

Instructions for Completion of Form ZCE-001

[DO I NEED A ZONING/LAND USE PERMIT? \(Click here for more information.\)](#)

A Land Use Permit or a Land Use Exemption Permit, issued by the Borough of Waynesboro, **WILL BE REQUIRED** in order to obtain a building permit. Land Use Permits / Exemptions are issued by the Office of Zoning and Code Enforcement to ensure the proposed project is in compliance with local zoning ordinances and adopted codes. Building permits are issued by either [PA Municipal Code Alliance](#) located at 1013 Wayne Avenue, Chambersburg, PA (Phone: 717-496-4996) or [Commonwealth Code Inspection Service Inc](#) located at 1102 Sheller Avenue, Chambersburg, PA (Phone: 717-262-0081) and ensure compliance with Uniformed Construction Codes.

- **Complete all highlighted areas.**
- **Please note:** A diagram showing property lines, present and proposed building or structure location(s) with exterior dimensions, required yard setbacks; easements; driveway dimensions; storm water and drainage culverts; and any other pertinent information on the lot **are required**. See the attached example.
- **Applications without the required diagram will not be processed.**
- Save a copy of your application to your device and submit your completed application via email as an attachment or print and return via metered mail with the appropriate application fee. Application fees can also be remitted online at <https://waynesboropa.org/zoning-codes/> using the "Pay Fee Online" button in the lower left corner. For a schedule of fees, please visit <https://waynesboropa.org/zoning-codes/#>. Use the drop down menu under the heading "Services" to download a copy of the Schedule of Fees.

If there are questions about what specific information is needed, please contact the Office of Zoning and Code Enforcement for more information.



Land Use-Zoning & Code Enforcement

The Borough of Waynesboro

55 EAST MAIN STREET, P.O. BOX 310
WAYNESBORO, PENNSYLVANIA 17268
(717) 762-2101 TELEPHONE
(717) 762-4707 FAX
WWW.WAYNESBOROPA.ORG

Land Use-Zoning & Code Enforcement Series No.

Property Address:

City: Waynesboro

State: PA

Zip Code: 17268

Tax Parcel:

Zoning District: *

Lot Type: ☐ Corner

☐ Interior

☐ Through

☐ Reversed Frontage

Lot size (sq ft):

Width (ln ft):

Depth (ln ft):

Impervious surface (sq ft):

Impervious surface coverage:

%

Conforming: ☐ Nonconforming: ☐ Reason(s):

Floodplain: Yes ☐ No ☐

Number of buildings presently on lot:

Property Owner Name:

Phone Number:

Property Owner Address:

Email:

City:

State:

Zip Code:

Applicant Name:

Phone Number:

Applicant Address:

Email:

Property / Building Use: (check all that apply) ☐ Commercial ☐ Residential ☐ Agricultural

☐ Mixed Use

☐ Other

Basement: ☐ Full ☐ Finished ☐ Partial ☐ Crawlspace ☐ Slab

Number of Bedrooms:

Number of Bathrooms:

Exterior wall covering:

Roof Material:

Water System: ☐ Public ☐ Well ☐ Cistern

Sewerage System: ☐ Public ☐ On site

Number of off street parking spaces:

Estimated project cost: \$

Description of Work:

(cont)

Land Use-Zoning & Code Enforcement Series No.

NOTICE TO ALL APPLICANTS: Signing of this application verifies the above information to be true and correct and that any additional work above and beyond the description stated above may constitute additional fees and/or permits as required by the Borough of Waynesboro. This permit also grants Borough officials access to my property for the purpose of inspection upon reasonable notice.

Applicant Signature: _____

Date: _____

Applicant Printed Name: _____

☐ *According to the Code of the Borough of Waynesboro, the above Description of Work does not require a Borough of Waynesboro Land Use-Zoning permit.*

Zoning Officer Signature: _____

Date: _____

Changes. No changes of any kind shall be made to the application, permit, plans, specifications, or other documents submitted with the Land Use-Zoning Permit Application following the issuance of a Land Use-Zoning Permit without written consent or approval of the Zoning Officer/Floodplain Administrator. Requests for revisions or amendments shall be in writing and submitted by the applicant to the Zoning Officer/Floodplain Administrator for consideration.

Expiration of zoning permits. If the use indicated in any zoning permit is not initiated within six months from the date of issuance, said permit shall expire and shall be canceled by the Zoning Officer; and written notice thereof shall be given to the person affected.

Your project may require a building permit for compliance with the Uniform Construction Code (UCC). Please contact [PA Municipal Code Alliance](#) located at 380 Wayne Avenue, Chambersburg, PA (Phone: 717-496-4996) or [Commonwealth Code Inspection Service Inc](#) located at 1102 Sheller Avenue, Chambersburg, PA (Phone: 717-262-0081) for information regarding application for a building permit and to schedule related inspections. Application for building permits **WILL NOT** be accepted without a Land Use-Zoning Application issued by the Borough of Waynesboro.

