

## For New Use or Change in Existing Use

Zoning Permit Application Instructions and Zoning Permit Application for a new use or a change in the use of an existing building. The City of St. Marys Zoning Ordinance of 2005, Section 701.1.A(1)(a) requires a permit be issued prior to a change in use of land or structure.

### Page 1

**All items above Work Site Address are completed by City staff.**

Work Site Address: Property address for the site where the use will take place. If no address exists, obtain one from the Elk County GIS Coordinator, Jim Abbey at (814) 776-5378.

Property Owner: Name of person who holds title to property where the use will take place.

Mailing Address: Mailing address of the property owner.

City, ST, Zip: City, State and Zip code for the mailing address of the property owner.

Telephone: Telephone number of the property owner.

Email: Electronic mail address of the property owner, if they wish to receive correspondence from the City via electronic mail.

Architect/Engineer: Name of the producer of the construction drawings if by someone other than the agent or owner. Or the contractor performing the work (if renovations are proposed).

Address: Address of the producer of the construction drawings if by someone other than the agent or owner. Or the contractor performing the work (if applicable).

City, ST, Zip: City, State and Zip code of the mailing address of the producer of the construction drawings if by someone other than the agent or owner. Or the contractor performing the work (if applicable).

Telephone Number: Telephone number of the producer of the construction drawings if by someone other than the agent or owner. Or the contractor performing the work (if applicable).

Email: Electronic mail address of the architect/engineer, if they wish to receive correspondence from the City via electronic mail (if applicable).

Agent: Name of the applicant if they are not the owner of the property where the use is taking place (if applicable).

Agent Address: Address of the applicant if they are not the owner of the property where the use is taking place (if applicable).

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City, ST, Zip: City, State and Zip code for the mailing address of the agent (if applicable).

Agent Telephone: Telephone number of the applicant if they are not the owner of the property where the use or construction is taking place (if applicable).

Agent Fax: Fax number of the applicant if they are not the owner of the property where the use is taking place (if applicable).

Agent Email: Electronic mail address of the agent, if they wish to receive correspondence from the City via electronic mail (if applicable).

Signature of Owner / Authorized Agent: The application **MUST** be signed by the property owner or his/her authorized agent. If the certification is not signed; the permit will be denied.

Date: The date that the property owner or authorized agent signed the certification.

### Page 2 BUILDING SECTION

☐ RESIDENTIAL ☐ COMMERCIAL ☐ INDUSTRIAL: Please check the box of the type of use

Description of Work: Describe the use that will be conducted on the property. Include area of the building for the proposed use, number of employees, hours of operation, and general characteristics of the business operation.

Type of Construction: Describe the prevalent material of the building for the proposed use.

Type of Foundation: List the prevalent material of the building foundation.

Size of Improvement: List the length x width or square footage of the proposed use within the existing building.

Residential Use: Describe the residential use if applicable.

Commercial Use: Describe the commercial use if applicable.

Industrial Use: Describe the industrial use if applicable.

### ZONING SECTION

Lot Width: The length of the property line that is most-parallel with the street indicated in the site address.

## For New Use or Change in Existing Use

Lot Depth: The length of the property line that is closest to a right-angle with the street indicated in the site address, usually described as the side property line. If a parcel is abnormally shaped, the distance between the front property line and the rear property line can be used.

Front Setback: The distance between the existing building and the street of address right-of-way line or property line, whichever is less.

Rear Setback: The distance between the existing building and the rear property line. For corner lots the rear property line is directly opposite the street of address. For through lots, the rear property line is the line directly opposite the street of address property line.

Side Setback: The distance between the existing building for the proposed use and the side property line or right-of-way whichever is less. For corner lots the side yard is the yard directly opposite the non-address street.

Number of Stories: Number of stories of the existing building.

Total Height: The maximum height of the existing building above the immediately adjacent finished grade.

Signature: The application **MUST** be signed by the property owner or authorized agent. If the application is not signed; the permit will be denied.

### **Page 3 APPROVAL PAGE**

For official use only, nothing required to be filled in.

### **Page 4 SMALL PROJECT STORMWATER MANAGEMENT APPLICATION**

Should only be completed if additional impervious area is proposed to be created for new parking spaces or structures; the existing impervious area does not need to be calculated if no new impervious area is proposed. The Elk County Stormwater Management Plan of 2010 required the City of St. Marys to revise its Stormwater Management Ordinance to manage the stormwater of all impervious improvements. The lengths and widths of all impervious surfaces, both existing and proposed must be listed in Table F-1. The application **MUST** be signed by the property owner or authorized agent. If the application is not signed; the permit will be denied.

### **Page 5 LOT DIAGRAM (Maybe be replaced with equivalent diagram)**

Draw a sketch of all existing and new improvements located on the lot. If the lot is a regular lot; use the top of the page, if it is a corner lot; use the bottom of the page. Draw or sketch any and all buildings, structures, asphalt paved driveways, concrete driveways or patios, or any other combination of materials that is placed over the ground and covers it within the property boundaries and prevents the infiltration of water into the ground. Also, include the length and width or any other outside dimensions of all buildings, structures, asphalt or concrete parking lots, paved driveways, or concrete driveways or patios; or the square footage of area that they occupy.



## ZONING PERMIT APPLICATION

### COMMUNITY AND ECONOMIC DEVELOPMENT

11 Lafayette Street  
Saint Marys, PA 15857

www.stmaryspa.gov

Phone (814) 781-1718 x225  
Fax (814) 834-1304

[City of St. Marys Use Only]

Application Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

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

PERMIT FEE: \$30.00

Tax Parcel ID#: \_\_\_\_\_

[ ] CASH [ ] CHECK # \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot#: \_\_\_\_\_

RECEIPT # \_\_\_\_\_

Complete all applicable information. Be specific and descriptive. Do not omit important entries such as telephone numbers, Fed ID Numbers etc. INCLUDING SIGNATURES.

