

# Residential Zoning Permit Guide

*This information should be utilized if you are proposing to build the following single family accessory structures: Any residential detached accessory structure 999 square feet or less; an uncovered residential deck that is less than 30” at any given point above the surrounding grade; a residential fence that is no more than 6 feet high; or a retaining wall that is not more than 4 feet high measured from the lowest level of grade.*

All zoning permits must have the following information submitted with the applications, as applicable. If the information is not submitted, the application will be considered incomplete and will be returned noted as such.

**\*\*Note: Plans/Drawings do not need to be prepared by an engineer or architect, but must be drawn clearly, accurately and with sufficient detail and clarity to indicate the nature and extent of the work proposed; and conform to the most recent provisions of the Fairview Township Zoning Ordinance.**

## **Zoning Permit Information:**

**Two (2)** copies of a plot plan which indicates the following:

- The location of all property lines associated with the property and a north point.
- Location of all **existing** structures located on the property and their distances to property lines and distances between structures. (home, decks, sheds, pools, garages, etc.)
- Location of the **proposed** structure to all property lines and to other structures on the property. It is the property owners/contractors responsibility to know and to be able to identify the property lines.
- Location of the driveway.
- Location of the well and septic system, if applicable.
- Location of all streets, easements, and right-of-ways associated with the property.

## **NOTES:**

- ❖ In all residential districts, accessory structures can be placed in a side or rear yard. The setbacks are 10 feet to a side property line and 10 feet to the rear property line.
- ❖ Accessory structures can be located in a front yard **IF** the proposed structure is setback at least 200 feet from the road right-of-way.
- ❖ If a deck that conforms to the requirements above is added to a house it now has to meet the HOUSE setback requirements. This distance varies from district to district; please ask office staff for minimum distance.
- ❖ FENCES are limited to setbacks only in a front yard (cannot be closer than the required front yard setback for the district). Ordinance does not indicate a setback for a side or a rear property EXCEPT if the fence will be directly on a property line. If located on a property line a written maintenance agreement must be filed with the Township between the two or more affected property owners.

## **Time Required to Review Plans:**

The Codes Office has up to **7 working days** to complete a residential zoning permit plan review. All applications are time stamped when submitted and plans are reviewed on a first come, first served basis. The more thorough a plan submittal, the less time that it will take to complete the plan review and have the appropriate permit ready for issuance.

Please see the attached example of a plot plan for reference.