

**PENN LAKE PARK BOROUGH
ZONING PERMIT APPLICATION**

*Questions or Additional Information: Contact Barry Jacobs, Borough Zoning Officer at 570-899-7149
Make Checks payable to Penn Lake Park Borough*

ZONING PERMIT NUMBER: _____
(Leave Blank; Zoning Officer Will Assign Number)

1. ADDRESS / LOCATION OF PROPERTY:

2. ZONING DISTRICT IN WHICH THE PROPERTY IS LOCATED: _____

3. APPLICANT'S NAME, ADDRESS and PHONE NUMBER:

4. OWNER'S NAME, ADDRESS and PHONE NUMBER (if not applicant)

5. APPLICATION IS HEREBY MADE TO:

- | | | |
|--|------------------------------------|---------------------------------------|
| <input type="checkbox"/> ERECT A STRUCTURE | <input type="checkbox"/> PRINCIPLE | <input type="checkbox"/> ACCESSORY |
| <input type="checkbox"/> ADD TO A STRUCTURE | <input type="checkbox"/> PRINCIPLE | <input type="checkbox"/> ACCESSORY |
| <input type="checkbox"/> CHANGE USE OF STRUCTURE | | |
| <input type="checkbox"/> ESTABLISH A HOME OCCUPATION | | |
| <input type="checkbox"/> ERECT A FENCE | | |
| <input type="checkbox"/> INSTALL SWIMMING POOL | <input type="checkbox"/> IN-GROUND | <input type="checkbox"/> ABOVE-GROUND |
| <input type="checkbox"/> INSTALL OFF-STREET PARKING AREA | | |
| <input type="checkbox"/> ERECT A SIGN | | |
| <input type="checkbox"/> ESTABLISH A HOME OCCUPATION | | |
| <input type="checkbox"/> USE OF LAND WITHOUT ANY STRUCTURE | | |
| <input type="checkbox"/> APPEAL OF VIOLATION NOTICE | | |
| <input type="checkbox"/> OTHER (PLEASE LIST) _____ | | |

6. PROVIDE A NARRATIVE WHICH EXPLAINS THE PROPOSED USE OF THE PROPERTY BASED UPON THE ITEM(S) CHECKED UNDER NO.5 AND THE DIMENSIONS AND HEIGHT OF ALL PROPOSED STRUCTURES:

7. SIZE OF LOT:

_____ WIDTH
_____ DEPTH
_____ ACRES/SQUARE FEET

8. PROVIDE THE LOCATION OF PROPOSED STRUCTURE USE ON THE LOT, INCLUDING ADDITION IF APPLICABLE

_____ FEET TO FRONT YARD PROPERTY LINE
_____ FEET TO REAR YARD PROPERTY LINE
_____ FEET TO SIDE YARD PROPERTY LINE
_____ FEET TO SIDE YARD PROPERTY LINE
_____ MAXIMUM HEIGHT OF STRUCTURE.

9. **ATTACH A SITE PLAN THAT ACCURATELY ILLUSTRATES THE EXISTING AND PROPOSED DEVELOPMENT UPON YOUR PROPERTY. INCLUDE THE LOT SIZE, DIMENSION OF EXISTING AND PROPOSED STRUCTURES, SETBACK DISTANCES TO PROPERTY LINES AND ANY OFF-STREET PARKING. A SITE PLAN INVOLVING NEW CONSTRUCTION OF A PRINCIPAL STRUCTURE OR AN ADDITION TO A PRINCIPAL STRUCTURE SHALL REQUIRE A SURVEY DRAWING WHICH BEARS THE SEAL OF THE PERSON WHO PREPARED THE SITE PLAN. THE ZONING OFFICER HAS IN ALL CASES THE DISCRETION TO REQUIRE A SITE PLAN BASED UPON A SURVEY IF DEEMED NECESSARY TO ASCERTAIN COMPLIANCE WITH THE APPLICABLE ZONING REGULATIONS.**

THE SITE PLAN SHALL BE CONSIDERED PART OF THE APPLICATION. FAILURE TO PROVIDE A SITE PLAN WILL RESULT IN YOUR APPLICATION BEING DEEMED INCOMPLETE AND IT WILL BE RETURNED TO YOU. FAILURE TO COMMENCE THE WORK (IMPROVEMENTS APPROVED UNDER THIS PERMIT WITHIN ONE YEAR FROM THE DATE OF ISSUANCE SHALL RENDER THE APPROVAL AS NULL AND VOID.

