBED SCALE. PLEASE REFER TO ATTACHED SAMPLE DRAWING FOR A RESIDENTIAL PROPERTY.**

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED WITHIN THIS APPLICATION IS TRUE, CORRECT AND ACCURATE TO THE BEST OF MY KNOWLEDGE. IT IS UNDERSTOOD ANI AGREED THAT AN ERROR, MISSTATEMENT OR MISREPRESENTATION OF MATERIAL FACT, EITHER WITH OR WITHOUT INTENTION ON THE PART OF THIS APPLICANT, SHALL CONSTITUTE SUFFICIENT GROUNDS FOR THE REVOCATION OF THE APPROVAL OF THIS PERMIT.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
DATE

IF YOU ARE BOTH THE APPLICANT AND THE OWNER OF THE PROPERTY, SIGN BOTH OF THE ABOVE LINES. THE OWNER'S SIGNATURE IS ALWAYS REQUIRED. FAILURE TO PROVIDE OWNER'S SIGNATURE WILL RESULT IN YOUR APPLICATION BEING DEEMED INCOMPLETE AND IT WILL BE RETURNED TO YOU.

FAILURE TO COMMENCE THE WORK/IMPROVEMENTS APPROVED UNDER THIS PERMIT WITHIN ONE YEAR FROM THE DATE OF APPROVAL SHALL RENDER THE APPROVAL AS NULL AND VOID.

APPROVED       DENIED

\_\_\_\_\_  
SIGNATURE OF ZONING OFFICER

\_\_\_\_\_  
DATE

WITH FEW EXCEPTIONS, A BUILDING PERMIT WILL BE REQUIRED FOR THE BOX WHICH YOU CHECKED UNDER ITEM 5. PLEASE CONTACT DAVE SARAKA, (570) 288- 6484 FOR FURTHER INFORMATION.

**ALL INFORMATION BELOW IS TO BE COMPLETED  
BY THE EDWARDSVILLE ZONING OFFICER.**

- A. IF THE PERMIT IS DENIED, THE ZONING OFFICER SHALL NOTE THE APPLICABLE SECTIONS/BASIS OF DENIAL BELOW:

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- B. A COPY OF THE ZONING OFFICER'S OFFICIAL LETTER OF APPROVAL OR DENIAL SHALL BE ATTACHED TO THIS PERMIT.

- C. IF THE APPLIATION HAS BEEN DENIED, HAS THE APPLICANT/OWNER REQUESTED AN APPEAL OF THE ZONING OFFICER'S DECISION TO THE ZONING HEARING BOARD?

YES       NO       UNDECIDED/PENDING

- D. IF APPLICABLE, DATE OF WRITTEN REQUEST OF APPEAL: \_\_\_\_\_

ATTACH COPY OF APPLICANT/OWNER'S WRITTEN REQUEST FOR APPEAL TO THE ZONING HEARING BOARD OR A COMPLETED APPLICATION FOR THE APPEAL TO THE ZONING HEARING BOARD.

- E. IF APPLICABLE, DATE OF SCHEDULED ZONING HEARING BOARD MEETING: \_\_\_\_\_

**EDWARSVILLE BOROUGH – ZONING PERMIT APPLICATION**

**HOW TO CALCULATE THE PERCENT OF YOUR LOT COVERAGE  
ITEM 10 ON APPLICATION**

**INSTRUCTIONS**

EXAMPLE USING A HOME, WITH A DETACHED GARAGE AND A PROPOSED SWIMMING POOL LOCATED UPON 5,000 SQUARE FEET LOT.

**SAMPLE CALCULATION**

AN EXISTING HOME THAT IS 25 FEET WIDE AND 40 LONG HAS A FOOT PRINT THAT EQUALS 1,000 SQUARE FEET BASED UPON MULTIPLYING 25 X 40 = 1,000 SQUARE FEET.

AN EXISTING DETACHED GARAGE THAT IS 10 FEET WIDE AND 20 FEET LONG HAS A FOOT PRINT THAT EQUALS 200 SQUARE FEET BASED UPON MULTIPLYING 10 X 20 = 200 SQUARE FEET.

