

# Instructions for Completion of Form ZCE-001

## [DO I NEED A ZONING/LAND USE PERMIT? \(Click here for more information.\)](#)

A Land Use Permit or a Land Use Exemption Permit, issued by the Borough of Waynesboro, **WILL BE REQUIRED** in order to obtain a building permit. Land Use Permits / Exemptions are issued by the Office of Zoning and Code Enforcement to ensure the proposed project is in compliance with local zoning ordinances and adopted codes. Building permits are issued by [PA Municipal Code Alliance](#) located at 380 Wayne Avenue, Chambersburg, PA (Phone: 717-496-0586) and ensure compliance with Uniformed Construction Codes.

- **Complete all highlighted areas.**
- **Please note:** A diagram showing property lines, present and proposed building or structure location(s) with exterior dimensions, required yard setbacks; easements; driveway dimensions; storm water and drainage culverts; and any other pertinent information on the lot **are required**. Visit <https://ecode360.com/attachment/WA2132/WA2132-295b%20App%20A%20Typical%20Lot%20Sketch.pdf> for an example of a typical lot sketch.
- **Applications without the required diagram will not be processed.**
- Save a copy of your application to your device and submit your completed application via email as an attachment or print and return via metered mail with the appropriate application fee. Application fees can also be remitted online at <https://waynesboropa.org/zoning-codes/> using the "Pay Fee Online" button in the lower left corner. For a schedule of fees, please visit <https://waynesboropa.org/zoning-codes/#>. Use the drop down menu under the heading "Services" to download a copy of the Schedule of Fees.

If there are questions about what specific information is needed, please contact the Office of Zoning and Code Enforcement for more information.



# Land Use-Zoning & Code Enforcement

## *The Borough of Waynesboro*

55 EAST MAIN STREET, P.O. BOX 310  
WAYNESBORO, PENNSYLVANIA 17268  
(717) 762-2101 TELEPHONE  
(717) 762-4707 FAX  
[WWW.WAYNESBOROPA.ORG](http://WWW.WAYNESBOROPA.ORG)

### Land Use-Zoning & Code Enforcement Series No.

Property Address:

Tax Parcel:

City: Waynesboro

State: PA

Zip Code: 17268

Zoning District: \*

Lot Type:

Corner

Interior

Through

Reversed Frontage

Lot size (sq ft):

Width (In ft):

Depth (In ft):

Impervious surface (sq ft):

Impervious surface coverage:

%

Conforming:

Nonconforming:

Reason(s):

Floodplain: Yes

No

Number of buildings presently on lot:

Property Owner Name:

Phone Number:

Property Owner Address:

Email:

City:

State:

Zip Code:

Builder / Contractor Name:

Phone Number:

Builder / Contractor Address:

Email:

Property / Building Use: (check all that apply)  Commercial  Residential  Agricultural

Mixed Use

Other

Basement:

Full

Finished

Partial

Crawlspace

Slab

Number of Bedrooms:

Number of Bathrooms:

Exterior wall covering:

Roof Material:

Water System:

Public

Well

Cistern

Sewerage System:

Public

On site

Number of off street parking spaces:

Estimated project cost: \$

Description of Work:

(cont)

## Land Use-Zoning & Code Enforcement Series No.

**NOTICE TO ALL APPLICANTS:** Signing of this application verifies the above information to be true and correct and that any additional work above and beyond the description stated above may constitute additional fees and/or permits as required by the Borough of Waynesboro. This permit also grants Borough officials access to my property for the purpose of inspection upon reasonable notice.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant Printed Name: \_\_\_\_\_

*According to the Code of the Borough of Waynesboro, the above Description of Work does not require a Borough of Waynesboro Land Use-Zoning permit.*

Zoning Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Changes. No changes of any kind shall be made to the application, permit, plans, specifications, or other documents submitted with the Land Use-Zoning Permit Application following the issuance of a Land Use-Zoning Permit without written consent or approval of the Zoning Officer/Floodplain Administrator. Requests for revisions or amendments shall be in writing and submitted by the applicant to the Zoning Officer/Floodplain Administrator for consideration.

Expiration of zoning permits. If the use indicated in any zoning permit is not initiated within six months from the date of issuance, said permit shall expire and shall be canceled by the Zoning Officer; and written notice thereof shall be given to the person affected.

Your project may require a building permit for compliance with the Uniform Construction Code (UCC). Please contact *PA Municipal Code Alliance* located at 380 Wayne Avenue, Chambersburg, PA (Phone: 717-496-0586) for information regarding application for a building permit and to schedule related inspections. Application for building permits WILL NOT be accepted without a Land Use-Zoning Application issued by the Borough of Waynesboro.

No building hereinafter constructed, erected, or altered under a land use-zoning permit shall be occupied or used in whole or in part for any use whatsoever and no change of use of any building or part of a building shall hereafter be made until affixed with a seal issued by the Zoning Officer, indicating that the building or use, as specified in the Description of Work above, complies with the applicable provisions of the Code of the Borough of Waynesboro.

## Land Use-Zoning Compliance & Code Enforcement Certification

(For Use and Occupancy)

Zoning Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Matthew Schmidt, Zoning and Code Enforcement



# Placard for Land Use/ Sign Permit within the Borough of Waynesboro

This Placard must be posted conspicuously in the front of dwelling/ Building until work is completed as per the Code of the Borough of Waynesboro

Chapter 295 Zoning, Article XIII Administration and Enforcement, §295-127 (C)

**Street Address:**

**Land Use Permit Number:**

**Date of Issuance:**

**Zoning Officer Signature:** \_\_\_\_\_

