

BOROUGH OF NEWPORT

ZONING PERMIT APPLICATION

All property owners within the Borough of Newport must apply for and receive a Zoning Permit before undertaking any construction activities, which shall include site preparation and excavation for the construction of new buildings (including accessory or temporary structures), moving any structures onto a property; relocating existing structures on a property, alteration or repair of a structure (excluding painting, interior remodeling, or any alteration or activity that will not change the character, size, or position of the structure as it exists on the property). The purpose of this permit process shall be to establish compliance with the Zoning Ordinance prior to the commencement of construction activities. The approval of a Zoning Permit Application by the Borough of Newport shall not imply or constitute approval of any other applicable permit requirements including, but not limited to, subdivision plat approval and building permits. To apply for a Zoning Permit, please complete the following application and return with all necessary supporting documents to the Newport Borough Municipal Building. Incomplete applications will not be processed. For additional information please call the Borough of Newport at (717) 567-3728, 8:00 A.M. to 4:30 P.M., Monday through Friday.

PLEASE TYPE OR USE INK PEN, DO NOT USE PENCIL  
DO NOT FOLD; DO NOT USE WHITEOUT FOR CORRECTIONS

Applicant Information:

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Business Hours Tel. No. ( ) \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

Property Information:

Name of Property Owner(s), if different from above: \_\_\_\_\_

\_\_\_\_\_

Street Address of Subject Property: \_\_\_\_\_

Size of Subject Property: (If Known) \_\_\_\_\_ ( ) Acres ( ) Square feet

Current Zoning Classification of Subject Property: \_\_\_\_\_

Does the Subject Property Contain any Existing Structures? ( ) Yes ( ) No

Project Information:

- ( ) Construct a new building or accessory structure on the property?
  - ( ) Move a new or used structure onto the property?
  - ( ) Construct an addition to an existing building or accessory on the property?
  - ( ) Move or relocate an existing building or accessory structure to a new location on the subject property?
  - ( ) Replace or repair a building or accessory structure that was destroyed by fire or storm?
  - ( ) Other activity (please explain) \_\_\_\_\_
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Total Cost of Project Including Site Preparation: \$ \_\_\_\_\_

Please attach a copy of a site plan showing the proposed project activities .The site plan must show the entire boundaries or the subject property. For single family residential projects, the required site plan may be drawn to scale on a survey plat contained in a closing document or a copy of the tax map showing the subject property. Please contact the Borough of Newport if you have any questions as to whether one or more of the items listed below must be included on your site plan.

Please show the following additional information on the layout plat if checked by the Zoning Official.

- ( ) A. The length in feet of all property lines.
- ( ) B. The outline of all existing buildings or structures and any proposed buildings, structures or building additions on the property in their proper locations.
- ( ) C. The shortest distance in feet from all property lines to the closest point on any existing building, accessory structure or new construction or addition.
- ( ) D. The maximum height in feet of any proposed new structure or addition.
- ( ) E. The location of any existing or proposed street access or curb cut.
- ( ) F. The location of any known easements on the property other than utility blanket easements.

Utility Notification

PA ONE CALL NOTIFICATION - ( ) Yes Date: \_\_\_\_\_  
( ) No

**CALL BEFORE YOU DIG**  
**Pennsylvania One Call System 1-800-242-1776**  
**[www.paonecall.org](http://www.paonecall.org)**



Zoning Officer Review Checklist (To be completed by Zoning Officer Only)

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|----------------------|--|--|---|
| Proposed Land Use:   | <input type="checkbox"/> Allowed in Zone | <input type="checkbox"/> Grandfathered | <input type="checkbox"/> Not Allowed (Rezoning Required)  |
| Lot Size/Area:       | <input type="checkbox"/> Complies        | <input type="checkbox"/> Grandfathered | <input type="checkbox"/> Too Small (Variance Required)    |
| Lot Width:           | <input type="checkbox"/> Complies        | <input type="checkbox"/> Grandfathered | <input type="checkbox"/> Too Small (Variance Required)    |
| Street Frontage:     | <input type="checkbox"/> Complies        | <input type="checkbox"/> Grandfathered | <input type="checkbox"/> Too Small (Variance Required)    |
| Front Yard Setback:  | <input type="checkbox"/> Complies        | <input type="checkbox"/> Grandfathered | <input type="checkbox"/> Too Small (Variance Required)    |
| Side Yard Setback:   | <input type="checkbox"/> Complies        | <input type="checkbox"/> Grandfathered | <input type="checkbox"/> Too Small (Variance Required)    |
| Rear Yard Setback:   | <input type="checkbox"/> Complies        | <input type="checkbox"/> Grandfathered | <input type="checkbox"/> Too Small (Variance Required)    |
| Impervious Surfaces: | <input type="checkbox"/> Complies        | <input type="checkbox"/> Grandfathered | <input type="checkbox"/> Exceeds limits (Variance Needed) |
| Building Height:     | <input type="checkbox"/> Complies        | <input type="checkbox"/> Grandfathered | <input type="checkbox"/> Too High (Variance Needed)       |

Special Requirements/Conditions ( required buffers, setbacks etc.)

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Other Permits/Approvals Required:

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Approval Conditions ( if necessary ):

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Checklist Completed By: \_\_\_\_\_

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