



# *The Borough of Akron*

117 S. Seventh Street  
P.O. Box 130  
Akron, PA 17501

## **ZONING PERMIT APPLICATION PACKAGE**

A Zoning permit is required for the following:

- Sheds and outbuildings (prefabricated or site built) which are 400 square feet or smaller.
- Decks in which the floor (walking surface) of the deck is 30 inches or less above ground.
- Patios and paved terraces.
- Fences.
- Sidewalks or walkways not in the road right-of-way.
- Detached Private Garage which is 400 square feet or smaller.
- Any other item that the Zoning Officer should deem appropriate.

All applications for a Zoning Permit must include the following:

- A completed application with original signature.
- Two (2) copies of a site plan detailing any and all information of the Zoning Site Plan Requirements Sheet that apply to the property. The Zoning Site Plan Requirements Sheet is included in this package.

Should you need any further information or have any questions please contact Sean Molchany, Zoning Officer at (717) 859-1600 or [molchany@akron-pa.com](mailto:molchany@akron-pa.com).



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## ZONING SITE PLAN REQUIREMENTS

The following must appear on all site plans:

- Location of all property lines. Include exact length of all property lines and include the size of your lot in square feet.
- Location of all existing buildings and improvements, including but not limited to, residence, driveways, walkways, sheds, patios, porches, swimming pools, garages, hot tubs, and any other outbuildings.
- Location of all proposed projects and other improvements, including but not limited to, driveways, walkways, sheds, decks, patios, porches, swimming pools, garages, hot tubs, and any other outbuildings.
- Exact dimensions including the area calculations in square feet, of all existing and proposed improvements on the property, including but not limited to, residence, driveways, walkways, sheds, decks, patios, porches, swimming poles, garages, hot tubs, and any other outbuildings.
- Exact dimensions from all existing and proposed improvements to all property lines, including but not limited to, residence, driveways, walkways, sheds, decks, patios, porches, swimming pools, and other outbuildings.
- Location of all easements on the property, both public and private including the exact dimensions of the easements. (see notes below)
- Location of the 100-year floodplain elevation, if applicable. Boundaries of the 100-year floodplain must be staked prior to any on site construction, if applicable. (see notes below)
- Location and dimension of any clear sight triangles on the property. (see note below)
- Location of all Akron Borough building setback lines.
- Location of all street rights-of-way.
- Locations of all public streets, including curb and sidewalk, if applicable.
- Location of an on-lot sewage system, if applicable.
- Location of all wetland areas, if applicable.
- Location of all municipal boundaries, if applicable.



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## NOTES

Any lot which contains a recorded easement or right-of-way MUST have the following note on the plan.

“Nothing shall be placed, planted, set, or put within the area of the easement that would adversely effect the function of the easement.”

Any lot that contains a 100-year floodplain MUST contain the following note

“Any proposed improvements to be located within the 100-year floodplain shall be in accordance with the Akron Borough Floodplain Ordinance, as amended.”

Any lot which contains a 100-foot clear site triangle MUST have the following note written on the site plan.

“Nothing shall be placed, planted, set, or put within the area of the 100foot clear site triangle that has the possibility of growing in excess of 30 inches or may obscure motorist vision.”

# Akron Borough Zoning Permit Application

117 S Seventh Street  
Akron, PA 17501  
Phone: (717) 859-1600  
Fax: (717) 859-4589

**TYPE OR PRINT CLEARLY IN INK**

Date Received \_\_\_\_\_ Permit # \_\_\_\_\_

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as an authorized agent and agree to conform to all Akron Borough Ordinances.

\_\_\_\_\_  
Signature of Property Owner or Authorized Agent (Permit Applicant)

\_\_\_\_\_  
Printed Name of Property Owner or Agent

Contact Name \_\_\_\_\_ Contact Phone (\_\_\_\_) \_\_\_\_\_ ext. \_\_\_\_\_

Project Address \_\_\_\_\_ Email \_\_\_\_\_

## Property Owner Information (at time of application) Email: \_\_\_\_\_

Name \_\_\_\_\_ Home Number (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Work Number (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_ Cell Number (\_\_\_\_) \_\_\_\_\_

Tenant Name (if applicable) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

## Applicant Information Owner Agent Email: \_\_\_\_\_

Name \_\_\_\_\_ Home Number (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Work Number (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_ Cell Number (\_\_\_\_) \_\_\_\_\_

Contact Name \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

## Type of Permit Residential \$75.00 Non-Residential \$75.00 Other \$ \_\_\_\_\_

**Check All That Apply**

Will your project require installation of electric, mechanical, or plumbing?

**Yes      No**

Shed: Size \_\_\_\_\_ Square Feet \_\_\_\_\_ Height \_\_\_\_\_

Patio: Size \_\_\_\_\_ Square Feet \_\_\_\_\_

Deck: Size \_\_\_\_\_ Square Feet \_\_\_\_\_  
How far above grade (in inches) will the walking surface of the deck be \_\_\_\_\_

Fence: Height \_\_\_\_\_

Sidewalk/Walkway: Size \_\_\_\_\_ Square Feet \_\_\_\_\_

Detached Garage: Size \_\_\_\_\_ Square Feet \_\_\_\_\_ Height \_\_\_\_\_

Other: Describe what you are doing below.

Permit #: \_\_\_\_\_

**Description of Work to be Performed:** \_\_\_\_\_

**Office Use Only** Zoning District: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_

Notes: \_\_\_\_\_