



**Matamoras Borough Zoning Department**  
10 Ave I, STE 1  
Matamoras, PA 18336  
**ZONING PERMIT APPLICATION**  
AS REQUIRED BY THE BOROUGH ZONING ORDINANCE

**NOTICE**  
This permit is valid for a  
period of 1 year from the  
date approved

Application is hereby made for a permit to erect or alter a structure, which shall be located as shown on diagram on the attached sheet, and/or to use the premises for the purposed described herewith. The information, which follows, together with location diagram, is made part of this application by the undersigned. It is understood and agreed by this applicant that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of this applicant, such as might or would operate to cause a refusal of this application, or any change in the location, size or use of structure or land made subsequent to the issuance of this permit, without approval of the Zoning Office, shall constitute sufficient ground for revocation of this permit.

**PLEASE PRINT LEGIBLE**

**A. Location and Ownership of Property:**

Zoning District:  R  R1  R2  C1  C2 Tax Map ID #: \_\_\_\_\_  
Job Address: \_\_\_\_\_  
Deed Owner: \_\_\_\_\_ Deed Owner's Phone #: \_\_\_\_\_  
Deed Owner's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**B. APPLICANT'S INFORMATION:**

If Applicant's information is same as Deed Owner, check here:   
Applicant's Name: \_\_\_\_\_ Applicant's Phone #: \_\_\_\_\_  
Applicant's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**C. BUSINESS INFORMATION: (FILL OUT FOR COMMERCIAL BUILDINGS)**

Business Name: \_\_\_\_\_ Suite # \_\_\_\_\_ Business Phone #: \_\_\_\_\_  
Business Location: \_\_\_\_\_ Area Leased: \_\_\_\_\_ sq.ft.  
Previous Tenant: \_\_\_\_\_ **Provide a copy of last issued Certificate of Occupancy/Use**

**D. Present Use of Property:** (How is the property/building used NOW?) Check 1, describe commercial (attach sheet if needed).

Present Use of Building/Structure:  Single Family  Multi-Family-Number of families: \_\_\_\_\_  
 Commercial (Describe) \_\_\_\_\_  
Present Use of Land:  Vacant  Single Family  Multi-Family-Number of families: \_\_\_\_\_  
 Commercial (Single Occupant)  Commercial (Multi- Occupant, list all): \_\_\_\_\_

**ALL COMMERCIAL APPLICATION MUST INCLUDE A FLOOR PLAN SHOWING ALL AREAS. MULTI-TENANT SPACES MUST BE INCLUDED ON FLOOR PLAN (WHEN APPLICABLE). INDICATE SQUARE FOOTAGE OF EACH SPACE.**

**E. Proposed Use of Structure and/or Land: (What are you proposing to do?)**

Type of Work  Single-family  Multi-Family-Number of families \_\_\_\_\_  addition  alteration  Demolish  
 Garage attached/detached (**circle one**)  shed  swimming pool  deck/porch  New Building (Commercial)  
 Change of Use (**must attach description**)  other: \_\_\_\_\_  
Proposed Use of Structure:  Single Family  Multi-Family  Commercial- Describe \_\_\_\_\_  
Proposed Use of Land:  Single Family  Multi-Family  Commercial- Describe \_\_\_\_\_  
% of building coverage: (Includes all areas under roof) \_\_\_\_\_% Property Size: \_\_\_\_\_sq.ft. or Acres: \_\_\_\_\_  
Buildings/Structures sq. ft. \_\_\_\_\_sq.ft. Building Height: \_\_\_\_\_ft. # of off-street parking spaces provided: \_\_\_\_\_

**Please attach a copy of the property deed.**

The use of your property may be governed by private restrictive covenants, rules and regulations. The issuance of a permit to you by Matamoras Borough does not exempt you from complying with those covenants & regulations nor from obtaining any private permits that may be required.

Please Check:  I have read and understand any restrictive covenants, rules and regulations of the deed and any private permit requirements.

**A. Important Notices:**

- This permit applies to Zoning **ONLY** and shall not relieve the applicant from obtaining such other permits (building,sewage,etc) as required by law.
- A Certificate of Use or Occupancy is required **PRIOR** to the occupying or using of any item permitted thereunder.
- Violations of any provision of the Zoning Ordinance or of this permit, by owner, lessee, applicant, tenant or other party, may be punishable by civil penalty not to exceed \$500.00 per day in which the violation occurs.
- Pennsylvania ACT 247 (1968) provides for a 30-day appeal period for any party aggrieved by the issuance or denial of a zoning permit. Application for appeal can be obtained at the Borough Office.

**B. Applicant's Approval:**

I hereby certify that the information contained in this application and the accompanying site plan is accurate and true, that I read and understood the notices in Section D (above), that I am the lawful owner of the property, and/or that I am authorized to sign this application on behalf of all owners of the property.

