

# Chartiers Township

2 Buccaneer Drive  
Houston, PA 15342  
(724) 745-3415  
Fax (724) 745-1744

## BOARD OF SUPERVISORS

Gary Friend, *Chairman*  
Bronwyn Maggi-Kolovich, *Vice-Chair*  
Frank Wise, *Secretary*

Jodi Noble  
*Township Manager*

## Residential Zoning Permit Application

**All applications and fees must be submitted directly to the Chartiers Township Planning Department located at 2 Buccaneer Drive, Houston, PA 15342**

### Type of Application:

- Home Based Business Permit (\$25.00)  
 No-Impact Home-Based Business (\$25.00)  
 Residential Zoning Permit – For Projects Not Requiring a Building Permit (\$25.00)

**Name of Applicant:** \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Name of Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Subject Property:

Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

Property/Lot Area: \_\_\_\_\_ (Acres or Square Feet)

### For Home Based Businesses Only:

Proposed Home Based Business: \_\_\_\_\_

Have you received conditional use approval? Yes or No

*Please note that occupancy cannot be granted until a conditional use permit is approved by the Chartiers Township Board of Supervisors.*

### For No-Impact Home-Based Businesses Only:

Proposed no-impact home-based business: \_\_\_\_\_

Number of employees located at no-impact Home-based business (not including owner/residents): \_\_\_\_\_

Will retail goods be sold or displayed? Yes / No (If yes, please explain): \_\_\_\_\_

\_\_\_\_\_

Will materials be stockpiled on site? Yes / No (If yes, please explain): \_\_\_\_\_

How many square feet is the dwelling? \_\_\_\_\_ Square Feet

How many square feet will the business occupy within the dwelling? \_\_\_\_\_ Square Feet

Will there be any appearance of the business outside of the dwelling? Yes / No (If yes, please explain): \_\_\_\_\_

Will the business use any equipment or process which creates noise, vibration, glare, fumes, odors, or electrical or electronic interference detectable in the surrounding neighborhood? Yes / No (If yes, please explain): \_\_\_\_\_

**For Residential Zoning Permits Only:**

Proposed Project/Use: \_\_\_\_\_

Have you verified with the Building Code Official that a building permit is not needed? Yes or No

Contractor: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contractor Phone: \_\_\_\_\_

Contractor E-mail: \_\_\_\_\_

Proposed Setbacks from Property Lines:

\_\_\_\_ Front Yard      \_\_\_\_ Side Yard      \_\_\_\_ Side Yard      \_\_\_\_ Rear Yard

*A survey or plot plan sketch showing the proposed layout of the project should be provided to verify setbacks*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Township Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **APPROVED / DENIED**

**CONDITIONS OF APPROVAL – TOWNSHIP USE ONLY**

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Questions or comments may be directed to [planning@chartierstwp.com](mailto:planning@chartierstwp.com) or by calling 724.745.3415.