## **ZONING PERMIT INFORMATION**

- 1. Zoning Permits are used as a control and monitoring device of the Zoning Ordinance for the purpose of regulating land use and development within the Borough and promoting the general welfare and safety of its residents.
- 2. A Zoning Permit must be secured for all Regulated Activity (Section 27-1101.3). Failure to obtain a required permit is a violation of the Ordinance and can result in fines and penalties (Section 27-1117 and 27-1118).
- 3. The Zoning Officer issues all Zoning Permits. Applications for permits are obtained through the Zoning Officer. The application must be filled out, signed and returned to the Zoning Officer with the appropriate fee. The Zoning Officer will review the application for compliance with the requirements of the Ordinance. The application will then be either approved or denied (Section 27-1103).
- 4. It is essential that the Zoning Officer be notified PRIOR TO THE START OF CONSTRUCTION to verify setback distances and to examine the construction site with regard to plan submitted and any other applicable matters deemed required. Failure to adhere strictly to this procedure could lead to unnecessary delays or more serious problems in the event that a structure is located incorrectly on the site (Section 27-1103).
- 5. A Zoning Permit for any project that requires a sewer, water hookup or traffic access will not be issued until DEP, PennDOT, or Clarks Green Borough issues an approved permit for any of these essential items (Section 27-1103).
- 6. Permits are issued for a one (1)-year period and expire if the project is not started within that time. If additional time is required to start and/or complete the project, an extension of six (6) months each, four (4) times, can be granted for good cause if requested in writing. A full term of a Zoning Permit is thirty-six (36) months. A new permit must be issued if the original is allowed to expire. A second fee will also be levied (Section 27-1110).
- 7. Please note it is recommended that applicants wait thirty (30) days from issue date of permit, before starting construction. Your Zoning application can be appealed within a thirty (30) day a period of being approved (Section 27-1102.4).
- 8. Upon completion of an approved project, the Zoning Officer must be contacted to perform a **FINAL INSPECTION**. If all requirements have been met, a Certificate of Occupancy or Use is then issued (Section 27-1103.7).
- 9. The Zoning Officer's hours are Tuesday and Thursday, 2:00 PM to 4:00 PM, call (570) 585-6578, fax (570) 586-6896.