Deed Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Must include the Zoning Application fee (see page 6). Please make checks/money orders payable to: Matamoras Borough**  
**All fees are due with application, see attached fee schedule. Applications without fees are incomplete and will not be processed until fees are received! See Page 6**

**C. Approvals and Tracking (For office use only, do not write below this line)**

Type of Application:  Permitted use  Accessory Use  Conditional Use  Variance  Special Exception List

of Conditions: \_\_\_\_\_

Submission Date: \_\_\_\_\_ Request for additional information (date): \_\_\_\_\_

Permit Approved  Permit Denied Permit #: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ ck#: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone #: (570) 491-2771 email: s.bolles@matamorasborough.com Physical Address: 10 Ave I, STE 1, Matamoras, PA

# **A GUIDE TO ZONING APPROVAL**

*When are zoning permits required? What information is required to obtain a zoning permit? What are the cost considerations for a permit? **This guide is designed to answer these and other common questions.***

## **Zoning Permit requirements**

You must secure a zoning permit before a building permit can be **issued** by the Matamoras Borough Building Code Official.

A zoning permit is mandatory for the following:

1. The proposed erection, addition or alteration or demolition of any building or structure or any accessory building or structure or portion thereof or regulated sign; prior to the use or change in use of a building or land; and prior to the change or extension of a nonconforming use.
2. The proposed change in use by a new landowner/tenant for commercial and industrial properties.

A zoning permit is **not** required for the following:

1. Normal maintenance activities, minor repairs or alterations which do not structurally change a building or structure.

## **Application for Zoning Permit Requirements**

To apply for a zoning permit, you must submit the following items to the Zoning Officer:

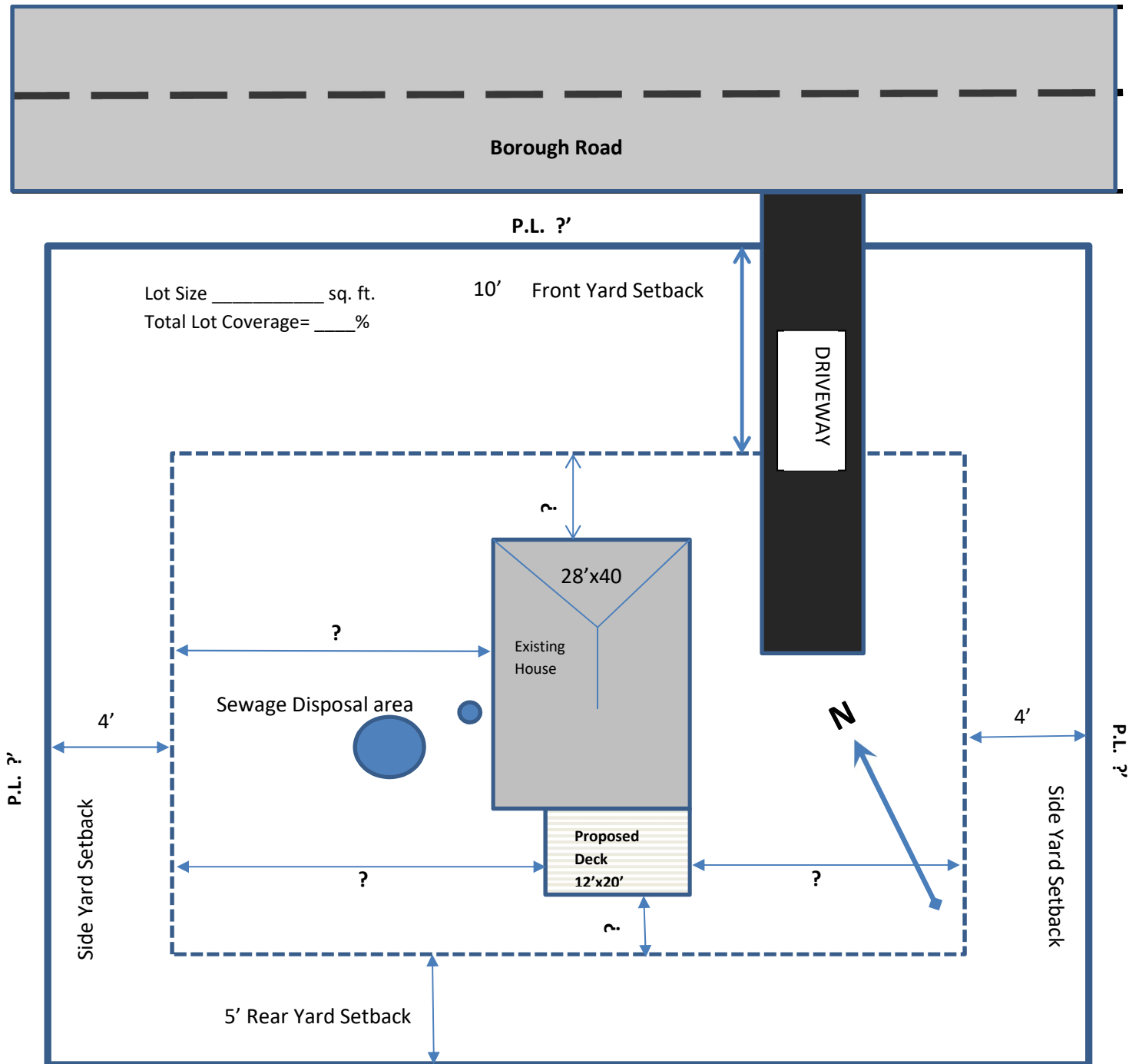
1. A completed zoning permit application along with the associated fee. Applications are available at the Matamoras Borough Building.
2. A copy of the recorded deed must be submitted. The use of your property may be governed by private restrictive covenants, rules and regulations. The issuance of a permit to you by Matamoras Borough does not exempt you from complying with those covenants and regulations nor from obtaining any private permits that may be required.
3. A survey or plot plan (drawn to scale) showing the following information:
  - a. The property lines and dimensions of the lot. Include the lot size (square foot).
  - b. The location and dimensions of **all** existing and proposed buildings/structures on the lot. Include building/structure height. Include sewage tanks and disposal area.
  - c. The existing and proposed uses of the buildings/structures.
  - d. The location and dimensions of all existing and proposed access points and driveways to the property.
  - e. The number and location of all existing and proposed parking spaces.
  - f. Distances marked between all existing and proposed structures to the front, rear and side property lines.
  - g. Scale used to draw the survey/plot plan.
  - h. Identification of adjoining streets.
  - i. Identification of any easements that cross the property.
  - j. Location of the front, rear and side setbacks.
  - k. Percentage of building coverage (includes all areas under roof).

