

Eagles Mere Borough

Instructions for Zoning Permit Application

Please Read Instructions Carefully

Application must be completed with all required drawings before a permit can be issued.

1. The Borough of Eagles Mere requires a zoning permit to erect, add to, or extend any structure, including a change in use or extension of a non-conforming use. Applications for zoning permits are available in the Borough office and must be completed and returned for review and approval of the Zoning Officer before construction begins. The following drawings must be attached to the application:

(a). **Plot Plan** Preferably to scale, but other drawings containing sufficient detail for the zoning officer to determine the following specifications are acceptable: (a). ***Lot Area*** - Dimensions of property lines on all sides, (b). ***Building Area*** - Location of all structures on the plot (existing and proposed), relative to the property lines, (c) ***Yard Setbacks*** - Distances from the front, rear, and side property lines to the outer margins of the new structure (foundation, posts, walls, and roof overhangs). (d). ***Streets/Driveways/Parking*** - Adjacent streets and/or alleys and the location of driveways, sidewalks, and parking areas (if required) should be included and labeled.

(b). **Gross Floor Area (GFA)** Drawings (floor plans) to show dimensions of all usable areas created within the new space (basements, garages, covered patios and porches, decks, storage facilities and attics with ceilings over 6 ft. 6 inches high). GFA is defined as any usable area created within the new space. This includes basements, garages, covered patios, porches, and decks, storage facilities and attics with ceilings over 6' 6" high.

2. **Preliminary Inspection (Site Layout)** – Prior to the preliminary inspection by the Zoning Officer the official survey pins must be clearly visible at the property lines, and the location and outer margins (foundation, posts, walls, and roof overhangs) of the proposed new structure must be indicated with painted or ribboned stakes. Construction cannot begin until the preliminary inspection is completed.

3. **Change Orders** - Any changes in the original application must be submitted to, and approved by, the Zoning Officer prior to their inclusion in the construction phase. Proceeding without approval may result in fines and work stoppages. Additional fees may also apply.

4. **Variances** – If a variance is required the applicant pays for all costs of the variance and half of the stenographer fees. Requests for variances are submitted to the Borough Secretary.

5. **Work Site Management** - It is a condition of this permit that all debris shall be promptly removed and disposed of and the premises made presentable as soon as possible after the completion of work. Work site safety practices must be in compliance with applicable laws.

7. **Permit Period** - Construction must commence within 12 months of the permit issue date and all exterior and roof work must be completed within 24 months of the permit issue date.