

## **BOROUGH OF ETNA**

### **ZONING PERMIT INFORMATION SHEET**

1. Zoning permit must be displayed on the job site in public view.
2. Required inspections must be done prior to the next step of construction.
3. All structures must meet all Etna zoning requirements.
4. Fill out all portions of the application. Provide signature in all places requested. Return all pages of the application.
5. Zoning Application must be accompanied by a check for the permit fee made out to the **Borough of Etna**. (Permit fee is \$30.00)
6. Application must be accompanied by a copy of the liability insurance certificate of the company performing the work.
7. The application for a permit must be accompanied by a site plan showing the size and location of new construction and existing structures on the site and distances from lot lines.

#### **To access the Borough of Etna Zoning Ordinance**

At the Borough of Etna home page

1. Click on **Information**.
2. Choose **Forms** on the drop down menu.
3. Under **Borough Ordinances** choose **Etna ORD 1361(zoning)**.
4. Look under **Reference Information** to find the **Etna Zoning Map** and the **Etna Street Typology Map**.



**BOROUGH OF ETNA APPLICATION FOR ZONING PERMIT**  
 437 Butler Street Pittsburgh, PA 15223 (Ph) 412-781-0569 (Fax) 412-782-5302

DATE APPLICATION RECEIVED: \_\_\_\_\_

**I. APPLICANT INFORMATION**

Name	Address (no., street, city, state, zip code)	Telephone
<hr/>		
Applicant		
<hr/>		
Owner of Record		
<hr/>		
Contractor		
<hr/>		
Architect/Engineer		
<hr/>		

I hereby certify that the proposed work is authorized by the owner of record and I am the owner's authorized agent to make this application, and I/we do hereby agree to conform to all applicable ordinances of the Borough.

Signature of Applicant	Address	Date
<hr/>		

**II. SITE LOCATION**

At (location) \_\_\_\_\_

Street Address	Lot/Block
<hr/>	
Zoning District _____	Current Use _____
<hr/>	
Located within an Identified Flood-prone Area _____ Yes _____ No	

**III. DESCRIPTION OF PROPOSED IMPROVEMENT/ACTIVITY**

**A. Type of Improvement/Activity**

_____ Sign	_____ Demolition
_____ New Structure or Use	_____ Change of Use of Existing Building or Land
_____ Alteration, Enlargement	_____ Temporary Use
_____ Repair, Replacement	_____ Other (specify) _____
_____ Moving (relocation)	_____

**B. Proposed Use**

1. \_\_\_\_\_ Residential. List number of units by type (check ordinance for definitions):

_____ Single Family	_____ Two Family	_____ Townhouse	_____ Garden Dwellings
_____ Multifamily, Multi-story	Total Dwelling Units _____		

2. \_\_\_\_\_ Commercial (specify) \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_ Industrial (specify) \_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_ Public, Semi-Public (church, school recreation, etc.) (specify) \_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_ Accessory Use

_____ Sign (Go to Sec. IV)	_____ Home Occupation (specify) _____
_____ Garage/Carport	_____ Storage Shed/Building _____ Fence
_____ Swimming Pool	_____ Parking/Loading _____ Other

6. \_\_\_\_\_ Other (specify) \_\_\_\_\_

**C. Site Characteristics**

1. Total site area \_\_\_\_\_ sq. ft.                      3. Lot area per dwelling unit \_\_\_\_\_ sq. ft.  
2. Corner Lot \_\_\_\_\_ yes \_\_\_\_\_ no                      4. Site area covered by structures \_\_\_\_\_ sq. ft.

**D. Structural Characteristics**

1. Type of Construction: \_\_\_\_\_ Frame \_\_\_\_\_ Brick \_\_\_\_\_ Masonry \_\_\_\_\_ Other

2. Size of Structure(s) (gross floor area in sq. ft.)

	Existing	/	Addition - Extension	/	New	/	Total
Principal Structure	_____	/	_____	/	_____	/	_____
Accessory Structure	_____	/	_____	/	_____	/	_____

3. Height of Structure (after work completed)

Principal Structure \_\_\_\_\_ ft. \_\_\_\_\_ stories      Accessory Structure \_\_\_\_\_ ft. \_\_\_\_\_ stories

4. Type of Heating \_\_\_\_\_                      5. Roof Type \_\_\_\_\_ Flat \_\_\_\_\_ Sloped \_\_\_\_\_ Mansard

6. Depth of Excavation at minimum point \_\_\_\_\_      7. Foundation on fill \_\_\_\_\_ yes \_\_\_\_\_ no

8. No. & Description of Buildings to be Razed and Method to be used \_\_\_\_\_  
\_\_\_\_\_

9. Cost of Construction \_\_\_\_\_                      10. Estimated Market Value \_\_\_\_\_

**E. Offstreet Parking and Loading**

1. Parking Spaces \_\_\_\_\_ Proposed \_\_\_\_\_ Existing      2. Stall Size (length X width) \_\_\_\_\_

3. Type of Pavement/Surfacing \_\_\_\_\_  
MUST BE HARD SURFACE, ie, BRICK, ASPHALT, CONCRETE

4. Describe other actions to provide required parking (e.g., joint use of other parking areas, etc.)

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5. Offstreet Loading: No. of Stalls \_\_\_\_\_ Stall Size \_\_\_\_\_ Location \_\_\_\_\_

Type of Pavement/Surfacing \_\_\_\_\_

MUST BE HARD SURFACE, ie, BRICK, ASPHALT, CONCRETE

**F. Landscaping**

Describe type of proposed planting, location, etc. to meet Ordinance requirements \_\_\_\_\_

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**IV. SIGN INFORMATION**

Attach illustrations and specifications of proposed sign according to application instructions sheet.

