

ZONING CERTIFICATE APPLICATION

PLEASE VIEW THE FOLLOWING INFORMATION PRIOR TO TURNING IN AN APPLICATION

THE 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 Elizabeth Township when residents *alter a property* or *change 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 *Elizabeth Township Zoning Ordinances* and all work meets building safety standards. Please visit <https://ecode360.com/34143329> to view the code related to Zoning Applications.

*STRUCTURE DEFINITION – Any man-made object having an ascertainable stationary location on or in land or water whether or not affixed to the land.

THE 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.

*Electronic submissions are preferred, but not required. If you are turning in this application electronically, only **PDF** submissions will be considered. Electronic submittals can be emailed to the Elizabeth Township Code Enforcement Department.*

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 Elizabeth Township 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 Disks, 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 Allegheny County Real Estate Portal Site and using the map for your parcel to create your site plan.

<http://www2.alleghenycounty.us/RealEstate/search.aspx>. However, as helpful as the Allegheny 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.

ELIZABETH BOROUGH

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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...)

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* ___ Driveway
- ___ Addition* ___ Fence
- ___ Deck* ___ Above Ground Pool*
- ___ Shed* ___ In Ground Pool*
- ___ Playset ___ Garage – Detached*
- ___ Patio ___ Garage – Integral*
- ___ Other*: (Explain in **DESCRIPTION OF WORK SECTION**)

(*MAY ALSO REQUIRE A BUILDING PERMIT APPLICATION – CHECK WITH CODE OFFICIAL*)

Description of Work

Description of Project:

Material Cost: _____ Labor Cost: _____

Estimated Total Cost: _____

Project Square Footage: _____

Project Height (from grade to highest point): _____

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

Applicant Name: _____ Applicant Signature: _____ Date: _____

ZONING CODE OFFICAL USE ONLY

Zoning Fee \$75.00

TOTAL \$75.00

