



Borough of Wilkinsburg Code Enforcement

Municipal Building
605 Ross Avenue
Wilkinsburg, PA 15221

Phone: (412) 244-2923 • Fax: (412) 244-2922

ACCESSORY STRUCTURE PERMIT APPLICATION FORM

In accordance with the current Zoning Ordinance adopted August 7, 2013

APPLICATION DATE: _____ PERMIT # _____ ZONING DISTRICT: _____

Applicant Name _____ Phone # _____

Property Address _____ City _____ State _____ Zip _____

E-mail Address _____

Property Address _____ Usage: Comm. Res. Mixed

Property Owner Name _____ Lot & Block _____

Property Owner Address _____ City _____ State _____ Zip _____

Property Owner Phone Number _____ Property Owner Email _____

Please attach a plot plan showing all structures in relationship to property lines with distances and measurement of all structures. Include all existing and proposed structures. See attached diagram and graph sheet for your convenience.

ZONING APPLICATION IS FOR:

- New Construction Fence/Wall (Under 6') Shed/Storage (Under 200 square feet)
- Deck/Patio (under 30" in height) Parking Area Gazebo
- Wall (under 4' in height) Carports or garages

Fees

\$40.00

TO BE COMPLETED BY ZONING OFFICER

PERMITTED: YES NO Conditional

All conditions and denials to be explained on attached letter with explanation of right to appeal(s)

ZONING OFFICER: _____ DATE: _____

Procedure for Zoning Permit Application

1. A completed application is required to include all information requested. Including contact information (phone and email) and payment of \$40 made out to the Borough of Wilkinsburg.
2. A plot plan as referenced in page two shall show the property lines and all structures located on the plot as applicable. All dimensions are required. (Structure(s) is any manmade object, decks, pools, fences, patios, sheds, etc.)
3. Every application must include a narrative that describes how the new use or new construction will be utilized.
4. If a zoning permit application is returned or denied, the applicant can appeal the decision of the Zoning Officer to the Zoning Hearing Board.
5. If a proposed owner is the applicant a valid "Option of Buy" contract shall accompany the application.
6. If you are not the owner of the property, a valid "option to buy" contract must be attached to the application.
7. If a tenant is the applicant approval from the owner is required, a copy of the lease.

Failure to submit the above referenced information will result in a rejection of the Zoning Permit Application by the Zoning Officer.

Fees

Fence/Wall (Under 6')

Shed/Storage (Under 200 square feet)

Deck/Patio (under 30" in height) Parking Area

Gazebo (under 1000 square feet detached from single family dwelling)

Wall (under 4' in height)

Repair/Replacement

Zoning Verification Letter

Other (Explain)

Plot Plan and Narrative

Please provide a sketch of the property outline, where the house is located on the property, and the area the proposed fence, shed, patio or deck will be located.

A large grid of graph paper, consisting of 30 columns and 30 rows of small squares, intended for sketching a property outline and the locations of a house, fence, shed, patio, or deck.

