



**CITY OF CHESTER**  
**PLANNING DEPARTMENT**  
CITY HALL, 1 FOURTH STREET  
CHESTER, PA 19013  
Phone: 610.447.7707

## Instructions for Zoning Permit Application

For additional information, please visit the city's website at  
[www.chestercity.com](http://www.chestercity.com)

See Planning Department page for Zoning Map and Zoning Ordinance.

### Note:

This document is intended to provide basic information for general application. The Planning Department reserves the right to request additional information. Refer to the Zoning Ordinance to determine if your action requires a zoning permit. Use separate applications for subdivisions/land development, signs, and day cares.

### INSTRUCTIONS:

1. Applications must be filed in person by someone acting in the following capacity:
  - **Owner.** The equitable owner must present a copy of the deed, agreement of sale or proof of purchase.
  - **Tenant,** with a copy of current lease.
  - **Attorney, Design Professional, Contractor, or Expeditor,** with authorization from the owner.
2. The application must specify the existing and proposed uses for the entire structure and a detailed description of proposed work.
3. Two (2) copies of a fully dimensioned site plan (see basic site plan information requirements below) must be submitted in the following cases:
  - Lot line relocation, including subdivisions;
  - New construction, additions, and partial demolition of buildings;
  - Decks and pools
  - Fences (if fence height greater than 3 feet). Detail of fence type also required;
  - Erection of sign(s);
  - Creation of off-street parking or reconfiguration of existing parking lots.
4. Two (2) copies of an Elevation/Cross Section for the erection of any new construction or any addition to an existing structure.
5. Enclose the required application fee (see City's fee schedule) with certified check or money order payable to the City of Chester.

### BASIC SITE PLAN INFORMATION REQUIREMENTS:

1. Plans must be drawn to one of the following scales:  
Engineer: 1"=10'; 20'; 30'; 40'; 50'; 60'  
Architect: 1/16; 1/8; 1/4; 3/16
2. Site plans are limited to a maximum of 2 sheets per set. An additional sheet listing supplementary information may be submitted.
3. The minimum sheet size is 11" x 17" and the maximum is 24" x 36".
4. The plans must include the following information:
  - locations, dimensions and uses of existing and proposed structures, parking and loading areas, and locations of existing and proposed uses of areas of land, with existing features clearly distinguished from proposed features,
  - notes showing the dimensions of all buildings from lot lines and street rights-of-way,
  - locations of any watercourses and any 100 year floodplain,
  - proposed lot areas, lot widths and other applicable dimensional requirements, • locations and widths of existing and proposed sidewalks,
  - a north arrow and scale.



# Application for Zoning Permit

SUBMIT COMPLETE APPLICATION TO:  
**CITY OF CHESTER**  
**PLANNING DEPARTMENT**  
CITY HALL, 1 FOURTH STREET  
CHESTER, PA 19013

*OFFICE USE ONLY*

DATE RECEIVED:

ZONING DISTRICT:

CCPD FILE NO:

NOTES:

- This permit applies to ZONING COMPLIANCE ONLY and shall not relieve the applicant from obtaining other such permits as may be required by law.
- Use separate zoning approval applications for signs and child day cares.
- The City of Chester has the right to request a property survey.

**APPLICANT MUST COMPLETE ALL INFORMATION BELOW. PRINT CLEARLY AND PROVIDE FULL DETAILS.**

LOCATION OF PROPERTY (LEGAL ADDRESS):

PROPERTY OWNER'S NAME:

PHONE:

EMAIL:

PROPERTY OWNER'S ADDRESS (INCLUDE CITY, STATE, AND ZIP):

APPLICANT (IF DIFFERENT FROM THAT OF OWNER):

FIRM/COMPANY:

PHONE:

APPLICANT'S ADDRESS (INCLUDE CITY, STATE, AND ZIP):

EMAIL:

RELATIONSHIP TO OWNER:

TENANT/LESEE     ATTORNEY     CONTRACTOR     DESIGN PROFESSIONAL     EXPEDITOR

EXISTING USE:

PROPOSED USE:

DESCRIPTION OF WORK/CHANGE:

DESCRIPTION CONTINUED ON ADDITIONAL SHEET (ATTACHED)

CHECK/MONEY ORDER NO: \_\_\_\_\_

All provisions of the Zoning Ordinance and other City ordinances will be complied with, whether specified herein or not. Plans approved by the Planning Department form a part of this application. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I further certify that I am authorized by the owner to make the foregoing application, and that, before I accept my permit for which this application is made, the owner shall be made aware of all conditions of the permit. I understand that if I knowingly make any false statement herein I am subject to such penalties as may be prescribed by law or ordinance.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

(Month/Day/Year)