

**BOROUGH OF COLLEGEVILLE
FENCE, SHED, PATIO ZONING APPLICATION**

☐ Fence ☐ Shed ☐ Patio ☐ Gazebo ☐ Outdoor Furnace

PART I – PROPERTY LOCATION

Property Address _____

PART II – INFORMATION

Description of Work _____

Property Owner _____ Phone _____

Email _____

Address of Owner _____

Contractor Name _____ Phone _____

Contractor Address _____

Email _____

PART III – SITE OR PLOT PLAN – Please provide or attach plot plan details. See attached.

Fences, Utility Sheds, Patios and Accessory Buildings

NOTE: Accessory buildings over 950 sq. ft. require a Building Permit.

PART IV - SIGNATURE: Applicant certifies that all information given is correct and that all pertinent borough ordinances will be complied with in performing the work for which this permit is issued. The Borough Code Enforcement Officer must inspect all work.

Signature

Date

Borough of Collegeville
491 E. Main Street, Collegeville, PA 19426
610-489-9208 Fax: 610-489-6661 www.collegeville-pa.gov

BOROUGH OF COLLEGEVILLE
FENCE/SHED/PATIO ZONING
PERMIT PROCEDURES

A Fence/Shed/Patio Zoning Permit is required for all new, renovations, alterations or replacements.

FENCE/SHED/PATIO ZONING PERMIT APPLICATION FORM

PART I – Location of Property – Address must be provided on all applications.

PART II – Complete every section.

PART III – Plot Plan – Show all dimensions of entire property (length x width and square feet of entire lot.) Identify streets adjacent to property. Show all areas of impervious surface (buildings, sheds, driveways, sidewalks, patios, pools, etc.) size dimensions (length and width) indicated, within property lines and indicate whether existing or proposed. Indicate front yard, side yard, and rear yard setbacks by showing the distance from shed to property lines on all sides. Sheds are required to be a minimum of five feet from the rear or side property lines. **The property owner is responsible for the accuracy of this plot plan. On-lot sewage disposal systems and/or any easements/deed restrictions must be indicated.**

PART IV – Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and contractor may be reached. Contractors making application must provide a Certificate of Insurance verifying coverage for Worker's Compensation and their Federal or State Employer Identification Number (EIN).

PLANS AND SPECIFICATIONS

Two (2) copies of all plans and specifications must be submitted with all applications.

DIMENSIONS – Show all dimensions of proposed work (width and length).

ADDITIONAL INFORMATION

FEES – Permit fees must be submitted with the permit application.

REVIEW – The application will be reviewed by the Code Enforcement and Zoning Departments for compliance with all Borough Codes and Ordinances.

PERMIT GRANTED – **If approved, the permit will be processed and issued to you within fifteen (15) business days.** Work may not start until a permit has been approved and granted.

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