PLEASE REFER TO THE ATTACHED SAMPLE DRAWING

10. **IF YOU ARE ERECTING A NEW STRUCTURE AND/OR REQUIRE A SEWAGE CONNECTION TO AN EXISTING STRUCTURE, PLEASE CHECK THE TYPE OF SEWAGE:**
 ON-LOT CENTRAL SEWAGE OTHER (please explain under Item # 6)

ATTACH A COPY OF THE APPROPRIATE APPROVAL FOR THE ABOVE TYPE OF SEWAGE.

YOUR ZONING PERMIT CANNOT BE PROCESSED WITHOUT IT.

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED WITHIN THIS APPLICATION IS TRUE, CORRECT AND ACCURATE TO THE BEST OF MY KNOWLEDGE. IT IS UNDERSTOOD AND AGREED BY THE APPLICANT THAT AN ERROR, MISSTATEMENT OR MISREPRESENTATION OF MATERIAL FACT, EITHER WITH OR WITHOUT INTENTION ON THE PART OF THIS APPLICANT, SHALL CONSTITUTE SUFFICIENT GROUNDS FOR THE REVOCATION OF THE APPROVAL OF THIS PERMIT.

SIGNATURE OF APPLICANT _____ DATE _____

SIGNATURE OF OWNER _____ DATE _____

IF YOU ARE BOTH THE APPLICANT AND THE OWNER OF THE PROPERTY, SIGN BOTH OF THE ABOVE LINES. THE OWNER'S SIGNATURE IS ALWAYS REQUIRED. FAILURE TO PROVIDE OWNER'S SIGNATURE WILL RESULT IN YOUR APPLICATION BEING DEEMED INCOMPLETE AND IT WILL BE RETURNED TO YOU.

FAILURE TO COMMENCE THE WORK IMPROVEMENTS APPROVED UNDER THIS PERMIT WITHIN ONE YEAR FROM THE DATE OF APPROVAL SHALL RENDER THE APPROVAL AS NULL AND VOID. UPON THE APPROVAL OF THIS PERMIT AND PRIOR TO THE START OF CONSTRUCTION, YOU ARE REQUIRED CONTACT THE BOROUGH'S BUILDING INSPECTOR FOR A DETERMINATION AS TO WHETHER A BUILDING PERMIT IS REQUIRED. UPON THE APPROVAL OF THIS PERMIT AND PRIOR TO THE START OF CONSTRUCTION, YOU ARE REQUIRED CONTACT THE BOROUGH'S FOR A DETERMINATION AS TO WHETHER A STORM WATER MANAGEMENT PERMIT IS REQUIRED.

