GRATZ BOROUGH

Dauphin County, Pennsylvania

125 N Center St. Gratz, PA 17030
Phone: (717) 365-4115 Zoning Officer (570) 628-2300

BOROUGH USE ONLY
Permit #_____
Date Issued ____/____/____
Fees $_____ Ck#_____

_____
Permit Officer

Application for Zoning Permit

All information must be printed and legible for permit acceptance.

General Information:

Property Address: _____

City _____ State _____ Zip_____

Tax Parcel ID No. _____ Zoning District: _____

Property Owner Name: _____

Daytime Phone: (_____) _____-_____ Email Address _____

Address: _____ City _____ State _____ Zip_____

Applicant (If other than the owner): _____

Address: _____ City _____ State _____ Zip_____

Daytime Phone: (_____)_____-_____ Email Address _____

Purpose of Permit Request:

_____ Attached Garage/Carport _____ Detached Garage/Carport _____Home Occupation

_____ Porches/Deck – covered/uncovered _____ Addition to existing structure _____ Fence

_____ New Single-Family Dwelling _____ New Semi-Detached/Duplex _____ New Townhouse

_____ New Commercial Building _____ Change of Use _____ Sign

_____ Swimming Pool (w/ a capacity of greater than 24" in water depth _____above ground _____ In-ground)

_____ Accessory Structure – Specify: _____

_____ Other - Specify: _____

Cost of Construction: _____ Estimated Date of Completion: _____

Required Zoning Permit Fee $_____ (See the attached fee schedule in the Appendix to calculate fee amount)

Brief Description of Project: _____

_____

_____

OVER

Lot & Building Information:

Current use of the property: ☐ Residential ☐ Commercial ☐ Industrial Other _____

Proposed Building Size: _____ (Sq. Ft.) Proposed Height: _____ Dimensions: _____X_____

Please choose a building inspection firm if your project requires a Uniform Construction Code Building Permit

☐ Lehigh Engineering ☐ Building Inspection Underwriters ☐ Light-Heigel & Associates

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

Front Yard _____ Left Side Yard _____ Right Side Yard _____ Rear 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 (Sq. Ft.)

Are there any easements or deed restrictions on your property? _____

(Please provide copy of Deed if possible)

Is the property located within a designated floodplain? ☐ Yes ☐ No

(If yes, a Base Flood Elevation Certificate will be required to supplied with this application)

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.

Business, Industry, Home Occupation or a Change of Use:

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, along with other information that is necessary to describe the proposed operation. For home occupations, 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 the requirements set forth in the Zoning Ordinance.

Zoning Permit Application Check List:

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT ALL OF THE FOLLOWING ITEMS

☐ All applicable information is included on the application in a legible form.

☐ Attached a copy of the plot plan showing:

1. All existing buildings
2. Location of the new improvement showing the distance from all property lines and distance between any new structure and other structures.
3. Streets (public/private)
5. Location of any easement or right-of-ways.
6. Driveways and parking areas.

☐ Attached copies of all other permits that maybe required for the project. (I.e., driveway, erosion, and sediment control plan)

☐ Check or money order made payable to Gratz Borough for zoning permit application fees.

☐ If the property is located within a floodplain, a Base Flood Elevation Certificate is required.

All zoning applications shall be filed with Gratz Borough

You may submit the completed application in person to the Gratz Borough Office, located at 125 N. Center Street During normal business hours. Or you may mail the completed application package to the Borough at:

Gratz Borough
Attn. Zoning Officer
125 N. Center St.
Gratz, PA 17030

Signature:

I hereby authorize the designated Gratz Borough official to investigate, inspect, and examine the Property set forth herein, including land and structures, to determine compliance with the Gratz 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 Gratz Borough.

A Zoning Permit may be revoked in the use and/or structure for which it has been issued violates any applicable Borough, County, State or Federal law, or regulation, including but not limited to the Gratz 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 requires that a final inspection be performed by the Zoning Officer before the structure which is authorized by this permit may be occupied.

Printed Name _____

Signature: _____ Date: _____
(Owner)

Printed Name _____

Signature: _____ Date: _____
(Applicant, if not the owner)

