



# BOROUGH of MILLVALE

501 Lincoln Avenue  
 Millvale, PA 15209  
 Phone (412) 821-2777

[info@millvaleboro.com](mailto:info@millvaleboro.com)  
[www.millvalepa.com](http://www.millvalepa.com)



BOROUGH OF MILLVALE CODE CHAPTER 312

## Application for Zoning PERMIT - \$75 Review, \$25 resubmission, \$75 Inspection

INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED

ZONING PROPERTY INFORMATION										
PROPERTY ADDRESS:										
LOT/BLOCK#:					BUILDING VALUE: (Allegheny County Assessment)					
CURRENT BUILDING USE: (use proposed use term)										
CHECK ALL TYPES OF WORK TO BE COMPLETED										
			DEMO		ELECTRIC		PLUMBING		HVAC	
GRADING		INTERIOR REMODEL		EXTERIOR ALTERATION		NEW DOORS/WINDOWS		ROOFING		
SIGNAGE		ACCESSIBILITY MOD.		LANDSCAPING		NEW STRUCTURE		ROW/UTILITY		
ESTIMATED COST OF WORK:					NO WORK TO BE COMPLETED					
PROJECT INFORMATION										
APPLICATION FOR (PLEASE CHECK ALL THAT APPLY)					* Separate Permit Required In Addition to Zoning Application					
New Building Commercial*		Garage (detached)*		Fence / Wall*		Change of Use				
New Building Residential*		Garage (attached)*		Pool*		Commercial Tenant				
Addition to Building*		Parking Lot*		Sign / Signage*		Home Occupation*				
Exterior Alteration*		Shed*		Right of Way*		Recreation				
Interior Alteration*		Deck*		Utility*		Sub-Division*				
Temporary Structure		Accessory Building*		Solar Installation*		Road/Trail/Sidewalk*				
PROPOSED USE										
Animal Hospital		Funeral Home		Parking / Public		Retail – Large				
Apartment		Gas/Service Station		Personal Services		Retail – Small				
Artisan Workplace/Sales		Grocery/Butcher		Professional Services		Riverboat Gambling				
Auto Sales/Service & Repair		Green Grocer		Personal Care Home		School, Academic				
Bakery/Confectionary		Health/Fitness Club		Pharmacy		School, Commercial				
Bank & Financial Institution		Home Business		Place of Assembly		Sewage Treatment				
Bed & Breakfast		Home Occupation		Place of Worship		Single Family Dwelling				
Brew Pub		Hospital		Printing/Pub./Engraving		Storage Building/Premise				
Brewery		Hotel		Professional Office		Storage Firm				
Building Material Yard		Laundry/Dry Cleaner		Business Office		Tap Room				
Club/Lodge		Library		Professional & Business		Tattoo Shop				
Community Center		Light Manufacturing		Public Park		Terminal Facility				
Day Care Facility		Marina		Playground		Theater				
Day Care Home		Medical Office		Recreation		Tower/No Com				
Dock/Portal - Water Access		Mixed NR/R		Public Utility Building		Townhouse				
Emergency Services		Mobile Home Park		Research/Development		2 Family Dwelling				
Essential Services		Motel		Restaurant/Sit down		Warehouse				
Forestry		Outdoor Advertising		Restaurant/Take-Out		Wholesale Business				
OTHER – Detail:										

# Application *for* Zoning PERMIT

*BOROUGH OF MILLVALE CODE CHAPTER 312*

**INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED**

<b>APPLICANT INFORMATION</b>									
APPLICANT NAME:					EMAIL:				
APPLICANT ADDRESS:							PHONE#:		
APPLICANT IS:	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant	<input type="checkbox"/> Contractor	<input type="checkbox"/> Architect	<input type="checkbox"/> Engineer	<input type="checkbox"/> Attorney	<input type="checkbox"/> RE Agent		
<b>APPLICANT SIGNATURE:</b>							<b>DATE:</b>		
<b>INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED</b>									
<b>OWNER OF RECORD</b>									
OWNER NAME:					EMAIL:				
OWNER ADDRSS:							PHONE#:		
OWNER: (check all)	<input type="checkbox"/> Occupant	<input type="checkbox"/> Lease/Rent/s Property			<input type="checkbox"/> Individual Owner	<input type="checkbox"/> Corp. Ownership			
<b>CURRENT TENANT</b>									
TENANT IS: (check all)	<input type="checkbox"/> Owner	<input type="checkbox"/> Applicant	<input type="checkbox"/> No Tenant			<input type="checkbox"/> Relocating b/c of Project			
TENANT NAME:					EMAIL:			PHONE:	
<b>INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED</b>									

