



Borough of Pottstown
Borough Hall, 100 East High Street
Pottstown, Pennsylvania 19464-9525

Zoning Permit Application
Licensing and Inspections
Phone 610-970-6520 Fax 610-970-6599
email: LNIAdmin@pottstown.org

Additions, Accessory Structures, Home Occupations, Change of Use

1. Property, Applicant, and Contractor Information

Project Address: _____

Parcel ID 1600-_____ Zoning District: _____ HARB Zone Yes No

Property Owner Name: _____ Phone: _____

Property Owner Address _____

Applicant Name: _____ Phone: _____

Applicant Address: _____

Applicant Email Address *Print Clearly* _____

Contractor Name*: _____ Phone: _____

**If work or install is being completed by the property owner – enter "Property Owner"*

Contractor PA HIC # _____ If Commercial Project, Contractor Pottstown Reg # _____

2. Total Cost \$ _____ Start Date _____ End Date _____

Zoning permits expire after 6 months of issuance. **NOTIFY LICENSING AND INSPECTIONS UPON COMPLETION OF WORK.**

3. Project Type:

Attach an 8 x 11 plot plan to this application showing property lines with street and alley names, all existing structures, and proposed improvements with front, side, rear, and other required setbacks. (Page 3 example is attached.) Accessory structures may not encroach into any public right of way or obstruct any clear sight distance related to sidewalks, street or alleys. All existing structures/accessories are to be included on this plot plan.

Fence **New** **Replacement**

Fences and walls may be placed up to the rear and side property line; however, it is recommended to allow enough room to be able to maintain your property (paint, repair, cut grass, etc.) without trespassing onto any neighboring property.

Fence Height : Side Yard _____ Front Yard _____ Rear Yard _____ (Reference diagram on page 3)

Fence Style : (picket, stockade, shadowbox, etc.) _____

Fence Material : (wood, chain link, vinyl, brick, stone, etc.) _____

Wall under 4 ft ***Wall over 4 ft *** *A building permit is also required*

Shed –Residential use not to exceed 8 feet in overall height and 120 square feet. 3 foot setback from each side yard and at the rear of the property is required. *If a utility is added an applicable building/electrical/plumbing permit is also required.*

Shed Size: _____

- Driveway** (See Chapter 27; §510 Residential Driveway)
- Home Occupation** (Must be accompanied by "Starting A Business/Zoning Review" form.)
- Change of Use** (Zoning approval [Zoning Review/Permitted Use] required prior to submitting this application)

Provide a brief description of the approved Change of Use:

Addition (porch roof, deck, home addition, garage, etc.) Description _____

Other: Description _____

Pool

1. Choose One:
 - Storable Pool (must be taken down end of each season)
 - Above Ground Pool
 - In Ground Pool
2. Size _____ Depth _____ Shape _____
3. A dedicated GFCI is required within 20 ft of pool pump. The location of the GFCI must be shown on the plot plan also showing its distance from the pool.
4. New electrical: An electrical permit is also required
5. The location of the pool must be marked on the ground (paint or fully staked) for the borough to confirm setbacks.

5. I further certify that the information above is true and accurate to the best of my knowledge. I understand that the submission on inaccurate or incorrect information on this form could subject the applicant/owner to a loss of registration within the Borough and revocation of the permit.

Applicant Print _____

Applicant Signature: _____ Date: _____

If this is a rental property, an owner's signature is required below:

Owner Print _____

Owner Signature: _____ Date: _____

**PERMIT FEES ARE NON-REFUNDABLE
NOTIFY LICENSING AND INSPECTIONS UPON COMPLETION OF WORK**

LICENSING AND INSPECTIONS USE:

