

**Application for Certificate of Use & Occupancy
Swarthmore Borough**

121 Park Avenue
Swarthmore, Pennsylvania 19081
(610) 543-4599 Fax (610) 543-1833

Date: _____

Property Address: _____

Property Owner's Name: _____

Contact person for sale of property: _____

Day Time Phone #: _____ Evening/Cell Phone #: _____

Settlement Date: _____

Buyer's Name: _____

Describe the property and how it is used. Be specific. If property has more than one use, include all. (e.g. single-family dwelling, condominium apartment, store on 1st floor with one apartment on 2nd floor, etc). **If multi-family or mixed use, include number of dwelling units.** Attach MLS fact sheet, if available.

If there is any professional office or commercial use of the property, please answer the following:

- Current office/commercial use: _____
- Proposed office/commercial use: _____

Describe any known variance or conditional use approved for this property. Attach a copy of the applicable decision, if available.

Describe any known legal non-conforming use for this property. Attach evidence supporting this use, if available.

Return with \$75.00 check payable to Swarthmore Borough.

Office Use Only:

• Inspection Appointment Date: _____ Time: _____

Date Paid: _____ Cash: _____ Check #: _____

Inspected by: _____

• Reinspection Appointment: Date: _____ Time: _____

Date Paid: _____ Cash: _____ Check #: _____

Inspected by: _____

Certificate #: _____

Outstanding bills, charges, fines and fees:

• Sewer and Trash

Date Paid: _____ Cash: _____ Check #: _____

• Other

Date Paid: _____ Cash: _____ Check #: _____

Zoning District: _____

Zoning Officer Review/Comments: _____
