

**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.

**BOROUGH OF MAYFIELD  
ZONING PERMIT APPLICATION**

Permit No. \_\_\_\_\_

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.

12. If applicable, applicant must obtain floodplain permit.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Contractor





**SECTION D - Certification**

17. The Zoning Officer does not guarantee, or in any way, give any opinions as to the location or use of an applicant's structure. A zoning Permit only reflects conformance of the application and plan as it applies to the Zoning Ordinance. The applicant alone bears the responsibility of insuring that his/her lot, structures and uses thereon do not violate other laws, regulations, the rights of neighbors or other parties. The applicant acknowledges that he/she has not relied on any oral or written statements of any officer of Mayfield Borough as to any matters other than zoning.

18. As part of this Zoning Permit, the applicant must also obtain an Occupancy Permit prior to use and/or occupancy of any structure, building, sign, land and/or portion thereof. When the work described in this Zoning Permit Application is completed, the applicant shall notify the Zoning Officer that the site is ready for inspection.

19. I, the undersigned, do hereby certify that the information contained in this Zoning Permit Application is true and correct. Further, all construction contemplated under this Zoning Permit will comply with all the provisions of the current Mayfield Borough Zoning Ordinance. Additionally, the construction will comply with any laws of the borough of Mayfield and the Commonwealth of Pennsylvania concerning building and zoning regulations and permits.

\_\_\_\_\_  
Applicant's Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Landowner's Signature (if different than applicant) \_\_\_\_\_  
Date

**SECTION E – For Zoning Officer's Use Only**

- |  |  |
|--|--|
| <input type="checkbox"/> Insurance is required     | <input type="checkbox"/> Affidavit is required     |
| <input type="checkbox"/> Insurance is NOT required | <input type="checkbox"/> Affidavit is NOT required |

Application is approved \_\_\_\_\_  
Date

Application is NOT approved \_\_\_\_\_  
Date

Reason for denial \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Occupancy Permit Issued on \_\_\_\_\_  
Date

**BOROUGH OF MAYFIELD  
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Permit No. \_\_\_\_\_

Owner: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_

Scale: \_\_\_\_\_

See Attached Plan