



# Charlestown Township

11 General Warren Blvd., Suite 1, Malvern, PA 19355  
 (610) 240-0326 Fax: (610) 240-0328

[admin2@charlestown.pa.us](mailto:admin2@charlestown.pa.us)

## Application for Zoning Permit

Application is hereby made for a permit to erect, alter, or demolish a structure which shall be located as shown on diagram or to use the premises for the purpose 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 the written approval of the Zoning Officer or other authorized Township Official, shall constitute sufficient grounds for the revocation of this permit.

### Section A. Location and Ownership of Property

Property Address \_\_\_\_\_  
 Deed Owner and Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Email \_\_\_\_\_  
 Tax Map Parcel No. \_\_\_\_\_  
 Sub-Div. Name & Lot No. \_\_\_\_\_ Zoning \_\_\_\_\_

### Section B. Contractor

Name of Contractor \_\_\_\_\_  
 Address of Contractor \_\_\_\_\_  
 Contractor Email \_\_\_\_\_

### Section C. Present Use of Property

Vacant                      Single-Family Dwelling                      Multi-Family Dwelling                      Commercial  
 Industrial                      Agricultural                      Mining  
 Other \_\_\_\_\_

### Section D. Proposed Work

Type of Work	Type of Structure	Use of Building/Structure
New	Single Family Dwelling/Mobile Home	Residential
Demolition	Multi-Family Dwelling: No. of Units _____	Commercial
Alteration	Swimming Pool: Size _____ Gals	Industrial
Repairs	Garage: Private Commercial	Agricultural
Addition	Sign	Mining
Other	Fence	Motel/Hotel
_____	Enclosed Porch or Patio	Professional Office _____
_____	Driveway: Width _____	Educational/Religious
_____	Drainage	Amusement/Recreational
_____	Sewage	Restaurant/Bank
_____	Deck	Service Station/Repair Garage
_____	Gazebo	Hospital/Institution
_____	Other _____	Other _____

**Remarks:**

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**Section E. Location Diagram** *(Must Be Complete or Permit Will Not Be Issued.)*

Diagram submitted is:      Formal *(Non- and major Residential)*      Sketched *(minor Residential ONLY– e.g. shed or deck.)*

**Diagram, drawn to scale, is to show:**

1. All lot and building setback lines and dimensions.
2. All streets, roads, and alleys bounding property.
3. All existing buildings, fences, signs, and structures.
4. Locations and dimensions of all PROPOSED structures and additions.
5. Distances from proposed structures to lot lines and to other existing structures.
6. If property has been surveyed, state name of surveyor: \_\_\_\_\_
7. Describe specific PROPOSED use or uses of structure(s).
8. All existing and proposed utilities and their respective easements, if applicable (Non-Residential Only)
9. All access easements which may exist through the property.
10. The following Zoning Data (if not applicable, fill in "N/A"):

	<i>(Township Use)</i>		<i>Applicant Use</i>
	<b>Maximum Permitted</b>	<b>Minimum Required</b>	<b>Actual Proposed</b>
Zoning District			_____
Building Height (ft.)			_____
Lot Coverage (percent)			_____
Impervious Coverage (percent)			_____
Lot Size (sq. ft.)			_____
Lot Width			
At Street Line (ft.)			_____
At Building Setback Line (ft.)			_____
Building Setback			
Front (ft.)			_____
Rear (ft.)			_____
Side (ft.)			_____
Improvements Setback (ft.)			_____
Distance between highway access pts.			_____
Side Yard			
Total (ft.)			_____
One side (ft.)			_____
Rear Yard (ft.)			_____
Parking Requirements			_____

**Section F. Notes**

For ALL New Building, Construction, Alteration & Demolition

- a. The permittee shall be responsible for establishing the property lines between his/her property and that of any adjoining *prior* to constructing a fence/wall between the properties.
- b. To drain swimming pool water, it should be pumped through existing filtering system into house drainage system. The Charlestown Township Sewer Authority must be notified of such activity at least one (1) week in advance.
- c. All proposed structures which will provide water service and/or sewerage shall utilize public water supply and/or public sanitary sewer system or approved on-lot system per Township Ordinance.
- d. Development within floodplains is subject to the requirements of The Township Ordinance regulating areas subject to flooding.
- e. Applicant intending to construct adjoining public roadways with the intention of placing an access driveway from their property **MUST** obtain a highway occupancy permit from the PA Department of Transportation or approval from the **Charlestown Township Board of Supervisors or their designated representative.**
- f. Applicant shall be responsible to obtain approval from the Chester County Conservation District when applicable to the project.
- g. THIS PERMIT, WHEN *APPROVED*, SHALL BE VALID FOR A PERIOD OF ONE (1) YEAR FROM DATE OF ISSUANCE, UNLESS A TIME EXTENSION IS GRANTED IN WRITING BY THE ZONING OFFICER OR OTHER AUTHORIZED TOWNSHIP OFFICIAL.

**Section G. Certification**

*"I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I further certify that I am authorized by the owner to make the foregoing application and that, before I accept any permit for which this application is made, the owner shall be made aware of all the conditions of the permit. I understand that if I knowingly make any false statement herein I am subject to such penalties as may be prescribed by law or ordinance."*

\_\_\_\_\_  
*Signature of Property Owner* **[MUST BE OWNER ONLY!]**

\_\_\_\_\_  
*Print Name of Property Owner* **[MUST BE OWNER ONLY!]**

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

This permit applies to Charlestown Township Zoning Permit Ordinance Only and SHALL NOT relieve the applicant from obtaining such other permits as may be required by law.

**Charlestown Township**  
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Phone: 610-240-0326 Fax: 610-240-0328

**Township Use Only**

DATE APPLICATION RECEIVED: \_\_\_\_\_ Sub-Div. Name & Lot No. \_\_\_\_\_

PERMIT NO. \_\_\_\_\_ FEE \$ \_\_\_\_\_

SITE LOCATION \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

**Approval - Denial - Date of Action Taken**

APPLICATION APPROVED:  YES  NO DATE \_\_\_\_\_  
(Charlestown Township Zoning Officer)

REASON FOR DENIAL: \_\_\_\_\_

ZONING HEARING BOARD'S DECISION: GRANTED DENIED DATE \_\_\_\_\_

REMARKS: \_\_\_\_\_