<b>DETAILED PROJECT INFORMATION</b>									
Is there any tree removal/pruning?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Is an Accessible Entrance being added?	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
Will a curb cut be required?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Street Access:	<input type="checkbox"/> Municipal	<input type="checkbox"/> State	<input type="checkbox"/> Other			
Parking Provisions:	<input type="checkbox"/> Street	<input type="checkbox"/> Off Street	<input type="checkbox"/> Lot	<input type="checkbox"/> Shared	<input type="checkbox"/> Public Lot Use		<input type="checkbox"/> Bike		
Trash / Dumpster Provisions:	<input type="checkbox"/> Residential Pick-up			<input type="checkbox"/> Commercial Street Pick-up			<input type="checkbox"/> Dumpster		
Building Levels In Use:	<input type="checkbox"/> Basement	<input type="checkbox"/> 1 <sup>st</sup> Floor	<input type="checkbox"/> 2 <sup>nd</sup> Floor	<input type="checkbox"/> 3 <sup>rd</sup> Floor	<input type="checkbox"/> 4 <sup>th</sup> Floor	<input type="checkbox"/> Rooftop			
Additional Property Additions:	<input type="checkbox"/> Deck	<input type="checkbox"/> Planters	<input type="checkbox"/> Shed	<input type="checkbox"/> Fence	<input type="checkbox"/> Outdoor Seating		<input type="checkbox"/> Other		
Fire Precautions:	<input type="checkbox"/> Wired Alarms		<input type="checkbox"/> Battery Alarms		<input type="checkbox"/> Wet Sprinkler		<input type="checkbox"/> Dry Sprinkler		

<b>CONTRACTOR / PROFESSIONAL SERVICES</b>									
WHO IS COMPLETING THE IMPROVEMENTS:	<input type="checkbox"/> NO IMPROVEMENTS			<input type="checkbox"/> CONTRACTOR	<input type="checkbox"/> OWNER	<input type="checkbox"/> TENANT			
COMPANY:	COMPANY REPRESENTATIVE:								
ADDRESS:									
EMAIL:					PHONE:				
HIC #:					HIC EXPIRATION:				
<b>WORKERS COMPENSATION INFORMATION ACT 44 OF THE PENNSYLVANIA WORKERS' COMPENSATION LAW</b>									
<input type="checkbox"/> Contractor with no employees.			<input type="checkbox"/> Religious exemption under the Workers' Compensation Law.						
INSURER:					POLICYHOLDER:				
POLICY #:					EXPIRATION DATE:				
FEDERAL TAX ID #:					CERTIFICATE OF INSURANCE ATTACHED				
<b>ARCHITECT/ ENGINEER INFORMATION</b>									
<input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> ARCHITECT			<input type="checkbox"/> ENGINEER			<input type="checkbox"/> BOTH		
FIRM:					FIRM REPRESENTATIVE:				
ADDRESS:					EMAIL:				
LICENSE #					EXPIRATION DATE:				
FIRM:					FIRM REPRESENTATIVE:				
ADDRESS:					EMAIL:				
LICENSE #					EXPIRATION DATE:				