According to the Uniform Construction Code and Borough Ord. No. 1176, the above Description of Work does not require a Uniform Construction Code permit.

UCC Official Signature: _____

No building hereinafter constructed, erected, or altered under a land use-zoning permit shall be occupied or used in whole or in part for any use whatsoever and no change of use of any building or part of a building shall hereafter be made until affixed with a seal issued by the Zoning Officer, indicating that the building or use, as specified in the Description of Work above, complies with the applicable provisions of the Code of the Borough of Waynesboro.

Land Use-Zoning Compliance & Code Enforcement Certification

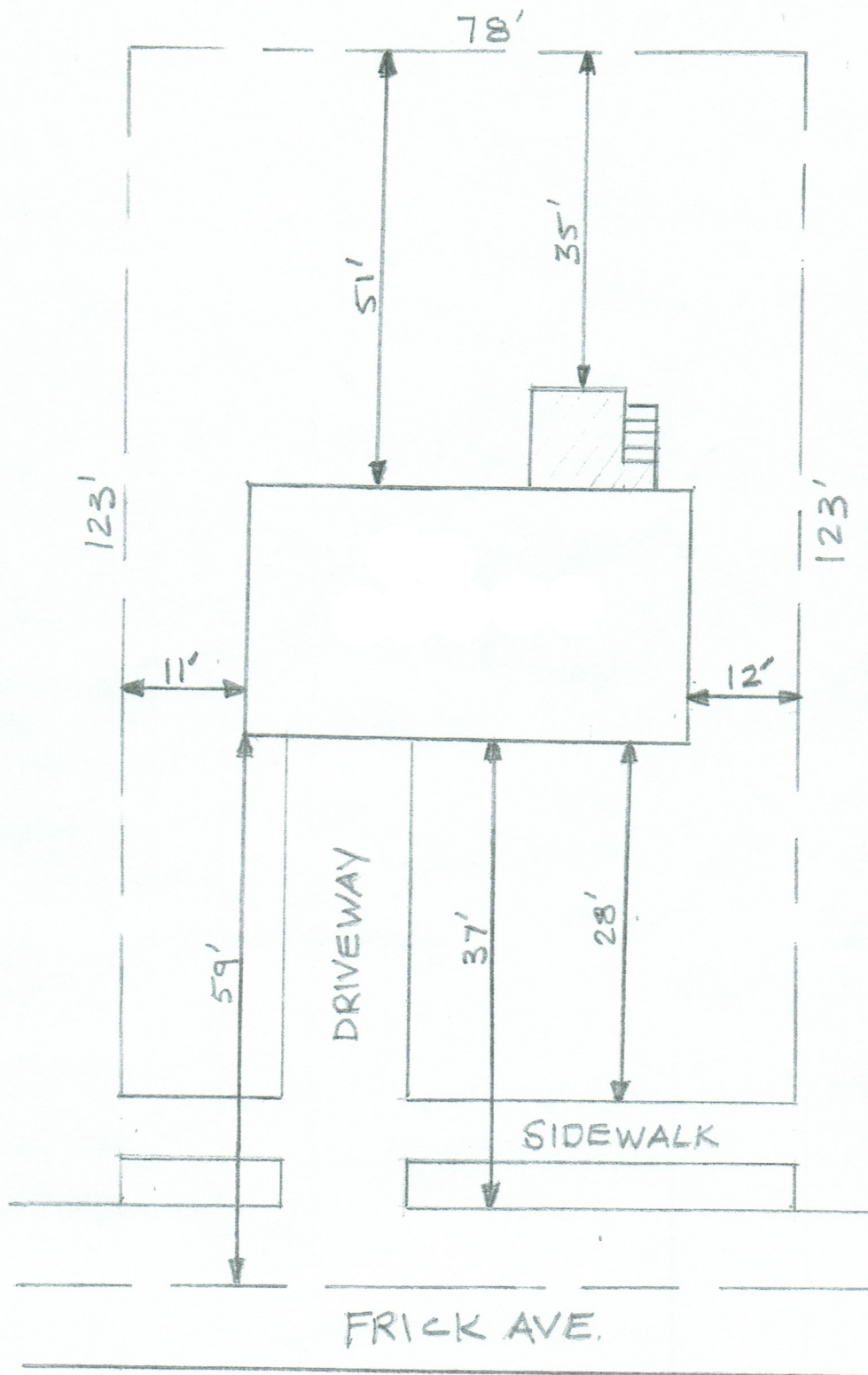
(For Use and Occupancy)

Zoning Officer Signature: _____

Date: _____

Matthew Schmidt, Zoning and Code Enforcement

EXAMPLE



Placard for Land Use/ Sign Permit

within the Borough of Waynesboro

This Placard must be posted conspicuously in the front of dwelling/ Building until work is completed as per the Code of the Borough of Waynesboro

Chapter 295 Zoning, Article XIII Administration and Enforcement, §295-127 (C)

Street Address:

Land Use Permit Number:

Date of Issuance:

Zoning Officer Signature: _____

Safe digging is
no accident!

