

Residential Zoning Permit Guide

This information should be utilized if you are proposing to build the following single family accessory structures: Any residential detached accessory structure 400 square feet or less without utilities; an uncovered residential deck that is less than 30” at any given point above the surrounding grade; a residential fence that is no more than 6 feet high; or a retaining wall that is not more than 4 feet high measured from the lowest level of grade.

All zoning permits must have the following information submitted with the applications, as applicable. If the information is not submitted, the application will be considered incomplete and will be returned noted as such.

****Note: Plans/Drawings do not need to be prepared by an engineer or architect, but must be drawn clearly, accurately and with sufficient detail and clarity to indicate the nature and extent of the work proposed; and conform to the most recent provisions of the Fairview Township Zoning Ordinance.**

Zoning Permit Information:

Two (2) copies of a plot plan which indicates the following:

- The location of all property lines associated with the property and a north point.
- Location of all **existing** structures located on the property and their distances to property lines and distances between structures. (home, decks, sheds, pools, garages, etc.)
- Location of the **proposed** structure to all property lines and to other structures on the property. It is the property owners/contractors responsibility to know and to be able to identify the property lines.
- Location of the driveway.
- Location of the well and septic system, if applicable.
- Location of all streets, easements, and right-of-ways associated with the property.

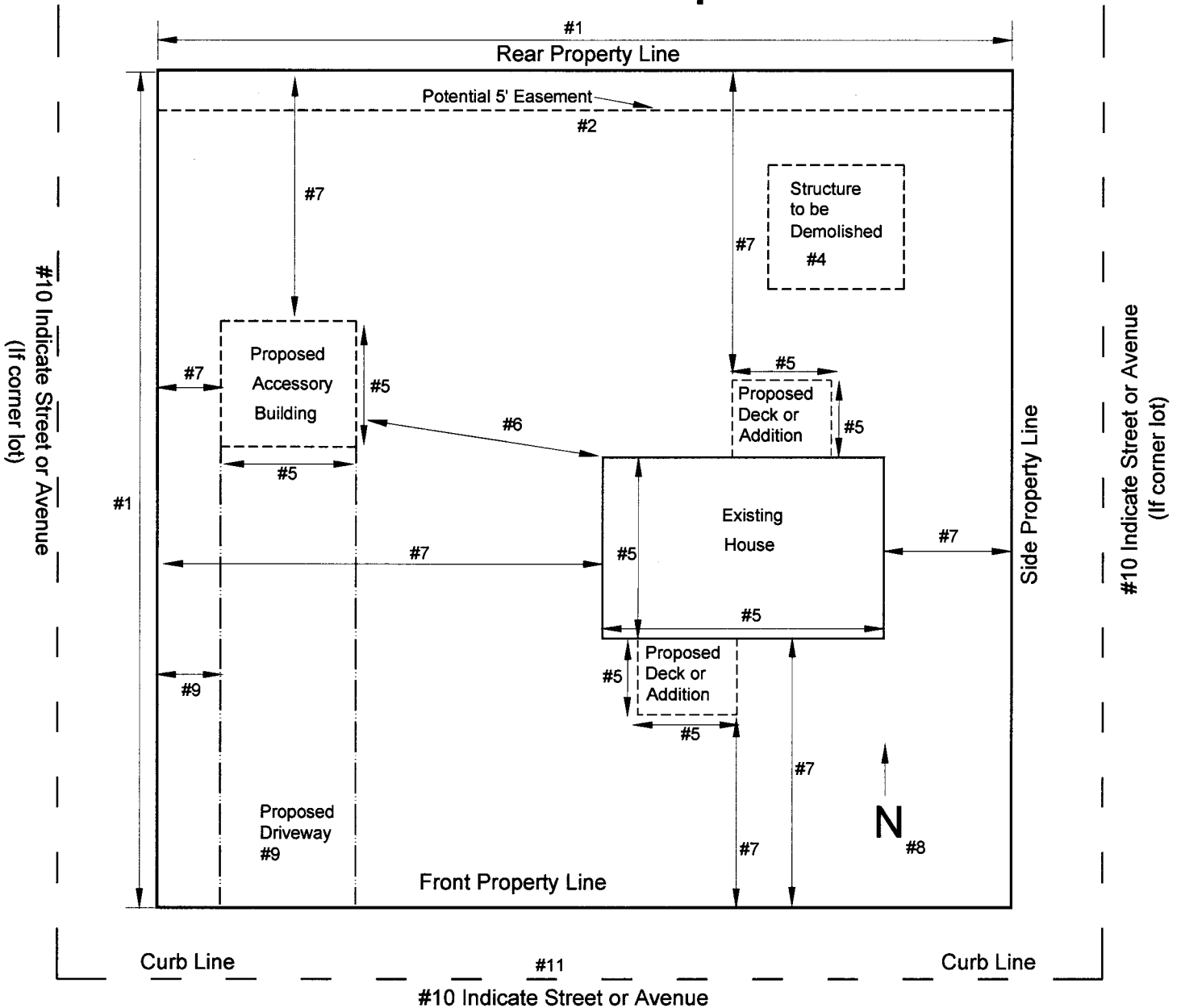
NOTES:

- ✓ A sample plot plan is attached to this info guide for reference.
- ✓ There are differing setback requirements for the respective residential zoning districts, please contact our office to confirm setback requirements.
- ✓ If a deck that conforms to the requirements above is attached to the house or structure, the house or structure and the deck will have to meet the HOUSE or STRUCTURE setback requirements.

Time Required to Review Plans:

The Codes Office has up to **7 working days** to complete a residential zoning permit plan review. All applications are time stamped when submitted and plans are reviewed on a first come, first served basis. The more thorough a plan submittal, the less time that it will take to complete the plan review and have the appropriate permit ready for issuance.

Plot Plan Sample



1. Draw lot, show lot measurements and show all existing and proposed structures.
2. Show all easements located on this lot.
3. Label all existing and proposed structures.
4. Show any buildings to be removed or demolished.
5. Show dimensions of all structures.
6. Show distances between all structures.
7. Show distances between all structures and property line.
8. Indicated the direction of North on plot plan.
9. Show existing driveway and any changes to proposed driveway. Show distances to property lines. (If any driveway changes are proposed, refer to right-of-way handout.)
10. Label frontage street and adjacent street if a corner lot.

Note: The curb line is NOT the property line.