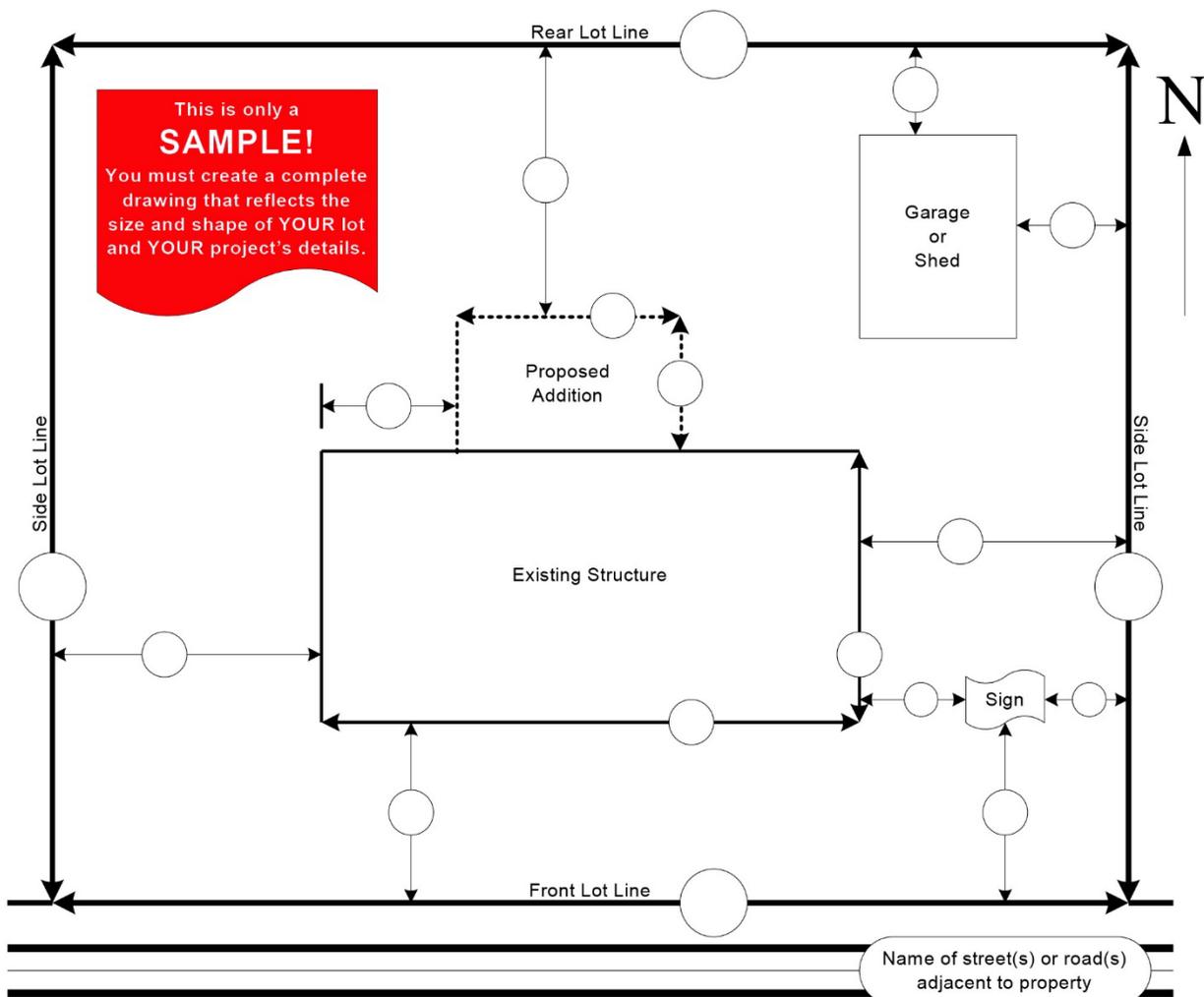
# Application *for* Zoning PERMIT

BOROUGH OF MILLVALE CODE CHAPTER 312  
INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED

## SAMPLE SITE PLAN

*Instructions for preparing a Site Plan*

- I. On an 8-1/2 x 11 sheet of standard paper (or larger), draw your individual property. Your drawing **MUST** be to scale and show adjacent street(s) and roads(s), with a direction arrow indicating north.
- II. Show **ALL** buildings, mobile homes, garages, sheds and any other structures on your property on the site plan, regardless of the reason for requesting a permit.
- III. If the requested permit is for an addition, show the existing structure(s) with solid lines and the addition(s) with dotted lines.
- IV. After locating all structures on your property, show distances in feet from lot lines and for key elements of the plan (as illustrated by the circles in the sample, below).
- V. Sign and date your site plan drawing before submitting it with your permit application.
- VI. The drawing below is **SAMPLE ONLY**. Your lot and building(s) will differ in size, shape and scale. Your drawing must accurately reflect **YOUR** property and **YOUR** project. Where the shapes of building(s) differ, include measurements for the offsets from the lot lines or other parts of the building(s).