APPROVED

DENIED

SIGNATURE OF ZONING OFFICER

DATE

ALL INFORMATION BELOW IS TO BE COMPLETED BY THE
BOROUGH ZONING OFFICER

A. IF THE PERMIT IS DENIED, THE ZONING OFFICER SHALL NOTE THE APPLICABLE SECTIONS/BASIS OF DENIAL BELOW:

B. A COPY OF THE ZONING OFFICER'S OFFICIAL LETTER OF DENIAL SHALL BE ATTACHED TO THIS PERMIT.

C. HAS THE APPLICANT/OWNER REQUESTED AN APPEAL OF THE ZONING OFFICER'S DECISION TO THE ZONING HEARING BOARD?

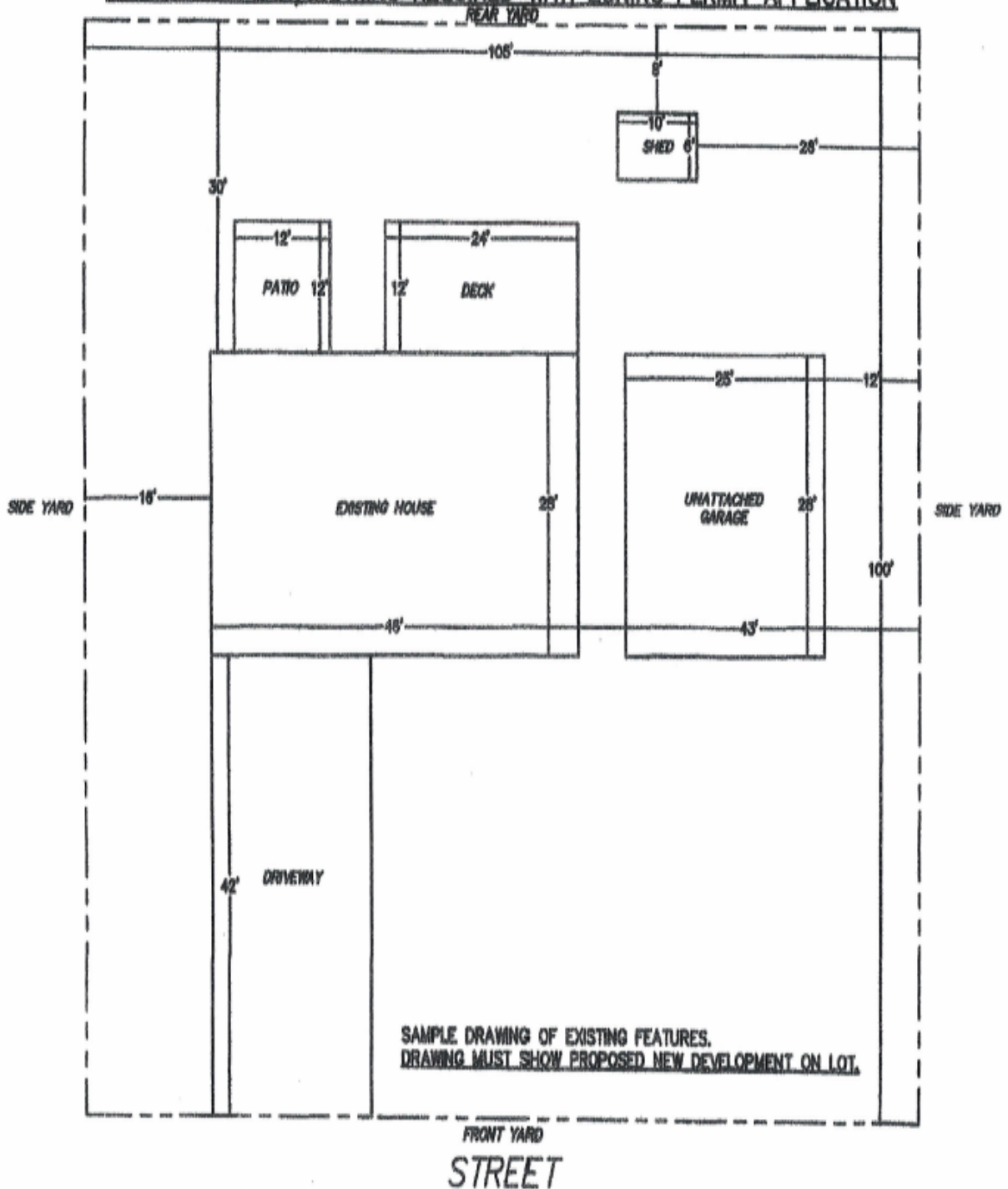
YES NO UNDECIDED/PENDING

D. IF APPLICABLE, DATE OF WRITTEN REQUEST OF APPEAL: _____

**ATTACH COPY OF APPLICANT/OWNER'S WRITTEN REQUEST
FOR APPEAL TO THE ZONING HEARING BOARD.**

E. IF APPLICABLE, DATE OF SCHEDULED ZONING HEARING BOARD MEETING: _____

PENN LAKE PARK BOROUGH
SAMPLE OF PLAN/DRAWING REQUIRED WITH ZONING PERMIT APPLICATION



SAMPLE DRAWING OF EXISTING FEATURES.
DRAWING MUST SHOW PROPOSED NEW DEVELOPMENT ON LOT.

**PENN LAKE PARK BOROUGH
SCHEDULE OF ZONING FEES**

1. ZONING PERMITS

A. RESIDENTIAL USES - NEW CONSTRUCTION INCLUDING
MOBILE HOMES AND/OR MANUFACTURED HOUSING.
\$100.00

B. RESIDENTIAL USES AND ADDITIONS, ACCESSORY
STRUCTURES AND/OR USES, INCLUDING, BUT NOT
LIMITED TO SWIMMING POOLS
\$50.00

C. NONRESIDENTIAL USES INCLUDING NEW CONSTRUCTION
AND/OR USE OF PROPERTY WITHOUT STRUCTURES
\$100.00

D. NONRESIDENTIAL USES OF EXISTING STRUCTURES AND
ADDITIONS AND ACCESSORY STRUCTURES AND/OR USES.
\$50.00

E. SIGNS

Commercial/Industrial	\$50.00
Institutional..	\$25.00
Public/Semipublic Uses	\$25.00
Billboards	\$200.00

The above fees under Item E. apply to the construction of a new sign or a replacement of an existing sign.

2. CERTIFICATE OF NONCONFORMITY

Residential Uses	\$25.00
Nonresidential Uses	\$50.00

3. APPLICATIONS TO ZONING HEARING BOARD

All Uses	\$500.00
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In addition to the above referenced fee, the applicant shall be responsible for the cost legal advertising and one-half of the appearance fees of the stenographer including those costs for any continued hearings beyond the initial hearing date. The cost of the original transcript shall be paid by the party appealing a decision of the Zoning Hearing Board or by the party requesting that transcripts be provided.

