

**Mill Hall Borough, CLINTON COUNTY**

215 Beech Creek Ave. Mill Hall, PA 17751

Kyle Kehoe,

Zoning Officer

717-821-5381

KyleK@light-heigel.com

Mail to:

135 Walter Drive Suite 3

Lewisburg, PA 17837

MUNICIPAL USE ONLY

Fee \_\_\_\_\_

Check# \_\_\_\_\_ Fee Paid \_\_\_\_\_

Permit # \_\_\_\_\_ Issue Date: \_\_\_\_\_

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

*\*\*A minimum fee of \$85.50 is due at time of application, additional fees may apply. Make check payable to Mill Hall Borough.\*\**

**Application for Zoning Permit**

**GENERAL INFORMATION**

Property Address \_\_\_\_\_  
City \_\_\_\_\_ State PA Zip \_\_\_\_\_ Tax Parcel ID # \_\_\_\_\_

Zoning District: R-1 Residential Low Density R-2 Residential Medium Density R-3 Residential High Density Multifamily  
I-Industrial C-2 Highway Commercial C1-Central Business

Applicant \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email Address \_\_\_\_\_

Property Owner (if other than applicant) \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_

**PROJECT INFORMATION**

- New Single Family Dwelling
- New Semi-Detached/Duplex
- New Townhouse
- New Commercial Building
- Agricultural
- Addition to Existing Structure
- Garage / Carport (Attached)
- Garage / Carport (Detached)
- Deck / Porch (Covered/Uncovered)
- Swimming Pool (above ground)
- Swimming Pool (in-ground)
- Accessory Structure (Specify below)
- Fence
- Sign
- Change of Use
- \*Home Occupation
- Other: \_\_\_\_\_

Total Cost of Project: \$ \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LOT & BUILDING INFORMATION**

Current use of property:  Residential  Commercial  Agricultural  Industrial

Proposed Building Size: \_\_\_\_\_ (sq. ft.) Proposed Height: \_\_\_\_\_ Dimensions \_\_\_\_\_ x \_\_\_\_\_

Proposed Setbacks: (Location of the proposed structure from the lot lines indicated in feet)

Front Yard \_\_\_\_\_ Left Side Yard \_\_\_\_\_ Right Side Yard \_\_\_\_\_ Back Yard \_\_\_\_\_

Lot Width: \_\_\_\_\_ Lot Depth: \_\_\_\_\_ Total Lot Area: \_\_\_\_\_ (sq. ft.) Corner Lot:  Yes  No

Coverage: (Includes all impervious surfaces) Existing Lot Coverage: \_\_\_\_\_ (sq. ft.) \_\_\_\_\_ % of Lot Area

Proposed Lot Coverage: \_\_\_\_\_ (sq. ft.) \_\_\_\_\_ % of Lot Area

Are there any easements or deed restrictions on your property?  Yes  No (If so, please provide copy of deed if possible.)

Are there any environmentally sensitive features located on the property (Wetlands/swales/floodplain)?  Yes  No

If yes, please explain \_\_\_\_\_

Additional Features: Sewage Disposal:  Public Sewer  On-Lot Septic  Other \_\_\_\_\_

(New Residential/Commercial structures) Water Supply:  Public Water  Well  Other \_\_\_\_\_

**PLOT PLAN**

A plot plan showing all existing improvements and proposed construction, including driveways, walkways, Storm Water Management features, easements, and utilities shall accompany this application. The plan shall include measurements of setbacks from all property lines and from the right-of-way of any road frontage on the property. Adjoining properties shall be labeled. Until such plan is submitted, this application shall not be considered complete and will not be processed.

If the proposed is a Business, Industry, Home Occupation or a Change of Use of a new or existing building, please enclose a detailed description outlining the products sold, manufacturing process, services rendered, equipment to be used, floor areas of building, number of employees, and any other information that is necessary to thoroughly describe the proposed operation.

**\*Home Occupation:** A narrative of the proposed home occupation and interior floor plan showing the location and dimensions of the space where the home occupation will be conducted must accompany the permit application and plot plan. The narrative must address all of the requirements set forth in the Zoning Ordinance.

**AUTHORIZATION, UNDERSTANDING & ACKNOWLEDGEMENT**

I hereby authorize the designated Mill Hall Borough official to investigate, inspect and examine the property set forth herein, including land and structures, to determine compliance with the Mill Hall Borough Zoning Ordinance and to determine the accuracy of the statements contained herein.

I am aware that I cannot occupy the property for the purpose of conducting the use set forth herein and cannot commence excavation or construction until a Zoning Permit has been issued by Mill Hall Borough.

A Zoning Permit may be revoked if the use and/or structure for which it has been issued violates any applicable Municipal, County, State or Federal law, or regulation, including but not limited to the Mill Hall Borough Zoning Ordinance. This Permit may also be revoked if it has been issued in error, or if issuance was based upon any misrepresentations or errors contained in the application or otherwise made by the applicant. By signing this application, I certify that all facts in the application and all accompanying documentation are true and correct.

I acknowledge that the holder of a Zoning Permit is responsible to insure compliance with all applicable Borough Ordinances, and at completion of the work authorized by the permit, I acknowledge that the Borough may require a final inspection be performed by the Zoning Officer before the structure authorized by said permit may be occupied.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature (Required if applicant is not property owner)

\_\_\_\_\_  
Date

**Zoning Permit Application Checklist**

- Verify all applicable information is included on the application and is in legible form.
- Attach a copy of the plot plan showing all existing buildings, location of the new improvement showing the distance from all property lines and distance between any new structure and existing structures, streets (public/private), well, septic system (tank, drain field), location of any easement or right-of-ways, driveways and/or parking areas.
- Attach copies of any and all other permits that may be required for the project (i.e. on-lot septic, driveway, erosion and sediment control plan).
- Attach detailed description if Business, Industry, Change of Use and/or attach narrative for \*Home Occupation.
- Include a check or money order made payable to Mill Hall Borough for the application fee.