



## PLANNING and ZONING

Apply online: <https://eastonpa.portal.opengov.com/categories/1080>

### **Accessory Structures**

A zoning permit application is required for new construction, an addition to an existing structure, and installation of fences/walls, decks, patios, etc.

*A detailed site plan showing all lot dimensions, existing structure square footage, and proposed square footage shall be attached to the zoning application.*

*For accessory structures or building additions all setbacks must also be noted.*

### **New Use/Change of Use**

Zoning approval is also required to establish a new use, such as off-street parking, or to change from one use to another (a two-family to a single, a single to a mixed use, etc.).

*These types of applications also require a site plan.*

### **New Business/Change of Operator**

Any new business or change in an existing business (change of operator, adding seats to a restaurant, dividing one commercial space into two) requires zoning review, as well. Not all dimensional information is necessary; however, most new uses do require a brief narrative detailing the proposed business/use.

### **Signs**

A zoning permit is required for new or replacement signs. Please include sign specifications and a mock-up of the proposed sign. *If the property is in The Historic District, you will also need to apply for approval from the Historic District Commission.*  
<https://eastonpa.portal.opengov.com/categories/1082>

A letter of **approval**, or **denial** will be issued in the portal and instructions on how to proceed will be available to view once the permit review has been completed. If an application should be denied, you may apply for a [Special Exception/Variance Appeal](#).

**Special Exception/Variance Appeal** Please refer to the Submission deadlines and meeting dates form on the next page

**CITY OF EASTON**  
**ZONING HEARING BOARD AND PLANNING COMMISSION**  
*2025 Submission Deadlines and Meeting Dates*

***ZONING HEARING BOARD***

	<u>Meeting Date</u>	<u>Submission Deadline*</u>
January 2025	January 21, 2025	January 1, 2025
February 2025	February 18, 2025	January 29, 2025
March 2025	March 17, 2025	February 25, 2025
April 2025	April 21, 2025	April 1, 2025
May 2025	May 19, 2025	April 29, 2025
June 2025	June 16, 2025	May 27, 2025
July 2025	July 21, 2025	July 1, 2025
August 2025	August 18, 2025	July 29, 2025
September 2025	September 15, 2025	August 26, 2025
October 2025	October 20, 2025	September 30, 2025
November 2025	November 17, 2025	October 28, 2025
December 2025	December 16, 2025	November 26, 2025

***PLANNING COMMISSION***

	<u>Meeting Date</u>	<u>Submission Deadline*</u>
January 2025	January 15, 2025	December 25, 2024
February 2025	February 5, 2025	January 15, 2025
March 2025	March 5, 2025	February 12, 2025
April 2025	April 2, 2025	March 12, 2025
May 2025	May 7, 2025	April 16, 2025
June 2025	June 4, 2025	May 14, 2025
July 2019	July 2, 2025	June 11, 2025
August 2025	August 6, 2025	July 16, 2025
September 2025	September 3, 2025	August 13, 2025
October 2025	October 1, 2025	September 10, 2025
November 2025	November 5, 2025	October 15, 2025
December 2025	December 4, 2025	November 13, 2025

***\*All necessary appeal forms, plans and fees must be submitted by noon. of the deadline date to be considered for the next meeting date.***

Zoning: 3<sup>rd</sup> Monday, cut-off 20 days prior

Planning: 1<sup>st</sup> Wednesday, cut-off 21 days prior