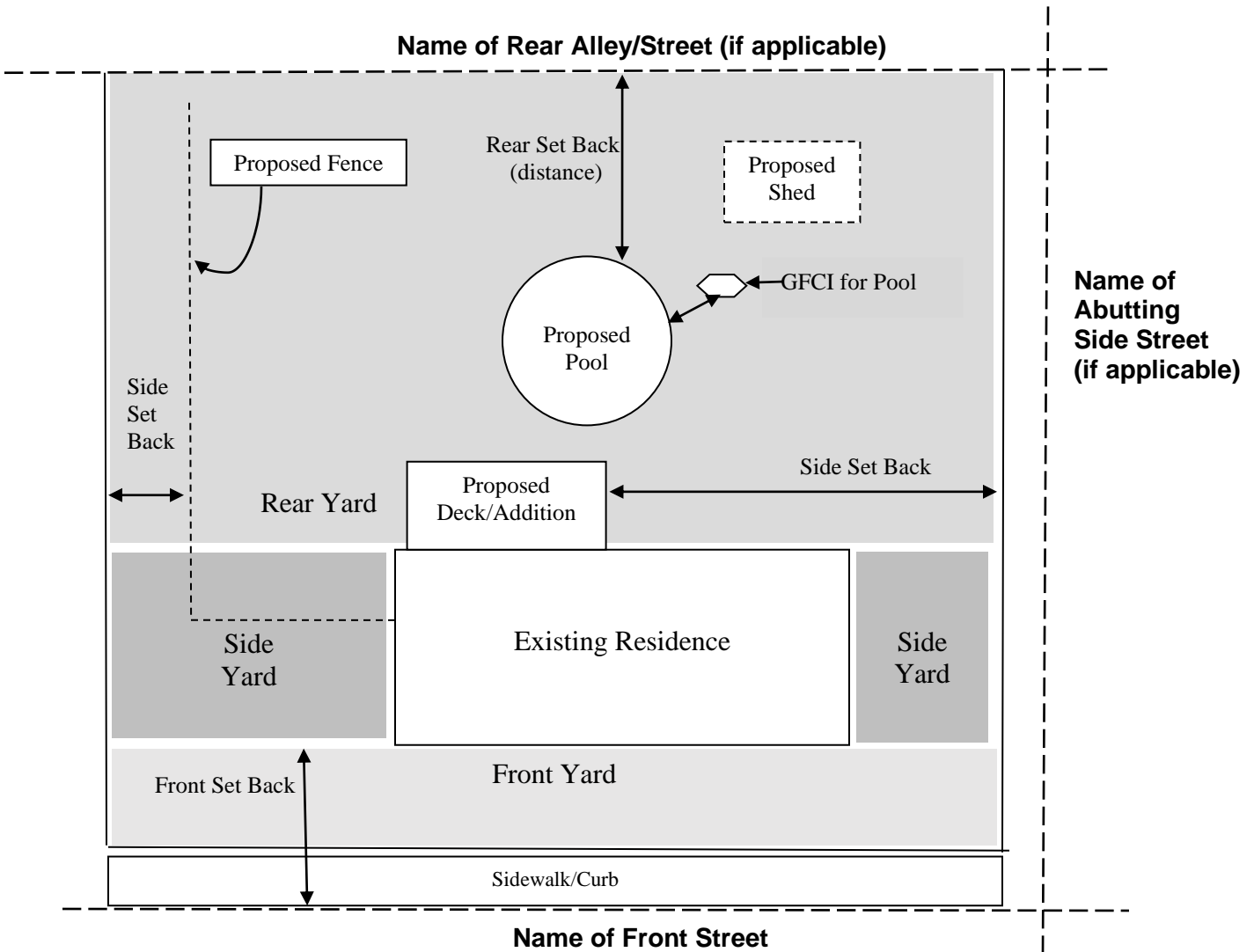
Fee \$ _____

Approved By: _____

Signature _____ Date _____

SAMPLE PLOT PLAN

Submit Your 8 x 11(or larger) Plan on Separate Sheet



Show all existing structures/accessories on property.
Show all set-back distances.

It is the Property Owners responsibility to know where their property lines are located. If you are unsure of your property lines plot plans are available on the Montgomery County website at propertyrecords.montcopa.org, or you must hire a surveyor.

Accessory structures/accessories may not encroach into any public right of way or obstruct clear sight distance related to sidewalks, streets, or alleys.