

# Chartiers Township

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

**2023 Zoning Permit Fee \$25**  
Fee to be paid at time of issuance of permit

## 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:

Residential Zoning Permit

Home Occupation Permit

No-Impact Home-Based Business  
(Home Based Business)

**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 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 must be provided to verify setbacks.**

**For Home Occupation Only:**

Proposed Home Occupation/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 (Attached additional sheets as necessary):**

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): \_\_\_\_\_  
\_\_\_\_\_

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

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

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

**CONDITIONS OF APPROVAL – TOWNSHIP USE ONLY**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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