



Steps for a Zoning Permit Application

Step 1 – Prepare a Property Drawing

✓ Create a detailed drawing of your property, including:

- Existing structures and any proposed additions/changes
- Distances:
 - From the **center of the roadway** to the **front** of the proposed/new structure
 - From **each side property line** to the proposed/new structure
 - From the **back property line** to the proposed/new structure

📁 Bring this drawing when you apply for your **Zoning Permit** with the **Township Secretary**.

Step 2 – Apply for a Zoning Permit

✓ Submit your application to the Township Secretary.

💰 **Zoning Permit Fees:**

- \$25 for projects **up to \$20,000**
 - +\$5 for **each additional \$5,000** in project value
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Step 3 – Zoning Officer Review

✓ The **Zoning Officer** will review your application and send the decision via **email**.

If Approved:

- Take the approved Zoning Permit to **one of the two Inspectors** listed below to obtain a **Building Permit**.
- **Contact them first** to find out what documentation they need and the **cost of the Building Permit**.

Inspectors:

Richardson Inspection Services




724-406-0031




2879 Mercer Butler Pike, Grove City, PA 16127




Prosek's Inspection

 724-927-2020

 7531 South Lake Road, Jamestown, PA 16134

If Disapproved:

- You may **appeal** the decision.
- See the **Township Secretary** for details.
-  **Appeal for a Variance fee: \$400.00**

 **Do not begin any construction until:**  Your **Zoning Permit** is approved, and  Your **Building Permit** is **issued** by an approved inspector.