



# Borough of Portland

206 Division Street, PO Box 476, Portland, PA 18351  
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No. \_\_\_\_\_

## BOROUGH OF PORTLAND APPLICATION FOR ZONING PERMIT

An application is hereby made for a permit to erect, install, or alter a structure and/or to use the premises for the purposes as described in detail below. A diagram of the proposed structure/use is on the reverse side or attached to this application. It is understood and agreed by this applicant that any error, misstatement of material fact, regardless of actual intent of the applicant, may result in the denial of this application. It is further understood that any change in the location, size, or use of the structure or land made subsequent to permit issuance, without approval of the Zoning Officer may result in the revocation of said permit and/or require additional permits.

### SECTION A: Location; Ownership; Present Use of Property

- 1) Property Owner Name(s): \_\_\_\_\_
- 2) Owner Address: \_\_\_\_\_
- 3) Applicant Name (if applicable): \_\_\_\_\_
- 4) Property Address: \_\_\_\_\_
- 5) Present Use of Property (check which applies):  Residential  Commercial  Industrial  
 Vacant  Open Space  Other (explain): \_\_\_\_\_
- 6) Map; Lot & Block Number: \_\_\_\_\_
- 7) Zoning District: \_\_\_\_\_

### SECTION B: Proposed Use of Structure and/or Land

- 1) Type of work proposed (check ALL that apply):  New Structure  Use Permit  Addition  
 Alteration  Porch/Deck  Garage  Sign  Billboard  Other: \_\_\_\_\_
- 2) Description of Proposed Work/Use:  
\_\_\_\_\_  
\_\_\_\_\_
- 3) Size of Structure and/or Area: \_\_\_\_\_ Total Square Feet: \_\_\_\_\_
- 4) A Diagram is Shown on the Reverse/second page of this Application  Yes  No
- 5) Plot Plan is Attached  Yes  No
- 6) Estimated Construction Value of Improvement \$ \_\_\_\_\_

### SECTION C: Request for Occupancy; Applicant/Contractor Signature

- 1) Proposed Use: \_\_\_\_\_
- 2) Former Use (if applicable): \_\_\_\_\_

I understand that is unlawful to use or to permit the use of any building, structure or premises, lot, land, parcel or part thereof, or to erect alter, enlarge or move in whole or in part, any structure until a Zoning Permit and/or Occupancy Permit has been obtained by the property owner.

**I understand an Occupancy Permit will be required upon completion of work.**

The Owner and Undersigned agree to obtain ALL Federal, State and Local permits and agree to conform with ALL applicable regulations. The Borough of Portland reserves the right to revoke this permit in the event that non-compliance has been determined. It is the sole responsibility of the owner and the undersigned to determine if Federal and State permits are required.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION D: Plot Plan**

Proposed Structure will be located \_\_\_\_\_ from front property line.  
 Proposed Structure will be located \_\_\_\_\_ from nearest side property line.  
 Proposed Structure will be located \_\_\_\_\_ from rear property line.


**Zoning Officer Use ONLY**

Date Application Received \_\_\_\_\_ Application Approved  Yes  No

If no, reason for denial  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Permit Number \_\_\_\_\_ Date Issued \_\_\_\_\_  
 Filing Fee  Zoning Permit \$ \_\_\_\_\_  Building Permit \$ \_\_\_\_\_  
 Occupancy Fee \$ \_\_\_\_\_

\_\_\_\_\_  
*Signature of Zoning Officer*