

DATE OF SUBMISSION: \_\_\_\_\_  
OFFICIAL FILING DATE: \_\_\_\_\_

BOROUGH FEE: \_\_\_\_\_ \$300 (Subject to Waiver)  
ESCROW DEPOSIT: \_\_\_\_\_  
ZONING PERMIT NO.: \_\_\_\_\_  
LOT/BLOCK NO.: \_\_\_\_\_

(Municipal Use Only)

**BOROUGH OF SEWICKLEY HEIGHTS  
SHORT-FORM ZONING PERMIT APPLICATION**

**1. Full Name of Applicant/Landowner:** \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ E-mail of Contact Person: \_\_\_\_\_

Telephone No. of Contact Person: \_\_\_\_\_ (Office) \_\_\_\_\_ (Cell)

**2. Name of General Contractor (if different from Applicant):** \_\_\_\_\_

Address of General Contractor: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ E-mail of Contact Person: \_\_\_\_\_

Telephone No. of Contact Person: \_\_\_\_\_ (Office) \_\_\_\_\_ (Cell)

**3. Name of Registered Engineer, Surveyor, or Landscape Architect:** \_\_\_\_\_

Address of Engineer, Surveyor, Architect: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ E-mail of Contact Person: \_\_\_\_\_

Telephone No. of Contact Person: \_\_\_\_\_ (Office) \_\_\_\_\_ (Cell)

**4. Brief Description of Proposed Work, including Purpose:** \_\_\_\_\_

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

**5. Property Information:** Address: \_\_\_\_\_

Character Area: ☐ Estate ☐ Farm

Plan/Deed Book, Volume, Page No.: \_\_\_\_\_  
(Attach Copy of Plan and/or Deed, as applicable)

Zoning District: \_\_\_\_\_ Total Acreage of Lot: \_\_\_\_\_

Lot Type(s): Equestrian Preserve/Meadow Preserve/Woodland Preserve/ Hamlet/Mixed Element/Cottage/  
Townhouse-Condo/Cluster/ Corner/Interior/Nonconforming (circle all that apply)

Existing/Proposed Water Service: \_\_\_\_\_ Existing/Proposed Sewage Service: \_\_\_\_\_

Is the Property or Building located in a Historic District? ☐ Yes, Property is in the A Zoning District

☐ Yes, Building is owned by Allegheny Country Club ☐ No, Property is in the C, D, or E Zoning District

(If the Property or Building is located in a Historic District, a Certificate of Appropriateness must be recommended by HARB and issued by Borough Council prior to application for a Zoning Permit.)

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**6. Project Information:** Anticipated Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

Permitted Use: \_\_\_\_\_

If project is to be completed in sections or stages, describe: \_\_\_\_\_

Total Area to be Disturbed (acres/square feet): \_\_\_\_\_

Increase in Impervious Surface Coverage (square feet): \_\_\_\_\_

Estimated Construction Costs (in dollars): \_\_\_\_\_ PA One-Call Serial No. (if applicable): \_\_\_\_\_

**7. Submit two (2) paper sets and one (1) electronic copy of the following, as applicable (consult with Zoning Officer):**

\_\_\_\_\_ Location Map      \_\_\_\_\_ Site Sketch/Boundary Survey      \_\_\_\_\_ Topography Map

**8. Confirm dates of completion of the following (no Application will be accepted until completed or waived):**

Pre-Design Meetings (HARB)\*: \_\_\_\_\_ Walking Tour\*: \_\_\_\_\_

Pre-Application Meetings (HARB): \_\_\_\_\_ Pre-Development Staff Conference: \_\_\_\_\_

Pre-Submission Sketch Meetings (Planning Commission)\*\*: \_\_\_\_\_

*\*Required if Permit is related to construction of an addition, certain accessory structures, a new principal structure, or a Subdivision or Land Development*

