



# Valencia Borough Pennsylvania

61 Almira Street, Valencia, PA 16059

## ZONING CERTIFICATE APPLICATION

**The completed application, application fees, and any deposits must be sent by certified mail to:**

Valencia Borough  
Attention: Zoning Officer  
61 Almira Street  
Valencia, PA 16059

**Valencia Borough requests that completed applications be received no later than 21 calendar days prior to the date of the regular meeting of the Planning Commission.**

An application will be considered incomplete unless or until the appropriate documentation is filed with the Borough and the application fee and deposit are paid in full. Incomplete applications will be returned to the applicant.

### Applicant Information

First Name		Last Name		Suffix
Mailing Address			City, State	ZIP
Phone	Mobile Phone		Email	

### Occupant Information

First Name		Last Name		Suffix
Mailing Address			City, State	ZIP
Phone	Mobile Phone		Email	

[1]

Please continue on next page

### Property and Use Information

Please Describe the proposed activity (use, structure, non-conforming use) in detail. For businesses, please include the number of employees, square footage to be occupied and the number of parking spaces:

Parcel ID	Parcel Zoning	Parcel Street Address
Setback, Front	Setback, Side 1	Setback Side 2
Building Height	Building Footprint (in square feet)	Number of stories
Number of Units	Notes/Comments from Applicant	

### Signature and Certification

By signing this application, I am verifying that the attached information is true and correct to the best of my knowledge. I understand that any misrepresentation of information or construction inconsistent with the attached items may result in the revocation of the zoning certificate.

Signature	Date
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*If signature is provided by the owner/applicant, the applicant must attach evidence of proprietary interest such as a lease or agent authorization letter.*

[2]

Please continue on next page

**Attachments**

Please attach a plot plan indicating the location of any proposed structure and distance from the lot lines.

**You may provide an optional sketch of the project here**

A large grid of graph paper for sketching a project. The grid consists of 20 columns and 20 rows of small squares, providing a space for drawing a plot plan or sketch.