Know what's
below.

Dial 8-1-1
before you dig.



TEMPORARY MARKING GUIDELINES

	WHITE	Proposed Excavation
	PINK	Temporary Survey Markings
	RED	Electric Power Lines, Cables, Conduit and Lighting Cables
	YELLOW	Gas, Oil, Steam, Petroleum or Gaseous Materials, Hazardous Materials
	ORANGE	Communication, Alarm or Signal Lines, Cables or Conduit and Traffic Loops
	BLUE	Potable Water
	PURPLE	Reclaimed Water, Irrigation and Slurry Lines
	GREEN	Sewers and Drain Lines

The following information is needed when you call
PA One Call System.

YOUR TELEPHONE NUMBER

YOUR MAILING ADDRESS

COUNTY - The name of the county where the work will take place

MUNICIPALITY - City, Township or Borough where the work will take place

THE ADDRESS WHERE THE WORK WILL TAKE PLACE

THE NEAREST INTERSECTING STREET TO THE WORK SITE

THE NAME OF A SECOND INTERSECTION NEAR THE WORK SITE

IS THE PROPOSED EXCAVATION AREA (WORK SITE)

MARKED IN WHITE - Yes or No

OTHER INFORMATION THAT WOULD HELP THE

LOCATOR FIND THE SITE - Clarifying information to

specify the exact location of the dig

THE TYPE OF WORK BEING DONE

WHETHER THE WORK WILL TAKE PLACE IN: Street, Sidewalk, Public or Private Property

THE APPROXIMATE DEPTH YOU ARE DIGGING

THE EXTENT OF THE EXCAVATION - The approximate

size of the opening; the length and width or diameter

THE METHOD OF EXCAVATION - How will the earth be moved

WHO IS THE WORK BEING DONE FOR

PERSON TO CONTACT IF THE UTILITIES HAVE

QUESTIONS

THE CONTACT PERSON'S PHONE NUMBER - The

phone number with area code for daytime contact

THE BEST TIME TO CALL

FAX NUMBER AND/OR EMAIL ADDRESS - The

responses from the facility owners will be sent to you

SCHEDULED EXCAVATION DATE AND START TIME -

not less than 3 business days or more than 10

business days.

DURATION OF A JOB - How long will the job take

ANY ADDITIONAL REMARKS YOU MAY HAVE

You will be given a 10 digit serial number as confirmation of your call and our system will send you the responses from the utilities on the morning of your scheduled excavation date via fax or email

Know what's below.
Dial 8-1-1 before you dig.



www.pa811.org



What do we do?

We are the "Call before you dig!" company for all of Pennsylvania. If you plan to disturb the earth with powered equipment, you are required by Pennsylvania law to notify the underground utility companies of your intent to do so. Notification occurs by calling 8-1-1 or 1-800-242-1776, 24 hours of the day, every day of the year. Notification can also be done on our website at www.paonecall.org.

We will then notify the utility companies nearby of your intent to dig. The utility companies are responsible to mark where their underground lines are located with colored flags, paint or chalk.

Please Note:

- PA One Call does not mark utility lines.
- In some cases, the utility company may not mark the service lines you own.
- If you need your sewer drain cleared be sure to check www.paonecall.org/crossbore for Call Before You Clear information or call 811 for more information.

Why should you call?

Safe digging is no accident! If you are installing a fence or deck, or digging for a mailbox post, patio or other excavation project, it is important to Know What's Below. Dial 8-1-1 or 1-800-242-1776 before you dig. The utility companies do not want an accident, either. The best way to learn where underground utility lines are located is to call before you dig.

For more information, visit www.pa811.org



Homeowner Quick Tips

- One easy phone call to 8-1-1 three to ten business days before digging begins helps keep your neighborhood safe.
- Call on Monday or Tuesday if you plan to dig on Saturday or Sunday.
- The utility companies will mark where their underground lines are located with colored paint, flags or chalk.
- Do not remove the flags if you see them in your yard.
- Our service is no cost to homeowners.
- Did you hire someone to install your fence, deck or new patio? Ask to see the PA One Call serial number before allowing them to dig on your property.

The Excavator's Responsibility

- Dial 8-1-1 or 1-800-242-1776.
- Do not allow anyone to excavate on your property without calling.
- Always look for the markings on the ground before your dig date.
- If you do not see markings, do not allow anyone to dig. Wait for the lines to be marked by the utility.
- Whoever places the call will receive an email or fax with a list of facility owners who have marked or have not marked. Pay attention to this message.
- Respect the markings by not removing flags or disturbing the actual markings.
- Exercise care around the marked lines by hand digging.
- When the project is complete, the excavator should remove the flags or marks from the ground or pavement.
- Report mishaps by dialing 8-1-1. Report emergencies by dialing 9-1-1.