

HORSHAM TOWNSHIP

Department of Code Enforcement

1025 Horsham Road • Horsham, PA 19044 • P: (215) 643-3131 • F: (215) 643-0448



ZONING USE PERMIT APPLICATION

Application is hereby made for a Zoning Use Permit in connection with the property listed below for the activities described herein: (see checklist on reverse side).

Date: _____

Tenant Name: _____ Phone: _____

Mailing Address: _____ Fax: _____

Property Owner: _____ Phone: _____

Mailing Address: _____

Exact location of the property including address, suite number or floor level:

Block No.: _____ Unit No.: _____ Zoning District: _____

Lot Area: _____ Width/Frontage: _____ Depth: _____

Water: Private Public Sewer: Private Public

Change of Use: Yes: _____ No: _____

Current or previous use/tenant of property: _____

Proposed use of structure and/or land: _____

Number of Employees: 1st shift _____ 2nd Shift _____ 3rd Shift _____

Hours of Operation: _____

Owner/Tenant Signature: _____ Phone: _____

Print Signature: _____ Date: _____

APPLICATION CHECKLIST

Scaled Floor Plan With all dimensions – locate space to be occupied in the building, identify room use (i.e. office, reception, bathroom, storage, etc.) Include total square footage of occupied space.

Home occupations must include total house square footage and finished room dimensions to establish area allowed by the Zoning Code for home based businesses.

Plot Plan Where applicable, include a plot plan to show the location of the proposed use. Home Occupations must include scaled plot plan to identify all existing and proposed features on the site (driveway, sheds, pools, etc.). Home Occupations are required to provide additional parking for proposed business (3 residential and 3 business).

Use Description A separate sheet may be used to describe the proposed use/business. Be certain to include the business name, type of business, number of employees, and expected hours of operation.

If building alterations are being considered for the space, please see the Code Department regarding additional building permit information