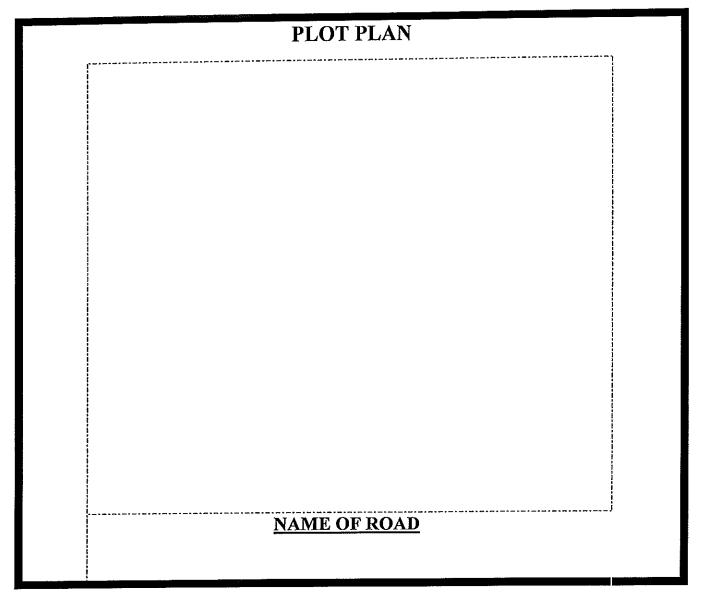
# CLARKS GREEN ZONING PERMIT APPLICATION

TAX MAP NUMBER	SUBDIVISION NAME					
PROPERTY OWNER'S NAME	ZONING DISTRICT					
ADDRESS AND LOCATION						
		PROPOSED USES				
TYPE OF IMPROVEMENT		PROPOSED USES				
NEW BLDG	CHECK WHICH APPLY					
ADDITION		NAME DESCRIPTIONS	AT HEES			
ALTERATION	RESIDENTIAL:	NON-RESIDENTI	AL USES			
REMOVAL	1 Family	HOIEL,	MOTEL # UNITS			
ACCESSORY STRUC	2 Family		FACILITY			
SEWER	Multi-family	RESTAU				
OTHER	# units	SEASONAL COTTAGE				
COST ESTIMATE	Residential	GIFT SH	OP			
\$	to Apts.	RETAIL SALES BUSINESS				
START DATE	Garden Apts.	WHOLESALE BUSINESS				
START DATE	Townhouses		ESTABLISHMENT			
COMPLETION DATE	# units		E SALES/REPAIR			
COM EDITOR BILLS	Med. High- rise	INDUST	RIAL USE			
PERMIT NO.	Apartments	OFFICE	PROFESSIONAL USE			
I Didniki Ko.	Other	CHURCH	I SOCIAL USE			
	Accessory Structures:	BANK	ov extremonione			
	Garage Pool		RY ENTERPRISES			
COST OF PERMIT	Carport Deck	AGRICUI				
	Shed Porch		L RES. USE/PROCESSING			
BASIC FEE \$50.00	Fence Other	OTHER				
	Explanation:					
CERT OF USE \$15.00						
	Slope at site% Any work	c on slope > 15%yes	no			
\$5/1000	BUILDING CHARACTERIST	ICS – ATTACH A FLOOR PI	AN AND OR PLOT PLAN OF			
COST ESTIMATE	SITE WITH ROAD ACCESS	AND SETBACKS SKETCH IS	S ADEQUATE, IF NOT DRAWN			
TOTAL FEE	TO SCALE.					
BUILDING and LAND	FOUNDATION	SETRAC	CK DISTANCES:			
(	FOUNDATION	SEIDACA DISTANCES.				
DEMENSIONS	Material		Required Actual			
OVERALL		Street Side	1toquirou 2xotuur			
OVERALL	Pier size	Measurements must be				
Floor area 1	Tier size	from Right of Way				
"""	Other	Street Side (if corner lot)				
" " 2 Avg. Height	Other	Measurements must be				
Land	Height	0 701.14 0577				
Dimension	Torgik	Adj. Prop Line				
Nonconforming lot of record?	Type	Adi Duan Tilua				
YN		Dean Duan Line				
Deed may be required						
	I					
USE INFORMATION	SEWAGE HANDLING:	WATER SUPPLY:	OFF STREET PARKING:			
		Individual Well	YES NO			
BEDROOMS #	Individual On-Lot Sys.	Existing Proposed	_			
BATHROOMS:	Permit #	Distance to on-lot sys	Number Spaces			
FULL	Central Collection	Community Well				
HALF	_	Water Co.	Type Lot			
	Bill #	Other	Surface			

