

City of Reading Zoning Permit Application Instructions

Note: Site Plan required for any proposed new structures and a Zoning Permit Fee of \$20

- 1) Check the applicable proposed improvement and identify the specific type of structure and/or use (regular or special permitted use in the applicable Zoning District) of the property the Zoning permit is seeking Zoning approval. (Example: Construction of a 24x32 attached garage)
- 2) Indicate if the applicant is the property owner or if someone is acting on behalf of the property owner such as a contractor, architect, or engineer.
- 3) Property owner information. If the property owner is making the application and/or improvement, please provide the property owner email and fax number (if available) in number 4
- 4) If the applicant is someone other than the property owner, please enter the contact information for who is making the application.
- 5) Parcel number and address can be found on your property tax documents (tax bills or assessment notices)
- 6) **Present Zoning**-Circle the applicable Zoning District the property is located. If you are unsure, please contact the Zoning Administrator. You may also leave this blank and the Zoning Administrator can make the determination when reviewing the submitted application.
- 7) **Lot Size**-Frontage is the distance of the front of the property measuring along the street. Depth is the distance the property extends opposite direction of the frontage.
- 8) **Set backs**- are the distance a structure is going to be placed from all property lines. When determining the front setback, measure from the inside of the sidewalk. If a sidewalk is not located in the front, measure 33 from the center line of the street to determine the front setback starting point. Side setbacks are to the distance from the structure to the nearest side property line from all corners of the structure. (Refer to the included Schedule of Regulations for set back requirements) and see **§ 152.063 APPLICATION OF YARD REQUIREMENTS**.
- 9) **% of Lot Covered** is the total of all current structures and proposed new structures square footage divided by the total lot size. (Example: 1,600 sq ft house 768 sq ft garage on a 9,600 square foot lot would be 24.7% of lot covered with improvements)
- 10) **Building Height** is measured from ground level to the highest point of any wall of the structure to be constructed.
- 11) **Distance between buildings** is measured from the closest points of the proposed structure to the principal building on the lot.
- 12) **Off Street Parking** is the number of parking spaces available or proposed on the property. Street parking spots in front of property are not to be included.
- 13) **Public Sewer** please check if public sewer is connected to the property.
- 14) **Public Water** please check if public water is connected to the property.
- 15) **Acknowledgment** Attestation that all the information is true and correct to the best of your knowledge by signing and dating the application.

IMPORTANT (SITE PLAN REQUIRED): On the BACK OF APPLICATION is a grid you can utilize to draw the property lines and all existing and proposed new structures and indicating the distances between the proposed new structure and all property lines. Please provide as detailed information as possible, with labels of structures and measurements of all buildings as well as accurately measured setbacks. Attachments of a site plan are acceptable.

Buildings, structures, and uses requiring site plan. The Zoning Administrator shall not issue a zoning compliance certificate nor shall the Building Inspector issue a building permit for the construction of the buildings and structures identified in this section unless a site plan has been reviewed and approved by the Zoning Administrator or Planning Commission.

Submission of an incomplete application and/or a missing site plan will delay the approval process of the permit.