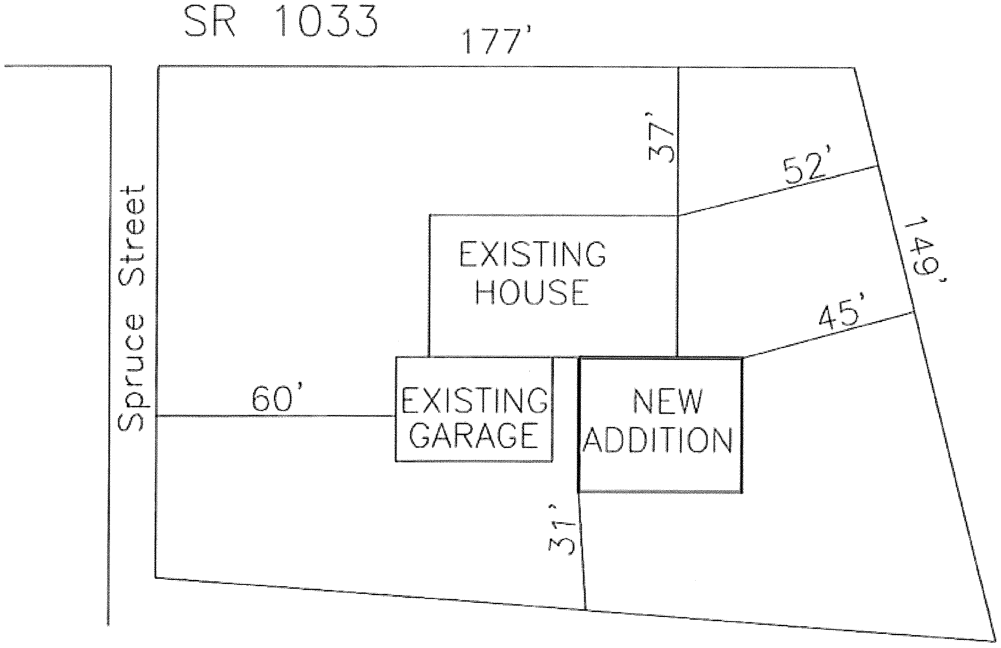
Gratz Borough Zoning Fee Schedule

Adopted by motion of Council on September 9th, 2015

ZONING

1. Single Family Dwelling $100.00
2. Residential & Ag Additions $100.00
3. Manure Storage $225.00
4. Accessory Structures& Sheds
   a. Less than $6,000.00 ..... $60.00
   b. Over $6,000.00 ..... $100.00
5. Decks $75.00
6. Multifamily Dwelling/Per Unit $50.00
7. Mobile Home Parks/RV ParksPer Unit $50.00
8. Industrial & Commercial Uses & Structures ..... $500.00 + $20.00/1000 Sq. Ft.
9. Industrial & Commercial Additions ..... $250.00 + $20.00/1000 Sq. Ft.
10. Public Uses/or Structures ..... $250.00 + $10.00/1000 Sq. Ft.
11. Surface Mining or Quarry ..... $400.00 + $5.00/Acre
12. Subsurface Mining $100.00
13. Junk Yards $4,000.00
14. Sign $50.00
15. Signs-Outdoor Advertising/Billboards $500.00
16. Zoning Amendment $4,000.00
17. Conditional Use $500.00
18. Special Exception $500.00
19. ZHB
    a. Variance-Commercial $1,000.00
    b. Variance-Residential $1,000.00
20. Incinerators/Landfills $20,000.00
21. Transfer Station/Composting Facilities $10,000.00
22. Demolition $50.00
23. Well Permit ..... $40.00+ SEO fee
24. Driveway Permit $50.00
25. Swimming Pool Permit $50.00
26. Street Cut-set by ordinance-Paved ..... $50.00 + 7.50/Sq. Ft. Unpaved $50.00 + 3.00/Sq. Ft.
27. Wind Energy/Commercial ..... $150.00 + $50.00 for each additional windmill
28. Wind Energy/Residential $50.00
29. Solar Energy $150.00

SAMPLE SITE PLAN



GUIDE TO COMPLETING THE ZONING PERMIT APPLICATION

Gratz Borough, Dauphin County, PA

This comprehensive guide provides step-by-step instructions to assist property owners and applicants in accurately completing the Gratz Borough Zoning Permit Application. A zoning permit is required before commencing any excavation, construction, or structural alterations. Accurate information ensures timely processing and avoids application rejection.

SECTION 1: GENERAL INFORMATION (PAGE 1)

This section identifies the property location, ownership details, and the core purpose of your proposed project.

- **Property Address & Tax Parcel ID No.:** Provide the complete physical address of the property. The Tax Parcel ID Number is a unique multi-digit identifier that can be found on your real estate tax bill or by searching the Dauphin County Board of Assessment Appeals property database.
- **Property Owner vs. Applicant:** If you own the property and are filling out the form, complete both fields or indicate 'Same as Owner' in the applicant section. If you are a contractor, tenant, or authorized agent, complete the Applicant section with your full contact information.
- **Purpose of Permit Request:** Check the box that exactly describes your project. Options include New Single-Family Dwelling, Detached Garage/Carport, Addition to existing structure, Fence, Sign, Swimming Pool, or Accessory Structure.

Project Metrics & Estimated Costs

• Cost of Construction: State the total estimated cost of materials and professional labor for the project. This should reflect realistic market values.

• Brief Description of Project: Write a concise summary of the work. For example: 'Construction of a 14' x 20' detached wooden storage shed on a gravel pad.'

• Estimated Date of Completion: Provide a realistic target timeframe for when the final structure will be ready for inspection.

SECTION 2: LOT & BUILDING INFORMATION (PAGE 2)

This section captures precise structural dimensions, setback measurements, and lot coverage calculations to ensure compliance with local zoning ordinances.

