

## **COST OF ZONING PERMIT**

For estimating the cost of a permit, be sure to consider the following:

1. Zoning Permit Fee.
2. A Township pave cut and road occupancy fee if access is proposed to a Township road.
3. A curb deposit, based on road frontage, is required for all new construction to avoid curb, shoulder, and drainage damage. Upon completion of the construction, the deposit, plus interest, will be returned to the applicant if the curb is not damaged.

## **ZONING INSPECTIONS AND OCCUPANCY PERMITS**

Upon completion of the erection, extension or alteration of a structure or the establishment of the use for which a zoning permit was issued, the applicant shall request a final inspection. The structure for which the zoning permit was issued may not be occupied or otherwise used until a final inspection has been completed by the Zoning Administrator. [Ord. 820]

## **FOR MORE INFORMATION**

*This fact sheet does not replace the adopted zoning ordinance, but merely addresses commonly asked questions. If the information contained in this fact sheet contradicts or is inconsistent with the ordinance, the zoning ordinance shall prevail.*

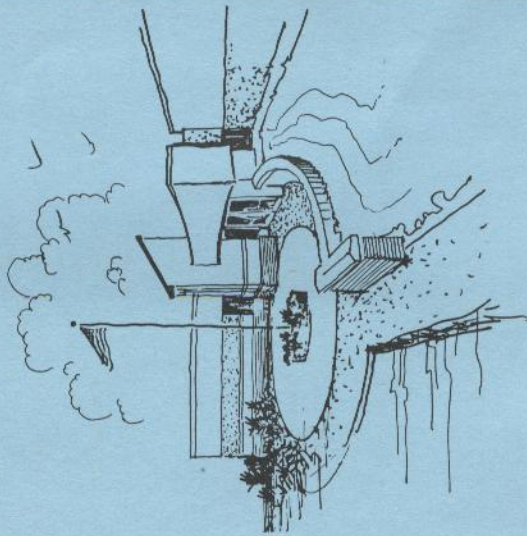
*For more information, contact the Ferguson Township Planning and Zoning Office, 3147 Research Drive, State College, PA 16801; phone (814) 238-4651. E-mail: [p&z@twp.ferguson.pa.us](mailto:p&z@twp.ferguson.pa.us).*

## **OTHER FACT SHEETS**

*Ferguson Township is developing other fact sheets on topics of interest to the general public. If you are interested, call the Township Planning and Zoning Office.*

**FERGUSON TOWNSHIP**

**FACT SHEET #2**



**ZONING PERMIT  
REQUIREMENTS**

This fact sheet is designed to answer common questions about zoning permits, such as: When are zoning permits required? What information is required to obtain a zoning permit? How much do zoning permits cost?

### ZONING PERMIT REQUIREMENTS

You must secure a zoning permit before a building permit can be issued by the Centre Region Code Administration. A zoning permit is mandatory for the following:

1. The proposed erection, extension, or alteration of any structure or portion of a structure (for example: new dwelling units, room additions, decks, enclosed porches, utility sheds, and swimming pools).
2. The proposed use or change in use of a structure, portion of a structure or land (for example: a change from office to retail use).
3. The proposed change in use by a new landowner/tenant for commercial and industrial properties.

A zoning permit is not required for the following:

1. Normal maintenance activities and minor repairs that do not constitute the erection, extension, or alteration of any structure or portion of a structure.
2. The erection of fences, walls and signs. (A sign permit is required to erect a sign.)
3. Demolition of a structure. (A building permit is required).

### APPLICATION FOR ZONING PERMITS

To apply for a zoning permit, you must submit the following items to the zoning administrator:

1. A completed Application for Zoning Permit form. Application forms are available from the township office.
2. A copy of a sewage permit is required if the zoning permit application is for a new structure needing sewer service or a use that requires different sewer needs (e.g. new dwelling or office building). Sewage permits are obtained from the sewage authority for off-site sewer service, or from the township sewage enforcement officer for on-site sewer service.
3. A copy of a water permit from the water authority or private company is required if the zoning permit application is for a new structure needing water service (e.g. new dwelling or office building). A water permit is not required if the property will be served by an on-site well.

4. A completed road occupancy permit application is required when access will be made onto a township road.
5. A Pennsylvania Department of Transportation highway occupancy permit is required when access will be made onto a state road.
6. An approved copy of a land development plan, if required, or a sketch plan showing the following information:
  - a. The property lines and dimensions of the lot.
  - b. The location and dimensions of all existing and proposed structures on the lot.
  - c. The existing and proposed uses of buildings.
  - d. The location and dimensions of all existing and proposed access points and driveways to the property.
  - e. The number and location of all existing and proposed parking spaces.

- f. Distances marked between all existing and proposed structures to the front, rear, and side property lines.
- g. Scale of the sketch plan (Example 1/8" = 1').
- h. North arrow.
- i. Identification of adjoining streets.
- j. Identification of any easements that cross the property.
- k. Location of the front, rear and side yard setbacks.

### APPROVAL PROCESS

Except when a land development plan is required (see Ferguson Township Fact Sheet 1), the zoning administrator will grant or deny all applications for zoning permits within 30 days of submission.

A Zoning permit is valid for two years from the date of issue, provided work at the site is commenced within the two-year period.