## **Approval Process**

Once an application is submitted, the Zoning Officer will review it to determine if it is a Permitted Use, Accessory Use, Conditional Use or Special Exception and will proceed with processing the application. The Zoning Officer will review and approve or deny any Permitted Uses (includes Accessory Uses) as listed in the Schedule of District regulations. The Zoning Officer will forward any Conditional Uses or Special Exceptions to the appropriate board for their review and approval.

**All zoning permits are valid for 1 year from date of issuance.**

See reverse side for example plot plan with required information.



- Included:
- Property Lines (P.L.)
  - Setbacks
  - Percentage of Building Coverage
  - Dimensions to proposed Buildings/Structures
  - North Arrow
  - All Proposed and existing buildings/structures
  - Lot Size sq.ft.

**PLEASE USE THIS FORM TO DRAW YOUR PLOT PLAN. IF YOU ARE SUBMITTING A CERTIFIED SURVEY, PLEASE WRITE "SEE ATTACHED SURVEY". PLEASE DRAW TO SCALE (1'=30', 1'=40', or 1'=50'). IF ADDITIONAL SPACE IS NEEDED PLEASE SUBMIT PLOT PLAN ON APPROPRIATE SIZED PAPER AND WRITE "SEE ATTACHED PLOT PLAN" ON THIS SHEET. INCLUDE ALL PROPOSED AND EXISTING BUILDINGS/STRUCTURES LOCATED ON THE PROPERTY.**

# ZONING FEES

Revised March of 2018

Sign Permit	\$100.00
Temporary Sign Permit (requires \$100 bond)	\$20.00
Temporary Use Permit	\$25.00
Change of Use	\$25.00

## ZONING PERMIT

\$1-\$1000	\$100.00
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For each additional \$1000 in cost of part thereof \$10

### **Permit fee due with application**

**Application withdrawn without a permit issued: forfeit 20% of the permit fee**

**Any person, firm or corporation that violates §124-38(A) and fails to obtain the require permits prior to commencing work for the erection or demolition of any building/structure/sign or change in land use until a permit has been duly issued will be subject to permit fees that are three times the cost of the original permit fee.**

Certificate of Occupancy	\$25.00
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Certificate of Nonconforming Use	\$100.00
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Conditional Use Hearing Fee	\$375.00
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Variance Hearing Fee	\$650.00
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Special Exception Fee	\$650.00
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Zoning Officer Appeal Fee	\$650.00
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All Other Appeals/Hearings	\$650.00
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Stenographic Fee Deposit	\$250.00
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(Reimbursement at the stenographer's rate)

Street Opening Permit Fee for first ten (10) feet	\$25.00
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For each 100 feet thereafter (requires \$100 bond)	\$100.00
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## Subdivision and Land Development

Lot Improvement	\$25.00
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Planning Module	\$50.00
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Land Development/Subdivision	\$25.00 per plan sheet plus \$10.00 per each lot
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Wavier/Modification Hearing	\$650.00
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