SCHEDULE OF REGULATIONS

<i>Zoning District</i>	<i>Minimum Lot Area (Sq. ft.)(1)</i>	<i>Minimum Lot Width</i>	<i>Setbacks (Front/Sides /Rear)</i>	<i>Maximum Height</i>	<i>Maximum Lot Coverage</i>
<i>R-1 Residential</i>					
1-family dwelling	9,600	66 ft.	20/10/35	25 ft.	25%
1-family dwelling	15,000(2)	100 ft.	30/15/35	25 ft.	15%
2-family dwelling	7,600(3)	100 ft.	30/15/35	25 ft.	25%
3-4 family dwelling	7,600(3)	120 ft.	40/20/40	30 ft.	25%
<i>R-2 Residential</i>					
1-family dwelling	7,200(3)	66 ft.	20/10/30	25 ft.	25%
2-family dwelling	6,000(3)	80 ft.	20/10/30	25 ft.	30%
3-6 family dwelling	5,000(3)	120 ft.	40/20/40	35 ft.	35%
<i>R-3 Residential</i>					
1-family dwelling	7,200(3)	66 ft.	20/10/30	25 ft.	25%
2-family dwelling	6,000(3)	80 ft.	20/10/30	25 ft.	30%
3-8 family dwelling	4,000(3)	120 ft.	40/20/40	35 ft.	35%
9+ family dwelling	4,000(3)	140 ft.	40/20/40	35 ft.	35%
<i>O Office</i>	6,000(3)	66 ft.	20/10/35	30 ft.	40%
<i>B-1 Highway Commercial</i>	12,000(3)	80 ft.	50/10/30(4)	30 ft.	40%
<i>B-2 Central Business</i>	No minimum	None	0/0/0	35 ft.	100%
<i>I-1 Industrial</i>	40,000(3)	200 ft.	75/50/50(4)	40 ft.	50%
<i>I-2 Industrial Park</i>	40,000	150 ft.	50/15/15(5)	40 ft.	50%
(1) For all residential districts, the minimum lot area shown is per dwelling unit					
(2) Without public sanitary sewer, but with an approved on-site septic tank and drain field					
(3) Not permitted unless served by public sanitary sewer					
(4) If abutting residential use and area are planned for residential use, the required minimum setback shall be increased by 50% of the amount stated					
(5) 50 feet if abutting or facing any residential use or residential zoning district					

EXCERPT OF THE CITY OF READING ZONING ORDINANCE

§ 152.063 APPLICATION OF YARD REQUIREMENTS.

The following provisions shall apply to the yard requirements specified in this chapter.

(A) *Setback lines.* All front, side, and rear yard setback lines shall be minimum perpendicular distance measured from the structure, excluding all projections not exceeding three feet in length from the structure wall to the respective front, side, or rear lot line; provided, however, the point of measurement of such front, side, or rear lot line shall be at a point within the subject lot and on a line which will measure not less than 20 feet in length and is parallel to the side of the structure from which the distance is measured.

(B) *Accessory structures.* All accessory structures in any district shall be subject to the same dimensional requirements affecting the principal structure; except, however, in residential districts, such accessory structure may be placed not less than three feet from any rear lot line or the rear yard portion of any side lot line; provided, however, no such structure shall be built closer than the minimum front yard or side yard setback required on the lot upon which the structure is proposed or upon the contiguous lot closest to the location of such accessory structure, nor shall any structure be placed closer than the established setback from any street right-of-way.

(C) *Corner and double frontage lots.* Lots that abut on more than one street shall provide the required front yards along each street.

(D) *Yard for single building.* No space which for the purpose of a building has been counted or calculated as part of a side yard, or front yard, required by this chapter shall be counted or calculated to satisfy or comply with a yard requirement for any other building.

(E) *Nonresidential buildings.* Principal buildings of a nonresidential use hereafter constructed or uses hereafter established shall not be located or conducted closer to any lot line in any of the residential districts than a distance of 40 feet.

(Ord., § 404, passed 6-11-2002)

§ 152.064 ACCESSORY STRUCTURES AND USES.

Accessory structures and uses, except as otherwise permitted in this chapter, shall be subject to the following regulations.

(A) *Yard requirements.* All accessory structures in any district shall be subject to the same yard requirements affecting the principal structure; except, however, in residential districts, detached accessory structures may be placed not less than three feet from any rear lot line or the rear yard portion of any side lot line; provided, however, no such structure shall be built closer than the minimum front yard or side yard setback required on the lot upon which the structure is proposed or upon the contiguous lot closer to the location of such accessory structure.

(B) *Bulk requirement.* Accessory structures shall not occupy more than 25% of the required rear yard.

(C) *Placement of structure.* No detached accessory structure shall be located closer than ten feet to any principal building.

(Ord., § 405, passed 6-11-2002)