*\*\*Required if Permit is related to a Subdivision or Land Development*

**9. Submit the following, as applicable (consult with Zoning Officer):**

| OTHER PERMITS AND PLANS REQUIRED:    | <u>Yes</u> | <u>No*</u> | <u>Included</u> | <u>To Come</u> |
|--------------------------------------|------------|------------|-----------------|----------------|
| 1. Building Permit                   | _____      | _____      | _____           | _____          |
| 2. Occupancy Permit                  | _____      | _____      | _____           | _____          |
| 3. Erosion and Sediment Control Plan | _____      | _____      | _____           | _____          |
| 4. Stormwater Management Plan        | _____      | _____      | _____           | _____          |
| 5. Grading Plan/Permit               | _____      | _____      | _____           | _____          |

| OTHER PERMITS AND PLANS REQUIRED:               | <u>Yes</u> | <u>No*</u> | <u>Included</u> | <u>To Come</u> |
|-------------------------------------------------|------------|------------|-----------------|----------------|
| 6. Open Cut Permit                              | _____      | _____      | _____           | _____          |
| 7. Private Road/Driveway Plan                   | _____      | _____      | _____           | _____          |
| 8. On Lot Sewage System Plan/Permit             | _____      | _____      | _____           | _____          |
| 9. Landscape and Site Development Plan          | _____      | _____      | _____           | _____          |
| 10. Floodplain Plan/Permit                      | _____      | _____      | _____           | _____          |
| 11. Tree Removal and Protection Plan            | _____      | _____      | _____           | _____          |
| 12. Conditional Use Approval                    | _____      | _____      | _____           | _____          |
| 13. Special Exception or Variance Approval      | _____      | _____      | _____           | _____          |
| 14. Certificate of Appropriateness (A District) | _____      | _____      | _____           | _____          |
| 15. Sign Permit                                 | _____      | _____      | _____           | _____          |
| 16. ACCD Review/NPDES Permit                    | _____      | _____      | _____           | _____          |
| 17. DEP Stream Encroachment Permit              | _____      | _____      | _____           | _____          |
| 18. County/State Highway Occupancy Permit       | _____      | _____      | _____           | _____          |

*\*Zoning Officer must confirm that other permits and plans are not required.*

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**10. Initial Escrow Deposit:** Attach a check payable to the Borough in the amount of \$ \_\_\_\_\_

**11. Required Inspections:** The Applicant and/or Landowner understand that a permit will be issued only upon determination that the plans, specifications and use are in conformance with Borough Codes and Ordinances. The Applicant and/or Landowner also understand and hereby authorize the Borough's Building Code Official, Zoning Officer, Engineer, and Sewage Enforcement Officer to enter upon the Property to conduct the following inspections, where applicable, in addition to any other applicable inspections: **(1) site inspection** – performed at start of development or construction or excavation; **(2) other inspection** – electrical, plumbing, sewage disposal, and other inspections performed as may be required; and **(3) final inspection** – performed when all work is completed but BEFORE the structure is occupied or put into use. The work shall not progress unless and until each phase of work has been approved by the Borough. Further, the structure may not be utilized for its intended purpose unless and until each phase of work has been approved by the Borough.

THE APPLICANT IS RESPONSIBLE FOR SCHEDULING ALL NECESSARY INSPECTIONS. The Zoning Officer, the Building Code Official, the Borough Engineer, and the Sewage Enforcement Officer, as applicable, will inspect on the dates provided on the attached inspection schedule, unless the applicant notifies the appropriate inspecting officer at least seventy-two (72) hours in advance that the date of inspection must be rescheduled. **Failure to notify the inspecting officer of a change in the attached schedule will result in the assessment of inspection fees.**

Inspection schedules under other required Permits and Plans may apply.

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**NOTICE:** The Application for Zoning Permit shall not be deemed filed until this form is fully completed, all necessary documents are submitted, and all other requirements are completed, as determined by the Borough's Zoning Officer. The date the Borough receives the initial submission, as noted above, should not be construed as the Applicant's filing date.

By execution hereof, the undersigned hereby certifies that the statements made herein are true and correct to the best of his/her knowledge and belief.

**SIGNATURE OF APPLICANT\*:** \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

*\*If the Applicant is not the Landowner, attach an affidavit of the Landowner (i) authorizing the Applicant to act on behalf of the Landowner, and (ii) approving this Application.*

**To be completed by Zoning Officer:**

Borough Fee Received (in dollars): \_\_\_\_\_ Date: \_\_\_\_\_

Escrow Deposit Received (in dollars): \_\_\_\_\_ Date: \_\_\_\_\_