

INSTRUCTIONS

ZONING PERMIT APPLICATION BOROUGH OF MAYFIELD

1. A Zoning Permit must be obtained for all new construction, additions, structural alterations and changes in the use of a building or lot.
2. Complete the application by typing or printing clearly. If additional space is required to provide information in the application, attach 8-1/2 X 11 inch sheets of paper, each appropriately labeled.
3. Each Zoning Permit Application must be accompanied by a detailed Plan indicating the location of the lot by referencing the street or streets adjoining the lot, the street address or lot number, the dimensions of: the lot, any existing buildings on the lot, the proposed building or addition requiring the Permit, and the distances in feet from the proposed structure to the front, side and rear lot lines. Sheet 4 of the Zoning Permit application may be used for the Plan.
4. If required by the Zoning Officer, a deed and building floor plan shall be provided as part of the application.
5. Complete all items of the application. If an item does not apply, note n/a for that item. Applications not completely filled out will be returned as administratively incorrect.
6. The Zoning Officer will issue a Permit for a structure or a change of use only if it does not conflict in any way with the Zoning Ordinance. If the Zoning Officer refuses to issue a Permit, on the grounds that it does not conform to the Ordinance, the Application may be appealed to the Zoning Board of Adjustment, which will hold a Public Hearing before making a decision on the case.
7. If construction is not started within three (3) months from the date the Permit is issued, it must be renewed. If construction is not completed within one (1) year from the date of issue of the Permit, it must be renewed. The Permit may be renewed at no additional fee simply by notifying the Borough.
8. Upon completion of the erection or alteration of any building or portion thereof authorized by any Permit and prior to occupancy or use, the holder of such Permit shall notify the Zoning Officer of such completion and return the Permit to the Borough Office.

9. No Permit shall be considered complete or permanently effective until the Zoning Officer has certified that the work has been inspected and approved as being in conformity with the Permit and the provisions of this Ordinance and other applicable Ordinances.
10. All applications, with accompanying Plans and documents, shall be a public record.
11. All applicants, owners, contractors and/or architects listed on this application shall meet or exceed all B.O.C.A.(Building Officials Code Administrators Regulations) for buildings, plumbing, electrical and mechanical.

Date

Owner

Contractor