



WILLISTOWN TWP ZONING PERMIT APPLICATION

Fee: \$150 (Residential) / \$200 (Non-Residential)

Fee Due Upon Permit Submittal

Willistown Township- 688 Sugartown Road Malvern, PA 19355

Phone 610.647.5300

Email: permits@willistown.pa.us

Owner _____ Phone _____ Email: _____

Address _____ City _____ State _____ Zip _____

Applicant _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email to send permit: _____

Property Address _____ [UPI/Tax Parcel 54-](#) _____

*HOA Approval Yes / No Conservation Easement Yes / No **Historic Resource Yes / No

** If Homeowners Association (HOA) approval is required, a copy of their approval must be submitted.*

*** The list of historic resources can be found within the Township Comprehensive Plan. The Township Historical Commission must be consulted for review if a historic resource is located on the property*

[Zoning District](#) (visit Willistown.pa.us/ZoningMap to find the zoning district) _____ Building Area _____ sq.ft.

Project Setbacks -distance in feet from property line: Front _____ Rear _____ Side _____

Side _____ Structure Height (in feet, if applicable) _____

Request for the following:

- | | | |
|---|------------------------------|---------------------|
| _____ Addition | _____ Single Family Dwelling | _____ Alteration |
| _____ Commercial Building | _____ Storage Shed | _____ Garage |
| _____ Sign | _____ Swimming Pool | _____ Tent |
| _____ Change in use (Commercial use ONLY) | _____ Wall | _____ Fence/Barrier |
| | | _____ Other |

Project Description _____

The applicant shall submit one copy of a site plan drawn to scale, EVEN if doing all interior work. See attached instructions on page 4. If an application is submitted without a site plan, the application is incomplete and will not be approved.

No existing or new building shall be changed in its use in whole or in part until the Willistown Township Zoning Officer has issued a Zoning Permit ([see Chapter 139-113 of the Willistown Code](#)).

Property Owner(s) Signature(s) _____ / _____ **Date:** _____

***ALL names on deed must sign**

Please Print Name(s) _____

Please do NOT write below this line

Permit # _____ Date Issued _____ Amount Paid \$ _____

Zoning Officer _____ Date _____

Approved _____ Reason for Disapproval _____

**WILLISTOWN TOWNSHIP
BUILDING AND IMPERVIOUS COVERAGE WORKSHEET
** MUST BE FILLED OUT FOR ALL PERMITS ****

In accordance with Ordinance No. 1 of 2001, all new construction and remodeling projects must meet the requirements of the Building and Impervious Coverage percentages as described in the ordinance.

Total Lot Area: _____ sq.ft. **Total Limit of Disturbance (LOD):** _____ sq.ft.
Property where construction is to be completed

Building Coverage:

Calculated in square footage (footprint only)

Building Coverage: The aggregate of the maximum horizontal cross-section areas of all the buildings on a lot, excluding cornices, eaves, gutters, chimneys projecting not more than 18 inches, bay windows not extending through more than one story and not projecting more than five feet, uncovered steps and balconies, but including porches, breezeways and carports.

Structures	Existing		Adding		Removing		Total
House/Additions	_____	+	_____	-	_____	=	_____
Porch	_____	+	_____	-	_____	=	_____
Garage	_____	+	_____	-	_____	=	_____
Storage Buildings	_____	+	_____	-	_____	=	_____
Other	_____	+	_____	-	_____	=	_____
Total	_____	+	_____	-	_____	=	

Other Impervious Coverage:

Calculated in square footage (footprint only)

Impervious Coverage: Material which is or is likely to become impenetrable and unable to absorb water, including but not limited to buildings, structures and paved or graveled areas (driveways, parking lots, sidewalks, terraces, patios, swimming pools, tennis courts, etc.)

Areas	Existing		Adding		Removing		Total
Deck	_____	+	_____	-	_____	=	_____
Patios	_____	+	_____	-	_____	=	_____
Walkways	_____	+	_____	-	_____	=	_____
Driveways	_____	+	_____	-	_____	=	_____
Pool & Coping	_____	+	_____	-	_____	=	_____
Other	_____	+	_____	-	_____	=	_____
Total	_____	+	_____	-	_____	=	

Grand Total – all impervious coverage (sum A + B)

Please do NOT write below this line

Total Building Coverage Percentage	_____	_____
	<i>Proposed</i>	<i>Allowed</i>
Total Impervious Coverage Percentage	_____	_____

WILLISTOWN TOWNSHIP ZONING PERMITS

What is a Zoning Permit?

Willistown Township is divided into twelve (12) different zoning districts with twelve (12) different overlays within several of the twelve (12) zoning districts. The Zoning Ordinance describes the uses permitted in each district and establishes the standards that uses must meet to be allowed in the districts. The zoning permit procedure is established to ensure that uses specifically proposed to be located in a particular district meet the standards for that district.

Do I need a Zoning Permit?

The Zoning Officer will help you determine if you need a zoning permit. A zoning permit endorsement is required before the submission and issuance of all building permits. A separate zoning permit application is needed only when an existing commercial use of a structure is proposed to be changed and no building permit is involved. Examples include the change of general office to the use of a doctor's office or the change of general office to the use of a restaurant.

How do I apply and how much does it cost?

Application forms and filing information are available at the Willistown Township Administrative Offices, 688 Sugartown Road, Malvern, PA 19355. An application requires a filing fee of \$150.00 Residential or \$200 Non-Residential to be paid before the issuance of the permit.

How are Zoning Permits reviewed and decided?

The Zoning Officer checks the application and all data to see that all provisions of the Zoning Ordinance are complied with. If the Zoning Officers finds that the proposed use complies with all applicable provisions of the Zoning Ordinance, the zoning permit will be issued, and a written record maintained of the findings. If all of the provisions of the ordinance are not complied with, it will be denied, and all reasons set forth in writing.

If the building permit or swimming pool permit approval is also required for the proposed use, the zoning permit is attached to the requisite permit and referred to the Building Department for review and comment after approval of the zoning permit.

What happens if my request is denied?

If the Zoning Officer denies a zoning permit request, the decision may be appealed to the Zoning Hearing Board as described in the [Township Code](#).

WILLISTOWN TOWNSHIP ZONING SITE PLAN REQUIREMENTS

For projects that are interior only, an arial site plan from [ChescoViews](#) is acceptable. For all other projects the following must appear on the site plan:

Location of all property lines, including length of lines and the property size in square feet.

Location of all existing buildings and improvements, including but not limited to:

Residences, driveways, garages, decks, patios, porches, sheds, hot tubs, swimming pools, parking, commercial/industrial buildings and any other outbuildings.

Location of all existing building set-back lines.

Location of all proposed building set-back lines, if applicable.

Exact dimensions, in square feet, of all existing and proposed improvements to the property.

Exact dimensions, in square feet, from all existing and proposed improvements to all property lines.

Location of all public streets and sidewalks abutting property.

Location of all easements on the property, both public and private, including the exact dimensions of all easements.

Location of the 100-year flood plain and the 100-year flood plain elevation, if applicable.

Boundaries of the 100-year flood plain must be field staked prior to any construction, if applicable.

Location of riparian buffer areas, if applicable

Location of an on-lot sewage system, if applicable.

Location of potable water well, if applicable.

Location of public sewer and water lines, if applicable.