BOROUGH OF CARLISLE

ZONING PERMIT APPLICATION

Sustainable Community &
Economic Planning
53 W South Street · Carlisle, PA 17013
717-240-6930

Submit the applicable fee with this application. Do not begin work or establish a new use until all required approvals and permits have been issued. A zoning permit confirms compliance with the Zoning Ordinance; it does not replace UCC, HARB, floodplain, sign, right-of-way, subdivision/land-development or other approvals.

1. PROPERTY INFORMATION

Property Address	**Cumberland County Tax Parcel No.**
Current Use of Property	**Proposed Use of Property**
Use(s) of Adjoining Lots	**Existing Easements** ☐ *None known* ☐ *Yes — show on site plan*
Historic District ☐ *No* ☐ *Yes* ☐ *Unsure*	**Identified Floodplain Area** ☐ *No* ☐ *Yes* ☐ *Unsure*
Current Number of Dwelling Units	**Proposed Number of Dwelling Units**

2. OWNER, APPLICANT AND CONTRACTOR

Property Owner	**Owner Phone / Email**
Owner Mailing Address *Street, city, state and ZIP*	**Applicant / Point of Contact**
Applicant Mailing Address *Street, city, state and ZIP*	**Applicant Phone / Email**
Contractor / Business Name *If applicable*	**Contractor Phone / Email**

3. PROPOSED PROJECT OR USE

☐ Principal building	☐ Accessory building / shed
☐ Deck / porch / portico	☐ Fence / wall
☐ Sign	☐ Parking / loading area
☐ Home occupation	☐ Temporary use / structure
☐ Occupancy / use of new building	☐ Change in use of land or building
☐ Change in nonconforming use / structure	☐ Other: _____

Complete description of proposed construction or site work *Include structure type, dimensions, height, materials and location*

Complete description of proposed use *Describe the business, activity, hours, customers, deliveries, outdoor activity and other operational details*

Estimated Start Date	**Estimated Completion / Occupancy Date**

4. BUSINESS, OCCUPANCY AND PARKING INFORMATION

Business / Tenant Name	Principal Contact
Days / Hours of Operation	Maximum Employees per Shift
Expected Customers / Occupants	Retail / Customer Floor Area *Square feet*
Existing Off-Street Parking Spaces	Proposed Off-Street Parking Spaces

6. LOT, STRUCTURE AND DIMENSIONAL INFORMATION

ITEM	EXISTING	PROPOSED	REQUIRED / OFFICE USE
Lot area (sq. ft.)			
Street frontage (ft.)			
Front setback (ft.)			
Rear setback (ft.)			
Left side setback (ft.)			
Right side setback (ft.)			
Building height (ft.)			
Building coverage (sq. ft. / %)			
Impervious coverage (sq. ft. / %)			

7. SUBMISSION CHECKLIST

☐ Completed and signed application	☐ Applicable fee
☐ Scaled site plan	☐ Property lines and lot dimensions
☐ Existing and proposed structures	☐ Dimensions and structure heights
☐ Setbacks from all property lines	☐ Streets, alleys, easements and rights-of-way
☐ Parking, loading and access areas	☐ Existing / proposed impervious areas
☐ Building elevations or product specifications	☐ Narrative describing proposed use
☐ Owner authorization, if applicant differs	☐ Other approvals / supporting documents

9. APPLICANT AND OWNER CERTIFICATION

1. I certify that the information and attachments submitted with this application are true, accurate and complete to the best of my knowledge.

2. I am the property owner or am authorized by the owner to submit this application and pursue the requested approval.

3. I understand that no work or use may begin until the Borough issues all required approvals and permits, and that approval may be revoked if based on false, incomplete or misleading information.

4. The proposed work and use will conform to the approved documents and the Borough of Carlisle Zoning Ordinance. Changes will be submitted to the Zoning Officer for approval before proceeding.

5. I understand that the applicant and owner are responsible for establishing accurate property lines and locating the work accordingly. Borough review does not certify property boundaries or private easement rights.

6. I authorize Borough officials to conduct reasonable inspections related to this application with the consent of the owner or occupant or as otherwise authorized by law.

Property corners and proposed construction must be clearly marked before any required setback or footing inspection. The Borough assumes no responsibility for the accuracy of a survey, stakeout or property-line representation.

Applicant Printed Name	Applicant Title / Relationship to Owner
Applicant Signature	Date
Property Owner Signature *Required when applicant is not the owner*	Date

10. ADMINISTRATIVE REVIEW — BOROUGH USE ONLY

Application / Permit No.	**Date Received / Fee Paid**
Zoning District	**Overlay / Special District**
Existing Use Classification	**Proposed Use Classification**
☐ Use permitted by right	☐ Accessory use / structure
☐ Special exception required	☐ Conditional use required
☐ Variance required	☐ Nonconforming use / structure
☐ Subdivision / land development review	☐ HARB / certificate of appropriateness
☐ Floodplain permit	☐ UCC permit
☐ Sign permit	☐ Other:
Review comments / additional information required	

11. DECISION AND PERMIT ISSUANCE — BOROUGH USE ONLY

☐ Approved	☐ Approved with conditions
☐ Additional information required	☐ Denied
☐ Verification letter issued	☐ Application withdrawn
Conditions / basis for decision *Attach additional pages or decision letter if needed*	
Zoning Officer Name / Signature	**Decision Date**
Permit Issue Date	**Permit Expiration Date**

Issuance of a zoning permit does not authorize construction, occupancy or use until all other required Borough, county, state and federal approvals have been obtained.