



CODE ENFORCEMENT AGENCY

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HOW TO APPLY FOR A: **MUNICIPAL ZONING PERMIT**

The separation or division of a municipality into districts, the regulation of buildings and structures in such districts in accordance with their construction and the nature and extent of their use, and the dedication of such districts to particular uses designed to serve the community as a whole.

Zoning may refer to: Accessory structures outside the International Building Code:

Decks, Sheds, Garages, Playground Equipment, Lean-to, Patios, Driveways, Pathways, Retaining Walls, Signs, Equipment, Cars, Recreational Vehicles, Residential Alterations, Ponds, Pools, Utilities, Landscaping, Debris or Decorations.

Zoning also refers to:

Boundary Lines, Easements, Right of Ways, Buffer Zones and Land Composites.

What is required to apply?

An application may be procured from the municipal offices or perhaps online. The application requires the following details in order to be submitted to the municipality:

- 1) Application must be completed in *legible* detail and signed by an applicant.
- 2) A detailed description of your project or request for information.
- 3) Site plan or plot plan detailing the scalable portions of the land including set-backs, buffer lines, utilities, easements and description of proposed structure.
- 4) Contractor Information which **must** include proof of workman's compensation or a notarized waiver of workman's compensation. Should a general contractor waiver be submitted, all sub-contractors of the project need to comply with proof or waiver as well.

NOTE: Some Zoning or Ordinance interpretations may need to include an application to the Building Department under the Commonwealth Uniform Construction Code Standard (UCC).

What if I do not agree?

Once a Zoning "Interpretation or Opinion" has been crafted by the proper municipal authority, if the reference is disputed, you may or may not be entitled to a "VARIANCE" under the zoning code. A separate action and application for "variance" is required to have a formal hearing before the Zoning Hearing Board (ZHB).

This ZHB hearing is a judicial type hearing separate of the Zoning Officer and community and is conducted by community citizens to grant or deny your request.