



Borough of Newport Zoning Permit Application

All property owners within the Borough of Newport must apply for and receive a Zoning Permit before undertaking any construction activities, which shall include:

1. Site preparation and excavation for the construction of new buildings (including accessory or temporary structures)
2. Moving any structures onto a property
3. Relocating existing structures on a property
4. Alteration or repair of a structure (excluding painting, interior remodeling, or any alteration or activity that will not change the character, size, or position or the structure as it exists on the property).

The purpose of this permit process shall be to establish compliance with the Zoning Ordinance prior to the commencement of construction activities. The approval of a Zoning Permit Application by the Borough of Newport shall not imply or constitute approval of any other applicable permit requirements including, but not limited to, subdivision plat approval and building permits.

Return this Zoning Permit Application, completed in its entirety, along with all necessary supporting documents to:

Newport Borough
231 Market Street
Newport, PA 17074
717-567-3728

secretary@newportboro.com

Office Hours: Monday – Friday 8:30 am – 4 pm

USE ONLY INK PEN, PRINT, OR TYPE; DO NOT USE PENCIL
DO NOT FOLD; DO NOT USE WHITEOUT FOR CORRECTIONS
Incomplete applications will not be processed.

Applicant Name: _____

Address: _____

City, State, Zip Code: _____

Phone #: _____ Cell or
Landline Email: _____

Subject Property Information

Property Owner(s)(If different than above): _____

Address: _____

City, State, Zip Code: _____

Phone #: _____ Cell or
Landline Email: _____



ADDITIONAL PROPERTY INFORMATION

Size of Subject Property (If known): _____ Acres Square Feet

Does the Property Contain any Existing Structures? Yes No

Check all that apply:

- Construct a new building or accessory structure on property.
- Move a new or used structure onto the property.
- Construct an addition to an existing building or accessory on the property.
- Move or relocate an existing building or accessory structure to a new location on the property.
- Replace or repair a building or accessory structure that was destroyed by fire or storm.
- Fence
- Sign
- Other activity (please explain): _____

Total Cost of Project – Including Site Preparation: \$ _____

Contractor Information

Company Name: _____

Address: _____

City, State, Zip Code: _____

Phone #: _____ Cell or Landline Email: _____

Does the Contractor have Proper Insurance? Yes No

SITE PLAN

Attach a copy of the Site Plan showing the proposed project activities. The Site Plan must show the entire boundaries of the subject property.

For Single Family Residential Projects: Required Site Plan may be drawn to scale on a survey plat contained in a closing document or a copy of the tax map showing the subject property.

ADDITIONAL INFORMATION ON LAYOUT PLAT: If checked by Zoning Official

- A - The length in feet of all property lines.
- B - The outline of all existing buildings or structures and any proposed buildings, structures, or building additions on the property in their proper locations.
- C - The shortest distance in feet from all property lines to the closest point on any existing building, accessory structure, or new construction or addition.
- D - The maximum height in feet of any proposed new structure or addition.
- E - The location of any existing or proposed street access or curb cut.
- F - The location of any known easements on the property other than utility blanket easements.



Utility Notification

PA ONE CALL NOTIFICATION: Yes Date: _____ No

Call Before You Dig

Pennsylvania One Call System 1-800-242-1776
www.paonecall.org

CERTIFICATIONS

Applicants

I hereby certify and attest that I have received this application, and that to the best of my knowledge and abilities, the Information provided in this application is true and accurate. Further, I agree to provide additional information within my powers that may be required by the Zoning Official to determine the compliance of the proposed property construction or improvement activities with the Newport Borough Zoning Ordinance.

Applicant's Signature

Date

Property Owner

I hereby certify and attest that I have reviewed this application, and that, to the best of my knowledge and abilities, the information provided in this application is true and accurate. Further, I agree to provide any additional information within my powers that may be required by the Zoning Official to determine the compliance of the proposed property construction or improvement activities with the Newport Borough Zoning Ordinance.

Property Owner's Signature

Date

ZONING FEES

Fences.....\$25.00	Building Permit Fee.....\$25.00	Signs.....\$10.00
Zoning Hearing Application Fee.....\$500.00		

Borough of Newport Use Only

Date Filed: _____

Received By _____
Signature

Application Fee Received: \$ _____ Cash/Check # _____



ZONING OFFICER REVIEW CHECKLIST

Current Zoning Classification: _____

Proposed Land Use	Allowed in Zone			Not Allowed		Rezoning Required
Lot Size/Area	Complies		Grandfathered	Too Small		Variance Required
Lot Width	Complies		Grandfathered	Too Small		Variance Required
Street Frontage	Complies		Grandfathered	Too Small		Variance Required
Front Yard Setback	Complies		Grandfathered	Too Small		Variance Required
Side Yard Setback	Complies		Grandfathered	Too Small		Variance Required
Rear Yard Setback	Complies		Grandfathered	Too Small		Variance Required
Impervious Surfaces	Complies		Grandfathered	Exceeds Limits		Variance Needed
Building Height	Complies		Grandfathered	Too High		Variance Needed

SPECIAL REQUIREMENTS/CONDITIONS – *Required buffers, setbacks, etc.* _____

OTHER PERMITS/APPROVALS REQUIRED _____

APPROVAL CONDITIONS – *If Necessary* _____

Checklist Completed By _____
 Signature

ZONING OFFICIAL’S DETERMINATION

Date Reviewed: _____ Received By: _____

Decision: Application Approved Application Denied

Permit # _____

 Zoning Official Signature