

**CLARKS GREEN BOROUGH**  
104 NORTH ABINGTON ROAD  
CLARKS GREEN, PA 18411

## EMERGENCY ALARM PERMIT APPLICATION

APPLICANT		DATE	FEE: \$ CHECK <input type="checkbox"/> CASH <input type="checkbox"/>	
ADDRESS		PHONE	DATE _____	
MAILING ADDRESS		SAME	TYPE OF PROPERTY: BUSINESS <input type="checkbox"/> RESIDENCE <input type="checkbox"/> OTHER _____	
ACTUAL DESCRIPTION/LOCATION OF PROPERTY				
BUSINESS ADDRESS			PHONE	
ALARM INFORMATION		DETECT: INTRUSION <input type="checkbox"/> FIRE <input type="checkbox"/> OTHER _____		EXPLAIN:
MANUFACTURER			MODEL	
INSTALLER NAME		ADDRESS		PHONE
FIRM/PERSON RESPONSIBLE TO MAINTAIN SYSTEM (INCLUDE ADDRESS)				PHONE
LIST PERSONS WHO WILL BE AVAILABLE 24 HR. PERIOD TO RE-SET ALARM				PHONE
				PHONE
DESCRIBE BRIEFLY/OPERATION OF ALARM:				
EXACT WORDING OF TAPED MESSAGE/IF APPLICABLE:				
WILL ALARM BE CONNECTED DIRECT OR BY TELEPHONE TO:	COM-CENTER	PERMIT OBTAINED	FIRE DEPT.	OTHER

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that intentionally providing false information may result in charges being filed and service terminated. I also acknowledge receipt of a copy of Clarks Green Borough Ordinance No. 4 of 1984 and agree to comply with the provisions therein.

\_\_\_\_\_  
*Signature of Applicant*

ISSUED BY		DATE	
INSTALLATION COMPLETION DATE		INSPECTED: DATE _____ TIME _____	
INSPECTED BY POLICE DEPT. <input type="checkbox"/> FIRE DEPT. <input type="checkbox"/>		SIGNATURE OF OFFICIAL(S)	
APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/>		REMARKS	

## B. General Regulations

### §10-111. Permit Required; Fee.

1. No person, property owner or member of any firm or corporation shall install, connect or tie into any alarm without first, and before installation is started, submitting the required fees and securing a permit from the Borough.

2. No permit shall be issued without the payment of a permit fee in an amount as established from time to time by resolution of the Borough Council. [*Ord. 3-2005*]

3. No permit shall be transferable and it shall expire when ownership or occupancy of a residence, business or other building changes. The new owner or occupant shall apply for a new permit and submit therewith a permit fee of an amount as established from time to time by resolution of the Borough Council within 30 days of the expiration of a change in ownership or occupancy. [*Ord. 3-2005*]

(*Ord. 4-1984, 10/15/1984; as amended by Ord. 5-1992, 10/12/1992; and by Ord. 3-2005, 10/10/2005*)

### §10-112. Inspection.

When the alarm installation is complete, it shall not be activated into service until it has been inspected and approved by the Chief of Police or Fire Chief, or both, depending upon the appropriate agency. The property owner or person in control of the property and the alarm installer must be available at the time of inspection.

(*Ord. 4-1984, 10/15/1984*)

### §10-113. Recorded Messages.

Recorded messages must be intelligible and in a format approved by the Chief of the appropriate agency, Police and/or Fire Departments.

(*Ord. 4-1984, 10/15/1984*)

### §10-114. Compliance With County Regulations Required.

In addition to the permits and inspections required by the Borough, all person(s), companies or corporations must comply with all regulations, permits or fees required by Lackawanna County for the installation of any alarm which, by telephone or other means, transmits a signal to the communication center requesting Borough police, fire or other emergency services to be dispatched to the scene of an emergency.

(*Ord. 4-1984, 10/15/1984*)

### §10-115. Testing.

No person shall conduct any test or demonstration of an alarm without first obtaining permission from the Chief of the appropriate agency, Police and/or Fire Departments. Where the equipment is relayed through an intermediary, no such permission is necessary unless the alarm or signal is to be relayed to the Police or Fire Department.

(*Ord. 4-1984, 10/15/1984*)



**§10-116. Audible Alarm Timing.**

All audible alarms must be equipped with a timing mechanism that will disengage the audible alarm after a maximum period of 15 minutes. Audible alarms without such a timing mechanism shall be unlawful in the Borough and must be either modified to conform to the regulation set forth or must be disconnected within 90 days from the effective date of this Part.