4. CONDITIONAL USE PERMIT

Residential .	\$1,000.00 plus \$25.00 per Dwelling unit or Mobile Home
Nonresidential Uses .	\$1,000.00 plus \$50.00 per Structure or per acre if there are no structures.
Planned Residential Development	\$1,000.00 plus \$25.00 per Dwelling and/or <i>Principal</i> Structure

In addition to the above referenced fee, the applicant shall be responsible for one-half of the appearance fee of the stenographer including those costs for any continued hearings beyond the initial hearing date. The cost of the original transcript shall be paid by the party appealing a decision of the Borough Councilor by the party requesting that transcripts be provided.

5. AMENDMENTS

Amendment to Text of Ordinance	\$500.00
Amendment to Zoning Map	\$500.00
Amendment Submitted as a Curative Amendment.	\$500.00

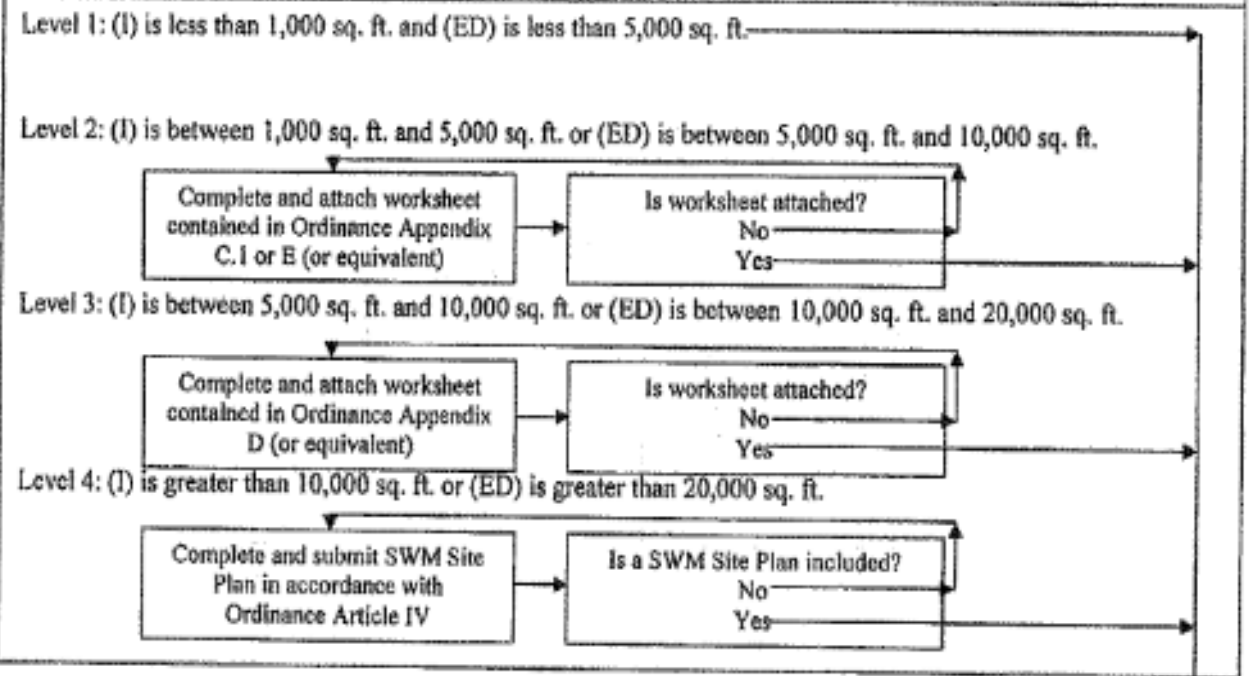
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**PENN LAKE PARK BOROUGH
STORMWATER MANAGEMENT PERMIT APPLICATION
USE FOR LEVEL 2, 3 & 4 REGULATED ACTIVITIES**

Applicant and Applicant Address:	Nature of Activity (i.e. driveway, single-lot structure, parking lot, road, trail, subdivision, etc.):
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Total Proposed Impervious Area (I) (sq. ft.): _____

Total Proposed Earth Disturbance (ED) (sq. ft.): _____



Show on the accompanying sketch that adverse downstream stormwater impacts are not created or worsened, and that additional stormwater runoff will not discharge towards adjacent property owners.

All requirements of the Ordinance have been met. Applicant Signature: _____ Date: _____

FOR REVIEWER ONLY

This stormwater management permit application has been APPROVED DENIED (circle one)

Reviewed by (print): _____ Reason for Denial: _____

Signature: _____ Date: _____