Woodward Township Supervisors
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Supervisors
Jeffrey Stroehmann, Chair
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ZONING PERMIT APPLICATION INSTRUCTIONS

1) **Name of Applicant:** Print your name (first, MI, last). 2) **Phone Number:** Enter your phone number.

3) **Complete Mailing Address:** Print your complete mailing address, and E-mail. **4) City 5) State 6) Zip Code**

7) **Name of Lot Owner:** If same as applicant, enter "Same"; otherwise, list name.

8) **Address:** If same as applicant, enter "Same"; otherwise, list name.

9) **Previous Lot Owner:** Only if you have owned the property less than 12 months.

10) **Builder/Contractor for Project:** Name of the builder for this project and contact telephone number.

11) **Type of Work:** *New Structure* – house, mobile home, seasonal home, duplex, etc.
   Change in Use – i.e. domestic garage to commercial use (vehicle repairs)
   Sign – advertise business, etc.   barn, etc.
   Addition – living area such as a bedroom, family room, sunroom, etc.
   Accessory Structure – shed, garage, swimming pool, patio,
   Commercial Logging – The act of cutting trees for timber, cordwood, or pulp
   Home Business/Occupation – i.e. CPA, notary, beauty salon, etc.
   Other – any project that does not fit into any of the above categories

12) **Premises Located at:** Enter the physical address (road name and #); not the mailing address.

13) **Township:** Enter Township or Borough name where the property is located.

14) **Use of proposed building, structure, or addition:** What will it be used for? Example: shed (storage of tools, lawn equipment), addition (family room, kitchen), barn (storage of hay, feed), etc.

15) **Size of Lot:** Enter the width and depth in feet *or* number of acres.

16) **Dimensions of Proposed Building, Structure or Addition:** Enter the width, depth, height and total square footage.

17) **Setbacks from Property Line to Building or Structure:**

   Front: From the property line or road right-of-way to the front of the building or structure
   Side and/or Front: From the side property line to the side of the building or structure. (Corner properties will have two front yards)
   Rear: From the rear property line to the rear of the building or structure
   Side: From the opposite side property line to the side of the building or structure

18) **Plot Plan Showing Location on Property is Attached:** Either attach a copy of the plot plan or draw plot plan to include with the application showing the building in relation to the property lines.

19) **Character of Construction:** Indicate type of building materials being used.

20) **Approximate Cost of Work:** Must have an approximate cost of project.

21) **Attach Copy of:** Stormwater Plan / Sewage Permit - *If a Sewage Permit then total number of bedrooms*

22) **Construction Start Date:** Enter the date you plan to start the project.

23) **Completion Date:** Enter date you plan to complete the project. (Maximum time is one year.)

24) **Sign Your Name :**   25) **Print Your Name on Line Below Your Signature :**   26) **Date of Application:** Submission date

SAMPLE ZONING APPLICATION PLOT PLAN SKETCH

SKETCHES DO NOT HAVE TO BE DRAWN TO EXACT SCALE but must contain the following information, be drawn proportionately and show accurate measurements: North Arrow, all abutting streets and alleys with names, dimension of lot or lots, all existing buildings on lots, all existing utility lines and easements if known, proposed buildings or improvements, and distances from all property lines to existing or proposed buildings or improvements. Clearly indicate property owner/ applicant's name, property address, and date of sketch.

Crosshatch all existing buildings.   **LABEL** all property lines. *("?" below indicates a measurement is required.)*

← **Indicate North in the circle.**   **SCALE** *(if drawn to scale)* _____

Lot line

Rear Setback ? ft.

Side Lot Line ? ft.

?

Proposed New Construction

Existing Building

?

Side Setback ? ft.

?

Side Setback ? ft.

Front Setback ? ft.

Address and Street Name