[ Please Print ]

( If applicable )

Work Site Address: \_\_\_\_\_

Agent: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Agent Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Agent Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Agent Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Agent Email: \_\_\_\_\_

Architect / Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

### CERTIFICATION:

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record, and that I have been authorized by the owner to make this application as his/her authorized agent, and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official or his authorized representative(s) shall have the authority to enter areas covered by such permit at any reasonable time to enforce the provisions of the code(s) applicable to such permit.

X

Signature of Owner / Authorized Agent

Date

## BUILDING SECTION

☐ RESIDENTIAL

☐ COMMERCIAL

☐ INDUSTRIAL

Description of Work:

Type of Construction: \_\_\_\_\_

Residential Use: \_\_\_\_\_

Type of Foundation: \_\_\_\_\_

Commercial Use: \_\_\_\_\_

Size of Improvement: \_\_\_\_\_

Industrial Use: \_\_\_\_\_

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## ZONING SECTION

Lot Width: \_\_\_\_\_ feet

Lot Depth: \_\_\_\_\_ feet

Front Setback: \_\_\_\_\_ feet

Rear Setback: \_\_\_\_\_ feet

Side Setback: \_\_\_\_\_ feet

Side Setback: \_\_\_\_\_ feet

Number of Stories: \_\_\_\_\_

Total Height: \_\_\_\_\_ feet

I hereby certify that the information contained in this permit application is accurate to the best of my knowledge and any incorrect, inaccurate, or omitted information, whether intentional or not, may result in the revocation of all or part of the permit approval, and is considered a violation of the City of St. Marys Zoning Ordinance of 2005 and may result in paying a judgment of \$500, plus all court costs and reasonable attorneys fees incurred by the City as a result thereof. I also hereby certify that I am the owner of record or the agent of the owner of record, and am authorized to make this application.

X \_\_\_\_\_

(Signature Owner / Authorized Agent)

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**RECOMMENDATION OF ZONING OFFICER**

Zoning Application: [ ] Approved [ ] Denied (cite specific section of Zoning Ordinance):

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Appealed and referred to the Zoning Hearing Board for:

[ ] Variance [ ] Special Exception [ ] Interpretation

Fee: \_\_\_\_\_ [ ] Cash [ ] Check # \_\_\_\_\_ Receipt # \_\_\_\_\_

Fee Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Officer: \_\_\_\_\_ Date: \_\_\_\_\_

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**ACTION TAKEN BY ZONING HEARING BOARD**

[ ] Variance Granted [ ] Special Exception Granted [ ] Application Denied [ ] Application Misinterpreted

According to Section(s)

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of the City of St. Marys Zoning Ordinance of 2005.

Zoning Hearing Board Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

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**ACTION TAKEN BY CITY COUNCIL**

Conditional Use Zoning Application: [ ] Approved [ ] Denied

City Council: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
Secretary

## City of St. Marys Small Project Stormwater Management Application

The Stormwater Management Ordinance requires a Small Project Stormwater Management Application be submitted whenever more than 1,000 square feet of impervious surface is proposed.

Impervious surfaces are areas that prevent the infiltration of water into the ground and shall include, but not be limited to roofs, patios, garages, storage sheds, streets, sidewalks, driveways, and parking areas.

| Table F-1   |        |   |       |   |                       |
|---|--------|---|-------|---|-----------------------|
| To Calculate Impervious Surfaces Please Complete This Table |        |   |       |   |                       |
| Surface Type  | Length | X | Width | = | Proposed Surface Area |
| Building  |        |   |       |   |                       |
|   |        |   |       |   |                       |
|   |        |   |       |   |                       |
| Driveway  |        |   |       |   |                       |
|   |        |   |       |   |                       |
|   |        |   |       |   |                       |
| Parking Areas   |        |   |       |   |                       |
|   |        |   |       |   |                       |
|   |        |   |       |   |                       |
| Patios/Walks  |        |   |       |   |                       |
|   |        |   |       |   |                       |
|   |        |   |       |   |                       |
| Other   |        |   |       |   |                       |
|   |        |   |       |   |                       |
|   |        |   |       |   |                       |
| Total Impervious Surface Area Proposed (Sum of All Areas)   |        |   |       |   |                       |

NOTE: The City of St. Marys can require the applicant to provide supplemental and additional information beyond the Small Project SWM Application if there is a threat to property, health or safety.

Property Owner should consult Section 202 of Chapter 26 of the St. Marys City Code Book for additional information on compliance requirements.

Property Owner Acknowledges that submission of inaccurate information may result in a stop work order or permit revocation. Acknowledgement of such is by signature below. I declare that I am the owner or the owner's legal representative. I further acknowledge that the information provided is accurate and City employees are granted access to the above-described property for review and inspection as may be required. Further, I declare the issuance of a permit, waiver, or exemption by the City of St. Marys in no way relieves me from complying with State Water Quality Standards or actions posing a threat to property, health or safety. The City of St. Marys assumes no responsibility for the implementation, proper construction, or future compliance with Chapter 26.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_: Owner Date: \_\_\_\_\_  
(Signature)

REGULAR LOT

REAR

SIDE

SIDE

FRONT

RIGHT OF WAY

STREET OF ADDRESS

FRONT

NON -ADDRESS STREET

RIGHT OF WAY

FRONT

SIDE

REAR

CORNER LOT