*(Ord. 4-1984, 10/15/1984)*

**§10-117. Prior Alarm Installations to Comply.**

All persons, companies or corporations within the Borough who have alarm systems which were installed prior to the enactment of this Part shall, within 90 days of the effective date, provide the appropriate agency, Police and/or Fire Departments, with information as to the type of alarm, the name of the person(s), company or corporation who did the installation and the name of person(s), company or corporation providing maintenance service.

*(Ord. 4-1984, 10/15/1984)*

**§10-118. Emergency Listing.**

All person(s), companies or corporations having control over properties in the Borough where alarms are installed and in service shall provide to the appropriate agency, Police and/or Fire Departments, a list of person(s) who will be available to respond to the alarm location for the purpose of shutting off or resetting the alarm.

*(Ord. 4-1984, 10/15/1984)*

**§10-119. Direct Alarm Connections to Police Department Prohibited.**

No person(s), property owner, company or corporation shall install any alarm directly to any telephone trunk lines which have been installed to service the Borough Municipal Building and/or Police Department.

*(Ord. 4-1984, 10/15/1984)*

**§10-120. Direct Alarm Connections to Fire Department; Fee.**

1. No person(s), property owner, company or corporation shall install any alarm directly to the Clarks Green Municipal Building through the telephone or other means without first, and in addition to the permit required, obtaining a written agreement from the Fire Department to do so.

2. In addition to all penalties or fees described in Part 1C of this Chapter, all person(s), property owners, companies or corporations who enter into a written agreement with the Fire Department for direct alarm installation shall hereby be responsible for all installation, maintenance and removal costs of all equipment required, and in addition, shall submit to the Fire Department an annual fee in an amount as established from time to time by resolution of the Borough Council to be paid within the first 30 days of each calendar year. *[Ord. 3-2005]*

*(Ord. 4-1984, 10/15/1984; as amended by Ord. 3-2005, 10/10/2005)*

**§10-121. Police and Emergency Service Annual Fee.**

In addition to all penalties or fees described in Part 1C of this Chapter, any person(s), property owners, companies or corporations who install any direct-dial or other alarm system directly to the Lackawanna County Communications Center, which shall result in the Borough Police Department being dispatched to answer said alarm, shall pay an annual fee in an amount as established from time to time by the Borough Council to Clarks Green Borough for individual residences and for firms, companies and corporations, to be paid within the first 30 days of each calendar year.

*(Ord. 4-1984, 10/15/1984; as amended by Ord. 3-2005, 10/10/2005)*

## Fee Resolution

Subject	Permit Fees
Basic Zoning Permit	\$50 plus \$5 per thousand of estimated value. After completion, certified cost of construction will be provided by applicant.*  *Certified cost of construction will be provided by the applicant and confirmed by the Zoning Officer. Zoning Officer may bill for extra time.
Conditional Use Application	\$600 with a refundable balance, for a public hearing and related costs exclusive of professional and attorney's fees if required. Costs exceeding the basic fee shall be paid as a condition of approval whether or not stated at the meeting as such.
Certificate of Use	a. Following new construction \$15 b. New use or a change of use \$35
Street Excavation Permit	\$50 for the first square yard of the surface of any street excavation and \$10 for each additional square yard or fraction thereof.
Certificate of Non-conformance	\$50
Sign Permits	a. Sign having dimensions of 4 square feet or less \$35 b. Larger than 4 feet square \$50
Sewer Connection Permit	\$500
Alarm System Permit	\$25
Direct Alarm Connections to Fire Department	\$150
Direct Alarm Service Fee Annual	Individual Residence \$50 Firms, Companies, Corporations \$150
UCC Administration Surcharge	10% of permit fees
<b>ZONING AMENDMENTS AND ZONING HEARING BOARD MATTERS</b>	
Request for Zoning Amendment and Curative Amendment	\$700 for public hearing and related costs. Any professional costs incurred for the review shall be paid as a condition of approval.
Zoning Hearing Board Matters	\$600 with a refundable balance. Costs related hearing, including advertising, stenographer, attorney fees, Zoning Officer's hourly rates and other costs will be determined. If such costs are less than \$600 refund will be made, if greater than \$600 applicant will pay excess.
Continuance of a Zoning Hearing	\$350

### REVIEW FEE DEPOSITS