



WILLISTOWN TWP ZONING PERMIT APPLICATION

Fee: \$200 (Residential) / \$250 (Non-Residential)

Fee Due Upon Permit Submittal

Willistown Township- 688 Sugartown Road Malvern, PA 19355

Phone 610.647.5300

Email: permits@willistown.pa.us

Owner: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Applicant: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Property Address: _____

*HOA Approval Yes / No | Conservation Easement Yes / No | **Historic Resource Yes / No | Floodplain Yes / No

* If Homeowners Association (HOA) approval is required, a copy of their approval must be submitted.

** The list of historic resources can be found within the Township Comprehensive Plan. The Township Historical Commission must be consulted for review if a historic resource is located on the property

Tax Parcel Number _____

Zoning District _____

Project Setbacks - distance, in feet, from property line: Front _____ Rear _____ Side _____ Side _____

Structure Height (in feet) _____

Request for the following:

- | | | |
|---|------------------------------|---------------------|
| _____ Addition | _____ Single Family Dwelling | _____ Alteration |
| _____ Commercial Building | _____ Storage Shed | _____ Garage |
| _____ Sign | _____ Swimming Pool | _____ Tent |
| _____ Change in use (Commercial use ONLY) | _____ Wall | _____ Fence/Barrier |
| | | _____ Other |

Project Description: _____

The applicant shall submit one copy of a site plan, EVEN if doing all interior work. See attached instructions on page 4. If an application is submitted without a site plan, the application is incomplete and will not be approved.

No existing or new building shall be changed in its use in whole or in part until the Willistown Township Zoning Officer has issued a Zoning Permit ([see Chapter 139-113 of the Willistown Code](#)).

Property Owner(s) Signature(s): _____ / _____ Date: _____

***ALL names on deed must sign**

Please Print Name(s): _____

Please do NOT write below this line

Permit # _____ Date Issued _____ Amount Paid \$ _____

Zoning Officer _____ Date _____

Approved: Yes / No Reason for Disapproval: _____

WILLISTOWN TOWNSHIP

ZONING PERMITS

What is a Zoning Permit?

Willistown Township is divided into twelve (12) different zoning districts with twelve (12) different overlays within several of the twelve (12) zoning districts. The Zoning Ordinance describes the uses permitted in each district and establishes the standards that uses must meet to be allowed in the districts. The zoning permit procedure is established to ensure that uses specifically proposed to be located in a particular district meet the standards for that district.

Do I need a Zoning Permit?

The Zoning Officer will help you determine if you need a zoning permit. A zoning permit endorsement is required before the submission and issuance of all building permits. A separate zoning permit application is needed only when an existing commercial use of a structure is proposed to be changed and no building permit is involved. Examples include the change of general office to the use of a doctor's office or the change of general office to the use of a restaurant.

How do I apply and how much does it cost?

Application forms and filing information are available on our website and at the Willistown Township Administrative Offices, 688 Sugartown Road, Malvern, PA 19355. An application requires a filing fee of \$200.00 Residential or \$250 Non-Residential to be paid at the time of permit submission to the Township.

How are Zoning Permits reviewed and decided?

The Zoning Officer checks the application and all data to see that all provisions of the Zoning Ordinance are complied with. If the Zoning Officers finds that the proposed project complies with all applicable provisions of the Zoning Ordinance, the zoning permit will be issued, and a written record maintained of the findings. If all the provisions of the ordinance are not complied with, it will be denied, and all reasons set forth in writing.

What happens if my request is denied?

If the Zoning Officer denies a zoning permit request, the decision may be appealed to the Zoning Hearing Board as described in the [Township Code](#).

WILLISTOWN TOWNSHIP ZONING SITE PLAN REQUIREMENTS

For projects that are interior only, an arial site plan from [ChescoViews](#) is acceptable. For all other projects the following must appear on the site plan:

Location of all property lines, including length of lines and the property size in square feet.

Location of all existing buildings and improvements, including but not limited to:

Residences, driveways, garages, decks, patios, porches, sheds, hot tubs, swimming pools, parking, commercial/industrial buildings and any other outbuildings.

Location of all existing building set-back lines.

Location of all proposed building set-back lines, if applicable.

Exact dimensions, in square feet, of all existing and proposed improvements to the property.

Exact dimensions, in square feet, from all existing and proposed improvements to all property lines.

Location of all public streets and sidewalks abutting property.

Location of all easements on the property, both public and private, including the exact dimensions of all easements.

Location of the 100-year flood plain and the 100-year flood plain elevation, if applicable.

Boundaries of the 100-year flood plain must be field staked prior to any construction, if applicable.

Location of riparian buffer areas, if applicable

Location of an on-lot sewage system, if applicable.

Location of potable water well, if applicable.

Location of public sewer and water lines, if applicable.