# Application *for* Zoning PERMIT

BOROUGH OF MILLVALE CODE CHAPTER 312

**INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED**

<b>CHECKLIST ADDITIONAL REQUIREMENTS &amp; ATTACHMENTS</b>			
Fully completed and signed application for Zoning Certificate;	Worker's comp cert for all contractors on the application;		
Accurate Site Plan Drawn to Scale (per page 3 requirements);	Aerial photograph of the site;		
Documentation showing compliance with the Endangered Species Act;	Tax Assessor Map;		
Wetland Permit from the U.S. Army Corps of Engineers;			
<b>ADDITIONAL INFORMATION DEEMED NECESSARY BY BOROUGH OF MILLVALE OFFICIALS. (if checked must be provided)</b>			
Signed and stamped site plan prepared by a registered surveyor, engineer, landscape architect or architect;			
Highway Occupancy Permits from PennDOT;	Specific business license:		
Stormwater management plan;	Parking Agreement:		
Infrastructure plan (sewer and water) gallons per day;	Impact analysis:	noise	vibration
Lighting plan;	Grading plan;	Excavation plan;	Demo;
Dumpster Enclosure Detail;	Landscape Detail;	Solar Compliance Detail w/ screening design;	
Natural Resource Impact;	Affordable Housing;	Borough Infrastructure & Service Impact Consideration.	
<b>FLOOD ZONE REQUIREMENTS (if checked must be detailed)</b>			
<i>The following requirements may be necessary if a property is determined to be in a flood zone.</i>			
Structures will be anchored to prevent floatation, collapse, or lateral movement;			
Manufactured home anchoring certificate: Certificate and supporting documentation used to provide the certification;			
Adequate drainage is provided to reduce exposure to flood hazards;	Building materials are flood-resistant;		
Construction methods/practices that minimize flood damage;	Commonwealth & Federal Permits;		
New and replacement water supply and sanitary sewer systems designed to minimize or eliminate infiltration;	on-site waste disposal systems be located to avoid impairment or contamination;		
Identification of whether the structure has a basement or enclosure below the lowest floor, and if it contains a basement or enclosure, detailed drawings showing foundation openings to allow passage of floodwaters;			
Electrical equipment has been designed and located to prevent water entry or accumulation;			
Heating, ventilation and air conditioning has been designed and located to prevent water entry or accumulation;			
Plumbing and other service facilities have been designed and located to prevent water entry or accumulation;			
Plans of all proposed buildings, structures and other improvements, drawn at suitable scale showing the following: the proposed lowest floor elevation of any proposed building based upon North American Vertical Datum of 1988; the elevation of the base flood; supplemental information as may be necessary under 34 PA Code, the 2009 IBC or latest revision thereof.			
Documentation, certified by a registered professional engineer or architect, to show that the cumulative effect of any proposed development within an AE Area/District with floodway when combined with all other existing and anticipated development, will not increase the base flood elevation at any point.			
Document, certified by a registered professional engineer or architect, which states that the proposed construction or development has been adequately designed to withstand the pressures, velocities, impact and uplift forces associated with the base flood. Such statement shall include a description of the type and extent of flood proofing measures, which have been incorporated into the design of the structure and/or the development.			
Detailed information needed to determine compliance including: the amount, location and purpose of any materials or substances referred to in Ordinance 2566, Sections 5.03 F. and 5.04 which are intended to be used, produced, stored or otherwise maintained on site, a description of the safeguards incorporated into the design of the proposed structure to prevent leaks or spills of the dangerous materials or substances listed in Section 5.04 during a base flood.			
Appropriate component of the Department of Environmental Protection's "Planning Module for Land Development."			
Completed FEMA floodproofing certification form attached which has been completed by a registered design professional (RDP).			
Where any excavation or grading is proposed, a plan meeting the requirements of the Department of Environmental Protection, to implement and maintain erosion and sedimentation control.			
Development proposals that are considered alterations of a watercourse must be accompanied by an analysis showing that the flood carrying capacity of the watercourse has not been reduced.			
No-Rise Certificate: Certificate and supporting documentation used to provide the certification.			
Detailed hydraulic and hydrology model for development in a Zone A.	Conditional Letter of Map Revision (CLOMR).		
Elevation Certificate.	Non-conversion agreement: Required for all structures that are constructed with an enclosure.		
Additional information concerning flood depths, pressures, velocities, impact and uplift forces and other factors associated with a base flood; and detailed information concerning any proposed flood proofing measures and corresponding elevations.			
<b>INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED</b>			

