



## DONORA BOROUGH ZONING CERTIFICATE APPLICATION

### PURPOSE

The following information will serve as a guide to make understanding and completing the Zoning Certificate Application easier. A Zoning Certificate Application is required by Donora Borough when residents *altering a property or changing the use of a property*. **All additions, expansions, and/or new structures\* require a zoning certificate.** This zoning review ensures that any *alteration or change in use* complies with the Donora Borough Zoning Ordinances and all work meets building safety standards.

### APPLICATION

The following zoning certificate application must be completed in its entirety to be considered.

**Any application that is not fully completed including all required accompanying documents will not be reviewed and a new application and accompanying documents will need to be resubmitted.**

Please complete the **SITE INFORMATION SECTION** in its entirety. It is important for us to have this information to make the review process run smoothly.

Next, check all that applies to your project in the **TYPE OF WORK SECTION**. In the **DESCRIPTION OF WORK SECTION**, we learn more about the proposed project. Please include all required information so we can review the application efficiently. Be sure that the project description is as detailed as possible. If the description cannot fit into the provided section, feel free to attach an additional paper with the description. *\*Note that some projects will also require a building permit along with the zoning permit. Any structure that is under 750 square feet does NOT require a building permit. Any structure over 750 square feet DOES require a building permit.*

Common items that require a zoning certificate are listed below. This is not a comprehensive list of ALL items that require a zoning certificate. If your project is not on this list, it doesn't necessarily mean that a zoning certificate is not required. It is best practice to reach out to the Donora Borough Code Enforcement Department prior to starting projects to ensure you are complying with all local codes and ordinances.

Fences, Sheds, Driveway, Accessory Structures, Patios, Porches, Decks, Steps, Playsets, Pergolas, Gazebos, Carports, Wheelchair Ramps, Walls, Satellite Dishes, Private Sports Courts, Canopies and Similar Structures, Storage Structure, Garage, Swimming Pools, Hot Tubs, Parking Lot, Signs, Greenhouses, Antennas

A detailed site plan is also required. The plan must include all pre-existing structures with dimensions, the new proposed structure(s) with dimensions, and the distance from the new proposed structure(s) to the property lines and existing structures. A good place to start is by visiting the Washington County Real Estate Portal Site and using the map for your parcel to create your site plan. <https://www.co.washington.pa.us/545/Parcel-Viewer>. However, as helpful as the Washington County Real Estate Portal Site may be, the property lines are not always 100% accurate.



Due to this, the Zoning Officer at his or her discretion may *require* a survey to be completed by a Licensed Survey Professional for the site plan.

### REVIEW, FEE, AND PICK-UP

Often, the review process for zoning permits gets delayed when not enough information is submitted, or the application is incomplete. To accelerate the review process, please ensure all information is detailed and all documentation is provided. **NO PAYMENT IS REQUIRED UNTIL THE PERMIT HAS BEEN ISSUED.** When the permit is approved and ready for pick-up, you will receive a call from our office and be told the associated fee. Note that fees vary based on the project type and scope.

Please keep a copy of all submitted documents for your records.

**\*NO WORK IS TO BEGIN PRIOR TO THE PAYMENT AND PICK-UP OF THE PERMIT. IF ANY WORK IS STARTED PRIOR TO THE PAYMENT AND PICK-UP, YOU ARE IN VIOLATION AND SUBJECT TO FINES AND OTHER LEGAL ACTIONS. \***

## ZONING APPLICATION CHECKLIST

\_\_\_\_\_ Completed and Signed Zoning Certificate Application Including:

\_\_\_\_\_ Completed contact information.

\_\_\_\_\_ Detailed description of proposed work

\_\_\_\_\_ Estimated total cost of proposed work.

\_\_\_\_\_ Signed acknowledgement.

\_\_\_\_\_ Detailed Site Plan/Survey Including:

\_\_\_\_\_ Location and dimensions of lot

\_\_\_\_\_ Location and dimensions of all existing AND proposed structures (including, but not limited to, principal structure, driveway, pool, fence, shed, etc...)

\_\_\_\_\_ Distance of proposed structure from front, side, and rear property lines and distance to other structures (including, but not limited to, principal structure, driveway, pool, fence, shed, etc...)

\_\_\_\_\_ \$50 Application fee



## Site Information

Zoning Site Address: \_\_\_\_\_

Owner/Tenant Name: \_\_\_\_\_

Owner/Tenant Address: \_\_\_\_\_

Owner/Tenant Phone Number: \_\_\_\_\_

Owner/Tenant Email: \_\_\_\_\_

Does the current use of the property remain the same? \_\_\_ Yes \_\_\_ No

If no, please explain: \_\_\_\_\_

## Type of Work

\_\_\_ New Construction\* \_\_\_ Addition\* \_\_\_ Deck\* \_\_\_ Shed\* \_\_\_ Playset \_\_\_ Patio

\_\_\_ Driveway \_\_\_ Fence \_\_\_ Above ground pool\* \_\_\_ In ground pool\*

\_\_\_ Garage-Detached\* \_\_\_ Garage - Integral\*

\_\_\_ Other\*: (Explain in DESCRIPTION OF WORK SECTION) (\*MAY ALSO REQUIRE A BUILDING PERMIT APPLICATION - CHECK WITH CODE OFFICIAL\*)

## Contractor Information

Contractor: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_



DESCRIPTION OF PROJECT

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Labor cost: \_\_\_\_\_ Material cost: \_\_\_\_\_ Total project cost: \_\_\_\_\_

Project square footage: \_\_\_\_\_

Project height: (from grade to highest point): \_\_\_\_\_

**I HEARBY ACKNOWLEDGE THAT I AM THE PROPERTY OWNER, OR I HAVE THE  
AUTHORITY TO MAKE THIS APPLICATION ON BEHALF OF THE PROPERTY OWNER,  
AND I HAVE READ THIS APPLICATION AND STATE THE ABOVE IS CORRECT AND TO  
COMPLY WITH ALL DONORA BOROUGH ORDINANCES REGARDING ZONING.**

Applicant name: \_\_\_\_\_ Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