1. Use of Sign

\_\_\_\_\_ Residential/Home Occupation \_\_\_\_\_ Residential Complex \_\_\_\_\_ Commercial Business

\_\_\_\_\_ Industrial Use \_\_\_\_\_ Public, Semi-Public \_\_\_\_\_ Real Estate (Sale, rental)

\_\_\_\_\_ Outdoor Advertising \_\_\_\_\_ Construction Advertising \_\_\_\_\_ Permanent Sign

\_\_\_\_\_ Temporary Sign \_\_\_\_\_ Window Graphics

2. Type of Sign

\_\_\_\_\_ Wall-mounted \_\_\_\_\_ Free-standing \_\_\_\_\_ Single Face \_\_\_\_\_ Double Face \_\_\_\_\_ Window Graphics

3. Size: Total area (one face) \_\_\_\_\_ sq. ft. Length \_\_\_\_\_ ft. Width \_\_\_\_\_ ft.

4. Describe proposed type of construction, materials, illumination, method mounting \_\_\_\_\_

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

5. Signable wall area is \_\_\_\_\_ sq.ft.

6. Photograph (5" x 7") showing side of building on which sign is to be placed.

7. For multiple use building other information may be required.

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(Attachment)

## **V. STORMWATER AND FLOODPLAIN MANAGEMENT**

Describe proposed drainage control methods to comply with ordinances. If proposing to connect with existing sewer or drainage system, identify point of connection and adequacy of system to handle additional flow. Show all drainage provisions on site plans.

If located within a flood-prone area, describe methods and materials that will be used to minimize flood damage in accordance with Borough ordinances. Attach plans and elevations to demonstrate compliance; delineate area subject to flooding and any existing stream improvements or protective works.

# APPLICATION FOR ZONING PERMIT

## WORKER'S COMPENSATION INFORMATION

INSURER: \_\_\_\_\_

NAME OF POLICY HOLDER: \_\_\_\_\_

POLICY NUMBER: \_\_\_\_\_ EXP DATE: \_\_\_\_\_

CONTRACTOR'S FEDERAL OR STATE EMP. ID#: \_\_\_\_\_

APPLICATION <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	(FOR MUNICIPAL USE ONLY)
BY: _____	DATE: _____
PERMIT FEE: _____	
Assessed Value of the Property: \$ _____	
REASON(S) FOR DENIAL: _____	

(APPLICANT/OWNER IS RESPONSIBLE FOR OBTAINING REQUIRED HIGHWAY OCCUPANCY PERMITS FROM THE PA DEPT. OF TRANSPORTATION)

THE ABOVE INFORMATION IS TRUE AND CORRECT, I HEREBY AGREE THAT ALL APPLICABLE PROVISIONS OF THE BOROUGH CODES SHALL BE COMPLIED WITH, AS WELL AS THE REQUIREMENTS OF THE MUNICIPAL SEWER AND WATER AUTHORITY WHETHER SPECIFIED OR NOT.

\_\_\_\_\_  
APPLICANT/AGENT SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

(Below this line Office Use Only)

Parcel No: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Permit No: \_\_\_\_\_

Fee: \$ \_\_\_\_\_

Electrical Fee: \$ \_\_\_\_\_

Date Approved: \_\_\_\_\_

Date Expired: \_\_\_\_\_

Does Set back comply? Yes \_\_\_ No \_\_\_

Is this a Permitted Use? Yes \_\_\_ No \_\_\_

Is Planning Commissioner Approval Needed? Yes \_\_\_ No \_\_\_

Zoning Hearing Board needed? Yes \_\_\_ No \_\_\_

Is a Conditional use required? Yes \_\_\_ No \_\_\_

Can a Building Permit be issued? Yes \_\_\_ No \_\_\_ Date: \_\_\_\_\_

Zoning Officer Approval: \_\_\_\_\_  
(Signature)

(Date Received)

**FOR BOROUGH USE ONLY**

**I. BOROUGH APPROVALS/PERMITS**

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	Approved (date)	Disapproved (date)	Approved/Disapproved By (signed)
1. Site Development Plan			
a. Preliminary	_____	_____	_____
b. Final	_____	_____	_____
2. Conditional	_____	_____	_____
3. Variance	_____	_____	_____
4. Nonconforming Use	_____	_____	_____
5. Floodplain Permit	_____	_____	_____
6. Zoning Use Permit (List No.)	_____	_____	_____
7. Building Permit (List No.)	_____	_____	_____
8. Street Access Permit	_____	_____	_____
9. Occupancy Permit (List No.)	_____	_____	_____
10. Other _____	_____	_____	_____

If any of the above is disapproved, describe reasons, applicable ordinance sections.

**II. OTHER APPROVALS/PERMITS**

	Approved	Disapproved	Approved/Disapproved By
1. Sewer (Co. Health Dept., DEP)	_____	_____	_____
2. Sewer (ALCOSAN)	_____	_____	_____
3. Erosion/Sedm.	_____	_____	_____
a. Co. Cnsrv. Dist.	_____	_____	_____
b. DEP	_____	_____	_____
4. Plumbing (Co. Health)	_____	_____	_____
5. Water (Hampton/Shaler Water Authority)	_____	_____	_____
6. Street Access (PA DOT)	_____	_____	_____
7. Stream Obstructions (PA DEP)	_____	_____	_____
8. PA Labor and Industry	_____	_____	_____
9. Other	_____	_____	_____

FEES PAID TO BOROUGH (amount and date)