

Ferguson Township, Centre County, Pa.

A Guide to Zoning Approval



Township of
FERGUSON
Pennsylvania

When are zoning permits required? What information is required to obtain a zoning permit? What are the cost considerations for a permit? This guide is designed to answer these and other common questions.

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.
4. Basement renovations.

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 Permit Requirements

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

1. A completed application for a Zoning Permit form and associated fee. Application forms are available from the Township office or online at www.twp.ferguson.pa.us
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, such as a new dwelling or office building. Sewage permits are obtained from the Sewer 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, such as a 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.

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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 the 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 (for example, 1/8-inch = 1 foot).
 - 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 Subdivision and Land Development](#)), 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.

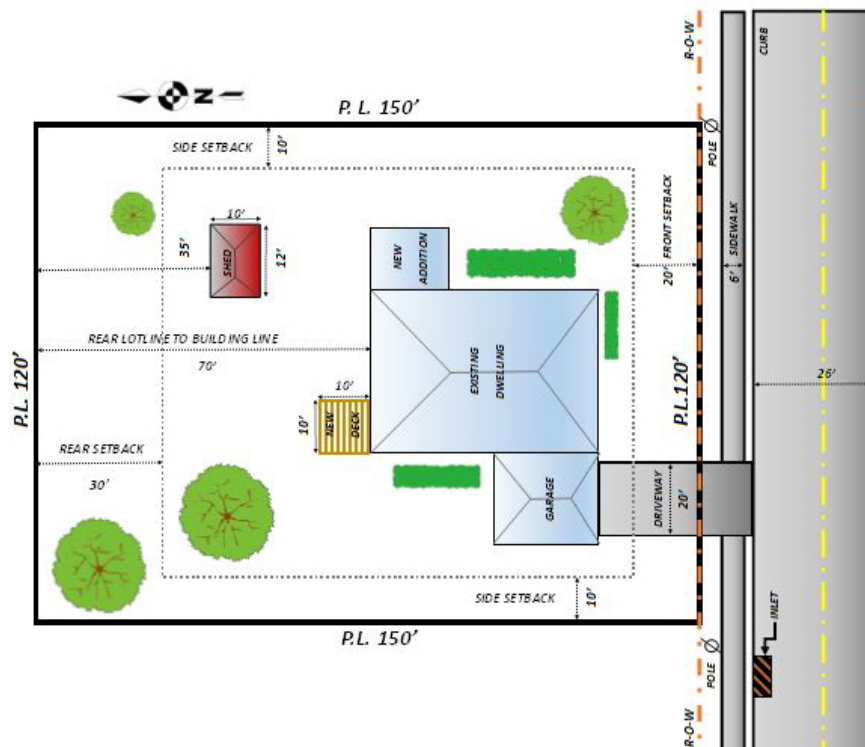
Cost of Zoning Permit

To estimate 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.

The Schedule of Fees can be found on the Township website: www.twp.ferguson.pa.us

Illustrative Dimensional Considerations



Setback and Lot Size Dimensions are Determined by Specific Zoning District