

**BOROUGH OF BROOKVILLE**  
**BASIC ZONING PERMIT APPLICATION**

18 WESTERN AVENUE, SUITE A, BROOKVILLE PA. 15825

PHONE (814) 849-5321 FAX (814) 849-4964

[www.brookvilleborough.org](http://www.brookvilleborough.org)

**1. TYPE OF APPLICATION**

(Check all that apply)

New Building     Alterations     Addition     Fence     Sign

Deck     Garage     Demolition

Other: \_\_\_\_\_

**2. GENERAL INFORMATION**

APPLICANT'S NAME/COMPANY: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

EXISTING USE OF PROPERTY: \_\_\_\_\_

DESCRIPTION OF PROPOSAL (use additional sheets if needed): \_\_\_\_\_

PLOT PLAN ATTACHED: \_\_\_\_\_ YES \_\_\_\_\_ NO    PERMIT FEE \$ \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ CONTRACTOR LISCENSE #: \_\_\_\_\_

**3. PROPERTY OWNER AND APPLICANT INFORMATION**

Owner: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**To be completed only if the applicant is not the property owner:**

*I authorize the applicant indicated above to submit the application on my behalf.* \_\_\_\_\_

*Signature of property owner*

Applicant (authorized agent), if different from Owner: \_\_\_\_\_

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

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please mail my permit     I'll pick my permit up at the Brookville Borough Office

#### 4. SIGN PERMIT INFORMATION

To be completed for installation or modification of signage only.

Advertiser: \_\_\_\_\_

Type of Sign: \_\_\_\_\_

Material: \_\_\_\_\_ Size: \_\_\_\_\_

Illuminated:     Yes     No     Steady     Day/Night switch     Flasher

Type of Support: \_\_\_\_\_ Height above ground: \_\_\_\_\_

Insurance Provider for Sign: \_\_\_\_\_

*I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the Borough is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation of planning permits as determined by the Zoning Director. I further certify that I am the owner or purchaser (or interest holder) of the property involved with this application, or the lessee or agent authorized by the owner to make this submission, as indicated by the owners signature above.*

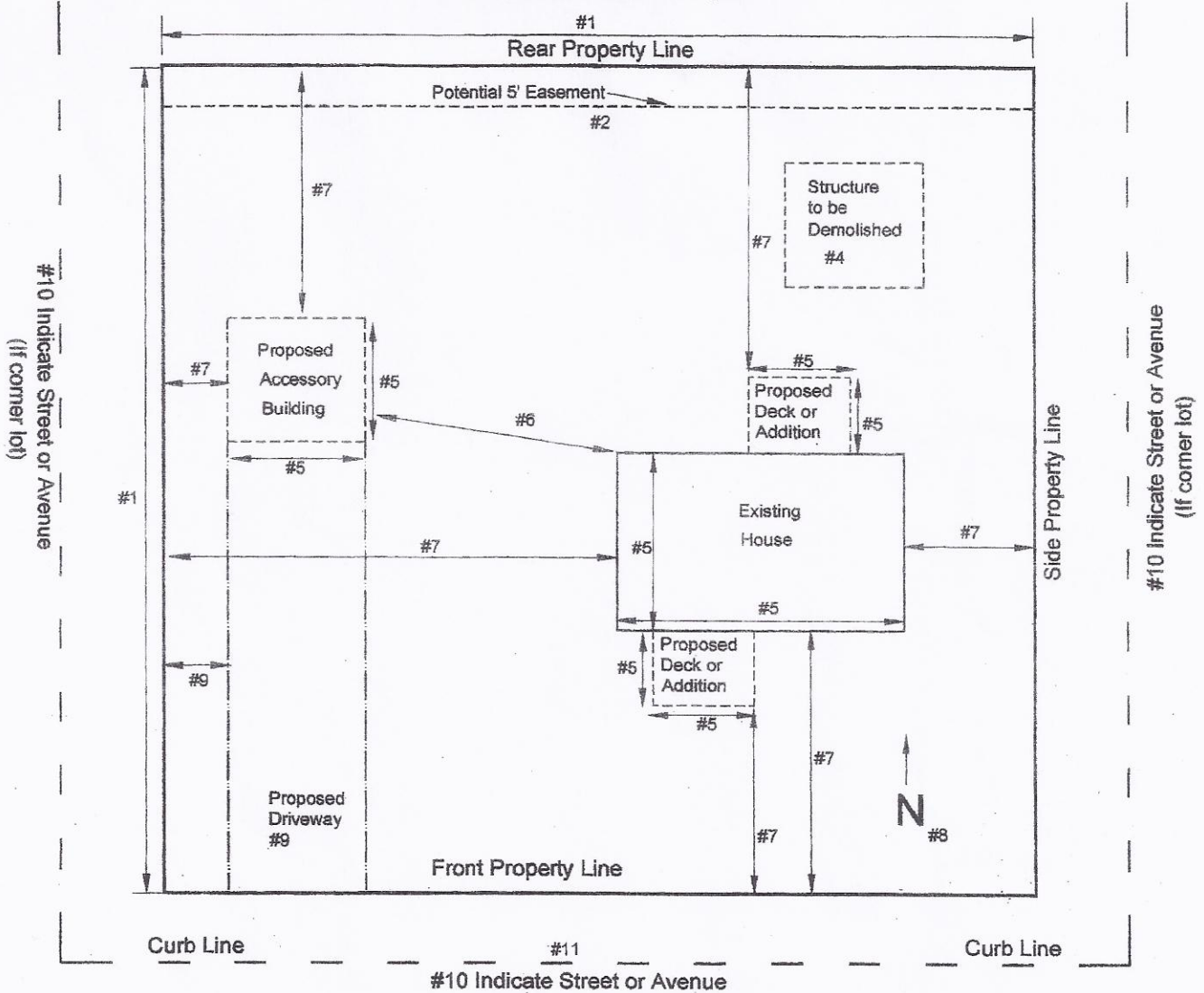
*I certify that statements made to me about the time it takes to review and process this application are general. I am aware that the Borough has attempted to request everything necessary for an accurate and complete review of my proposal; however, that after my application has been submitted and reviewed by Borough staff, it may be necessary to request additional information and/or materials. I understand that any failure to submit the additional information and/or materials in a timely manner may render the application inactive. I also understand that acceptance of this application does not constitute approval, and once approval is granted, I will be responsible for satisfying all requirements of all applicable building codes, and ordinances.*

**I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT ALL INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT.**

\_\_\_\_\_  
Signature of owner or authorized agent

\_\_\_\_\_  
Date

# Plot Plan Sample



**NOTE: All of these items must be shown on submitted plot plan:**

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.
11. Note: The curb line is NOT the property line.