



Tax Parcel # \_\_\_\_\_

Date \_\_\_\_\_

# WILLISTOWN TWP ZONING PERMIT APPLICATION

Fee: \$100 (Residential) / \$150 (Non-Residential)

**Fee Due Upon Permit Submittal**

*Willistown Township*

*688 Sugartown Road Malvern, PA 19355*

Phone 610.647.5300

Fax 610.647.8156

Owner \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property Address \_\_\_\_\_ Lot # \_\_\_\_\_

HOA Approval Yes / No

Conservation Easement Yes / No

Zoning District \_\_\_\_\_ Proposed Use \_\_\_\_\_

Building Area \_\_\_\_\_ sq.ft.

Project Set Backs (in feet): Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_

Structure Height (ft) \_\_\_\_\_

**Request for the following:**

\_\_\_\_\_ Single Family Dwelling \_\_\_\_\_ Alteration

\_\_\_\_\_ Addition \_\_\_\_\_ Storage Shed \_\_\_\_\_ Garage

\_\_\_\_\_ Commercial Building \_\_\_\_\_ Swimming Pool \_\_\_\_\_ Tent

\_\_\_\_\_ Sign \_\_\_\_\_ Wall \_\_\_\_\_ Fence/Barrier

\_\_\_\_\_ Change in use (Commercial use ONLY) \_\_\_\_\_ Other

Project Description \_\_\_\_\_

*The applicant shall submit one copy of a site plan drawn to scale. See attached instructions on page 4. If an application is submitted without a site plan, the application is incomplete and will be 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 113-39 of the Willistown Code). If Homeowners Association (HOA) approval was required, a copy of their approval must be attached.

*Applicant certifies that all information contained herein is true and accurate and is submitted to induce the issuance of the Zoning Permit.*

**Property Owner(s) Signature(s)** \_\_\_\_\_ / \_\_\_\_\_

**\*ALL names on deed must sign**

Please Print Name(s) \_\_\_\_\_

Email Address \_\_\_\_\_

*Please do NOT write below this line*

Permit # \_\_\_\_\_ Date Issued \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_

Zoning Officer \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Reason for Disapproval \_\_\_\_\_

# WILLISTOWN TOWNSHIP BUILDING AND IMPERVIOUS COVERAGE WORKSHEET

**\*\* MUST BE FILLED OUT FOR ALL PERMITS \*\***

In accordance with Ordinance No. 1 of 2001, all new construction and remodeling projects must meet the requirements of the Building and Impervious Coverage percentages as described in the ordinance.

**Total Lot Area:** \_\_\_\_\_ sq.ft. **Total Limit of Disturbance (LOD):** \_\_\_\_\_ sq.ft.  
*Property where construction is to be completed*

**Building Coverage:**

*Calculated in square footage (footprint only)*

<b>Structures</b>	<b>Existing</b>		<b>Adding</b>		<b>Removing</b>		<b>Total</b>	
House/Additions	_____	+	_____	-	_____	=	_____	
Porch	_____	+	_____	-	_____	=	_____	
Garage	_____	+	_____	-	_____	=	_____	
Storage Buildings	_____	+	_____	-	_____	=	_____	
Other	_____	+	_____	-	_____	=	_____	
<b>Total</b>	_____	+	_____	-	_____	=		<b>A</b>

**Other Impervious Coverage:**

*Calculated in square footage (footprint only)*

<b>Areas</b>	<b>Existing</b>		<b>Adding</b>		<b>Removing</b>		<b>Total</b>	
Deck	_____	+	_____	-	_____	=	_____	
Patios	_____	+	_____	-	_____	=	_____	
Walkways	_____	+	_____	-	_____	=	_____	
Driveways	_____	+	_____	-	_____	=	_____	
Pool & Coping	_____	+	_____	-	_____	=	_____	
Other	_____	+	_____	-	_____	=	_____	
<b>Total</b>	_____	+	_____	-	_____	=		<b>B</b>

**Grand Total – all impervious coverage (sum A + B)**

Definitions

**Building Coverage:** The aggregate of the maximum horizontal cross-section areas of all the buildings on a lot, excluding cornices, eaves, gutters, chimneys projecting not more than 18 inches, bay windows not extending through more than one story and not projecting more than five feet, uncovered steps and balconies, but including porches, breezeways and carports.

**Impervious Coverage:** Material which is or is likely to become impenetrable and unable to absorb water, including but not limited to buildings, structures and paved or graveled areas (driveways, parking lots, sidewalks, terraces, patios, swimming pools, tennis courts, etc.)

*Please do NOT write below this line*

**Total Building Coverage Percentage**

\_\_\_\_\_ *Proposed*

\_\_\_\_\_ *Allowed*

**Total Impervious Coverage Percentage**

\_\_\_\_\_ *Proposed*

\_\_\_\_\_ *Allowed*

# **WILLISTOWN TOWNSHIP**

## **ZONING PERMITS**

### **What is a Zoning Permit?**

Willistown Township is divided into eleven (11) different zoning districts with nine (9) different overlays within several of the eleven (11) 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 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 at the Willistown Township Administrative Offices, 688 Sugartown Road, Malvern, PA 19355. An application requires a filing fee of \$100.00 Residential or \$150 Commercial to be paid before the issuance of the permit.

### **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 architectural and site plan approval is also required for the proposed use, the zoning permit request is referred to the Building Department for review and comment.

If the Zoning Officer finds that the proposed use 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 of 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

**The following must appear on all site plans:**

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 and any other outbuildings.

Location of all building requires set-back lines.

Location of all proposed building requires set-back lines.

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 an on-lot sewage system, if applicable.

Location of potable water well, if applicable.