# Application *for* Zoning PERMIT

*BOROUGH OF MILLVALE CODE CHAPTER 312*  
**INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED**

<b>SIGNATURES</b>	
<p>I understand that in consideration of the issuance by the Borough of Millvale of a Zoning Permit to the undersigned Applicant, the Applicant acknowledges that, in reviewing plans and specifications, in issuing Zoning Certificates, and in inspecting property of the Applicant, employees of the Borough are only performing their duties to require compliance with the minimum requirements of the applicable ordinances of the Borough pursuant to the police power of the Borough, and are not warranting to the Applicant or to any third party, the quality or adequacy of the design, engineering or work of the Applicant. Accordingly, neither the Borough nor any of its elected or appointed officials or employees shall have any liability to the applicant for defects or shortcomings not discovered during the Borough's review or inspections. The Applicant agrees to defend, hold harmless, and indemnify the Borough, its elected and appointed officials and employees from and against any and all claims, demands, actions, and causes of action of any one or more third parties arising out of or relating to the Borough's review or inspection of the Applicant's design, engineering or work, or issuance of a Zoning Permit or Zoning Permits, or arising out of or relating to the design, engineering or work done by the Applicant pursuant to such Zoning Permit or Zoning Permits. All references in this agreement are applicable to the Applicant's employees, agents, independent contractors, subcontractors of any other persons or entities performing work pursuant to the issuance of the Zoning Certificate by the Borough. Furthermore, the Applicant is hereby informed that any violation(s) of the Building Code and/or the Zoning Code for the Borough of Millvale is subject to fines and penalties as stated in the applicable ordinance(s)</p>	
<b>APPLICANT SIGNATURE:</b>	<b>DATE:</b>
<b>INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED</b>	

<b>BOROUGH USE ONLY</b>														
<b>DATE RECEIVED:</b>							<b>RECEIVED BY:</b>							
Fully completed and signed application for Zoning Permit;							Aerial photograph of the site;							
Accurate Site Plan Drawn to Scale (per page 3 requirements);														
Worker's compensation certificate for all contractors identified on the application.														
ADDITIONAL INFORMATION – LIST INFO RECEIVED AND ADDITIONAL APPLICATIONS														
REVIEW				FEES										
DEPARTMENT	APPROVED	DENIED	DATE	APPLICATION FEE				BALANCE	PAID					
ZONING														
FLOOD														
CODE														
ENGINEERING (if needed)														
BUILDING (if needed)														
ZONING		R-1	R-2	C	I	S	RSA	RSB	RSC	RO				
FLOOD ZONE	AE			X				Floodway						
CLOMR REQUIRED	LOMR REQUIRED													
<b>EFFECTIVE FIRM PANEL NUMBER AND DATE:</b>														
<b>BASE FLOOD ELEVATION:</b>				<b>METHOD USED TO DETERMINE BASE FLOOD ELEVATION:</b>										
<b>ELEVATION OF LOWEST FLOOR, INCLUDING BASEMENT OR CRAWLSPACE:</b>				<b>ELEVATION OF FLOODPROOFING (NON-RESIDENTIAL STRUCTURES ONLY):</b>										
<b>ELEVATION OF LOWEST, HABITABLE FLOOR:</b>				<b>SOURCE OF ELEVATION AND/OR FLOODPROOFING INFORMATION:</b>										
<b>VERTICAL DATUM: MUST BE EITHER NGVD OR NAVD 88 AND THE SAME VERTICAL DATUM OF THE EFFECTIVE FIRM:</b>														
<b>PERMIT ISSUED BY:</b>							<b>TITLE:</b>			<b>DATE:</b>				
PERMIT #														
<b>INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED</b>														