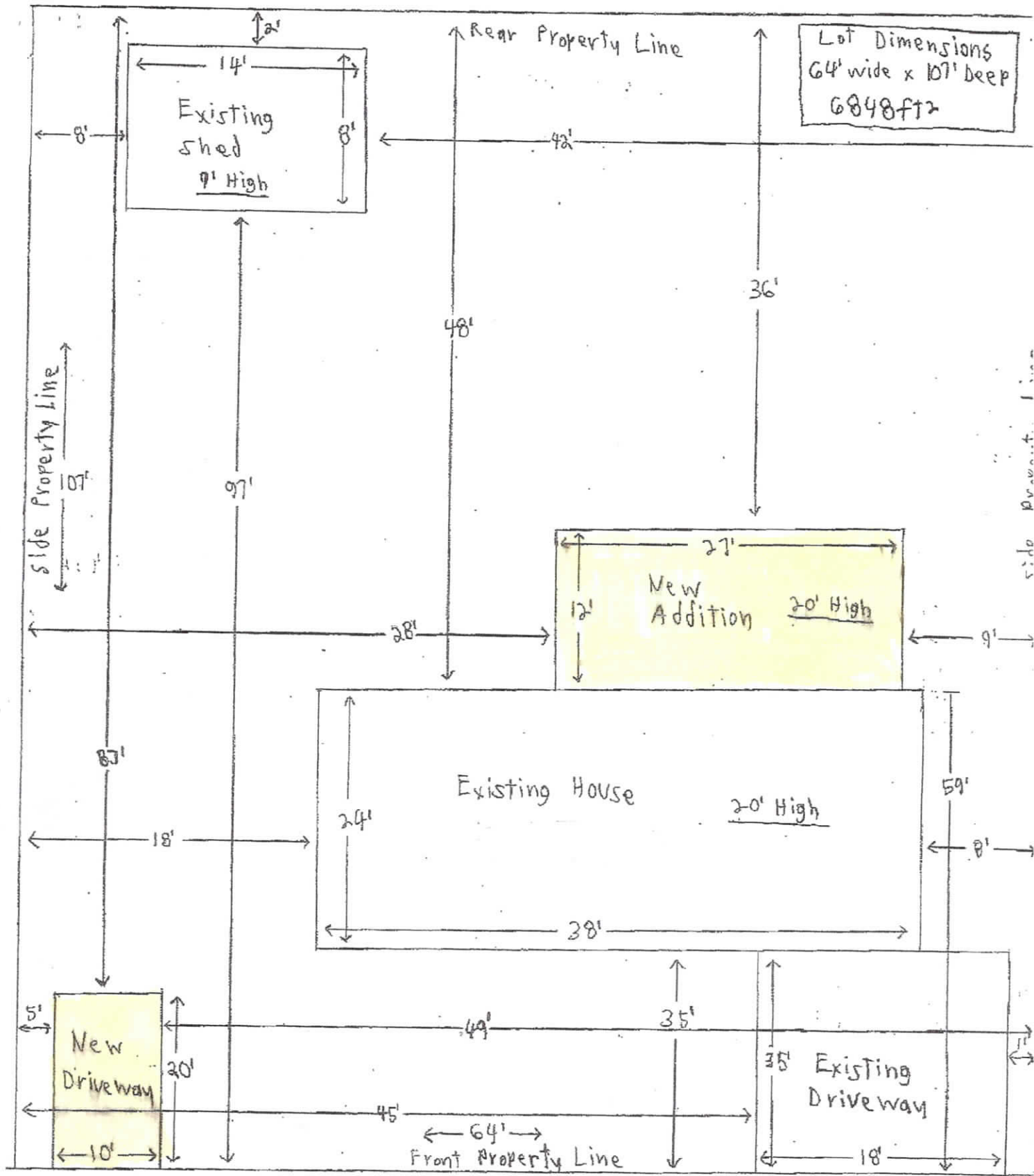
A PROPOSED SWIMMING POOL THAT IS 10 FEET WIDE AND 18 FEET LONG HAS A FOOT PRINT THAT EQUALS 180 SQUARE FEET, BASED UPON MULTIPLYING 10 X 18= 180 SQUARE FEET.

SUM OF SQUARE FEET OF ALL STRUCTURES: 1,000 + 200 + 180 = 1,380 SQUARE FEET.

SIZE OF PROPERTY = 5,000 SQUARE FEET

$1,380 \div 5,000 = .276$

.276 MULTIPLIED BY 100 = 27.6% LOT COVERAGE.



Lot Dimensions  
 64' wide x 107' deep  
 6848ft<sup>2</sup>

Name of Street

Not To Scale