How to Calculate Proposed Building Size and Square Footage

The proposed building size refers to the footprint area (Square Footage) of the structure on the ground level. Use the standard formula:

Square Footage (Sq. Ft.) = Length (Feet) × Width (Feet)

EXAMPLE 1: Calculating Structure Footprint
Scenario: You are planning to install a new detached garage that measures 24 feet wide by 30 feet deep.
• Dimensions to enter: 24' x 30'
• Calculation: 24 × 30 = 720
• Proposed Building Size to enter: 720 Sq. Ft.

Proposed Setbacks

Setbacks are the exact minimum distances from the outermost edge of your proposed structure to the closest property line or public right-of-way. These must be recorded in feet:

• Front Yard Setback: Distance from the front property line (usually parallel to the main street right-of-way) to the front of the structure.

• Side Yard Setbacks (Left & Right): Distances from the side boundaries to the structure's side walls.

• Rear Yard Setback: Distance from the back property boundary line to the rear of the structure.

How to Calculate Lot Coverage Percentage

Lot coverage measures the percentage of your total lot area covered by impervious surfaces (surfaces that do not absorb water, such as houses, garages, sheds, concrete patios, paved driveways, and sidewalks).

Lot Coverage % = (Total Area of All Impervious Surfaces ÷ Total Lot Area) × 100

EXAMPLE 2: Lot Coverage Calculations
Property Metrics:
• Total Lot Area: 10,000 Sq. Ft.
• Existing House Footprint: 1,500 Sq. Ft.
• Existing Driveway & Sidewalks: 500 Sq. Ft.
• Proposed New Addition/Structure: 400 Sq. Ft.

Step 1: Calculate Existing Lot Coverage
• Total Existing Impervious Surface = 1,500 + 500 = 2,000 Sq. Ft.
• Existing Coverage Percentage = (2,000 ÷ 10,000) × 100 = 20.0%
• Enter on Form: Existing Lot Coverage: 2,000 Sq. Ft. / 20.0%

Step 2: Calculate Proposed Lot Coverage
• Total Proposed Impervious Surface = 2,000 (existing) + 400 (new) = 2,400 Sq. Ft.
• Proposed Coverage Percentage = (2,400 ÷ 10,000) × 100 = 24.0%
• Enter on Form: Proposed Lot Coverage: 2,400 Sq. Ft. / 24.0%

SECTION 3: PLOT PLAN REQUIREMENTS

Your application will NOT be processed without a legible Plot Plan (Site Plan). This is a scaled or clearly dimensioned drawing showing your entire property boundaries and all existing/proposed physical features. It must include:

1. All existing buildings and structures labeled clearly (e.g., 'Existing House', 'Existing Garage').

2. Location of the new improvement showing exact distances (setbacks) to all property boundaries.

3. Space between the new improvement and any nearby existing buildings.

4. Adjacent public or private streets, roadways, and rights-of-way with street names (e.g., 'Spruce Street', 'SR 1033').

5. Location of any known utility easements, storm water management features, or deed restrictions.

6. Layout of existing and proposed driveways and designated off-street parking areas.

SECTION 4: ZONING PERMIT FEE SCHEDULE EXAMPLES

Zoning fees are set by the Gratz Borough Council and must be paid via check or money order payable to 'Gratz Borough'. Use the examples based on the official fee schedule to determine your required fee amount (see fee schedule for other amounts):

Project Type	Fee Basis / Rule	Total Fee Due
Single Family Dwelling / Residential Addition	Flat fee for residential buildings & major additions	$100.00
Small Shed / Accessory Structure (Value < $6,000)	Applies to minor sheds, detached structures under $6k	$60.00
Large Shed / Accessory Structure (Value ≥ $6,000)	Applies to detached garages, carports, large sheds over $6k	$100.00
Residential Deck or Swimming Pool	Flat fee for decks ($75) or swimming pools deeper than 24" ($50)	$75.00 / $50.00

SECTION 5: SUBMISSION, MAILING & PAYMENT INFORMATION

Before signing and submitting, review the application details and ensure your package conforms to all submission and payment rules:

Payment Information

• Application Fees: Fees must be enclosed with the application packet for processing to begin.

• Payment Method: Payment must be made by check or money order.

• Payable To: Make checks or money orders payable strictly to Gratz Borough.

Mailing & Submission Options

You can submit the completed application package using one of the following methods:

• In Person: Hand-deliver during normal business hours to the Gratz Borough Office.

• By Mail: Forward your package, drawings, and enclosed fees to the official address below:

Official Mailing Address:
Gratz Borough
Attn: Zoning Officer
PO Box 305
Gratz, PA 17030

Contact Phone Numbers:
• Borough Office: (717) 365-4115
• Zoning Officer: (570) 628-2300

Signatures & Final Verifications

• Verification: Signatures are required from the Property Owner. If someone else is applying, the Applicant must also sign and date.

• Inspection Agreement: By signing, you authorize the designated Gratz Borough official to enter the exterior property to verify compliance and perform a final inspection upon project completion.