information set forth in this application. We agree to comply with the Zoning Ordinance of 2005 and amendments thereto and will immediately inform the Zoning Officer of Clarks Green Borough of any change in the plans and specifications that were presented for consideration and issuance of this permit. We agree that no construction will take place of any deviation from the approved plans submitted unless subsequent approval has been granted by the Zoning Officer for any changes. If, in the opinion of the Zoning Officer, construction changes are made or are subsequently requested in the plans which violate any Zoning Ordinance, amendment, other Regulation or conditions of approval, the Zoning Officer may invalidate or revoke your permit if you fail to comply. If a permit is invalidated or revoked for any reason, it must be surrendered to the BOROUGH immediately. Any and all work on the project must cease upon notification of revocation or invalidation regardless of whether or not the permit is surrendered. Work authorized by an issued permit not started within one (1) year shall thereby void the permit. If work is started and not completed in that period, the applicant must contact the Zoning Officer to request an extension. ONCE CONSTRUCTION IS COMPLETE I CERTIFY THAT I WILL NOTIFY THE Zoning Officer TO REQUEST A CERTIFICATE OF OCCUPANCY OR USE THIS PERMIT MAY ALLOW. PHONE# ADDRESS NAME PLEASE PRINT OWNER(S) APPLICANT DATE SIGNATURES PLEASE SIGN OWNER(S) APPLICANT IF YOU WILL BE USING A CONTRACTOR, COMPLETE BELOW. PHONE ADDRESS CONTRACTOR'S NAME POLICY # FED/STATE ID# WORKERS COMP, CARRIER \*\*Proof in the form of a copy of contractor's certificate of insurance is required \*\*\*Contractor with no employees must have signed and notarized affidavit attached. Your application is not considered complete and cannot be processed until all information and required documentation is submitted. IF OWNER CONSTRUCTED, COMPLETE THIS DECLARATION: I\_(PRINT) as owner/applicant for a Clarks Green Borough Zoning Permit do declare, certify and affirm that all work authorized by this permit will be performed by me and that I will not hire or pay a contractor or anyone else to perform any work allowed by this permit. In the event I do hire someone to perform any work, prior to them performing any work I will inform the Zoning Officer and provide all necessary insurance information as required WITNESS DATE DATE OWNER'S SIGNATURE RECEIVED BY: DATE RECEIVED: ZONING OFFICER ACTION: ON THIS DATE \_\_\_\_\_\_ THIS APPLICATION FOR A ZONING PERMIT HAS BEEN GRANTED/ DENIED REASON FOR DENIAL:

ZONING OFFICER

-Owners and applicant must sign application. By signing this application as owner and/or applicant, I/we hereby represent that the forgoing answers and information are true and correct. We hereby request that a permit be issued in reliance upon the



### INSTRUCTIONS

- 1. Prepare in sketch form and label all existing and new structures, additions, and alterations. Include dimensions of buildings and distances from each other and septic system. Include all impervious surfaces. (I.e. paved driveway, patio, sidewalk) Sketch does not have to be prepared to scale.
- 2. Identify all streets adjacent to property.
- 3. Show distance of front, side and rear setbacks. Setback requirements are located on the back of this form as well as additional information.

 ${\bf NOTE:}\,$  IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONSULT WITH THE ZONING OFFICER WHENEVER CLARIFICATION IS REQUIRED.

\*\*\*AN APPLICATION IS INCOMPLETE UNTIL ALL REQUIRED INFORMATION AND DOCUMENTATION ARE SUBMITTED. DO NOT PROCEED UNTIL A PERMIT IS IN YOUR HAND AND POSTED AT YOUR PROPERTY.

### Schedule of Development Standards Regulations Governing the Size of Lots, Yards and Buildings

#### **Zoning District**

			R-2				
Type of Regulation	R-1	Single- Family Dwellings	Two-Family Dwellings (see also §27-602)	Multi-Family Dwellings (see also §27-603)	R-1-A	NC [ <i>Ord.</i> 2- 2000]	С
Minimum lot size							
Area (square feet)	10,000	10,000	15,000		15,000	5,000	5,000
Width (feet)	85	85	100	0	100	50	50
Depth (feet)	100	100	150	See §27-603	135	100	100
Average lot	10,000	10,000	15,000		15,000	_	-
Area per dwelling unit (square feet)	-	-	7, 500		_	-	-
Minimum yards							
Front (feet)	25	25	25		25	10	10
Rear (feet)	30	30	40	See	50	20	20
Each side yard (feet )	10	5	5	§27-603	10	20	20
Maximum building height							
Number of stories	2.5	2.5	2.5	See §27-603	2.5	2.5	2.5 [ <i>Ord.</i> 2- 2000]
Feet	35	35	35		35	35	35
Maximum building cov- erage (percent)	35	60	50		35	50	50

Note: Other supplementary regulations in this Chapter govern various uses, including variations to lot and yard sizes and regulating governing accessory structures, signs, off-street parking and loading and nonconforming uses and lots.

(Ord. 4/13/1998, 4/13/1998, §404; as added by Ord. 2-2000, 8/14/2000, §§3-6; as amended by Ord. 2-2003, 9/8/2003, §§2, 3)

#### Nonresidential Uses/Community Character -- Applicant Option. §27-405.

- The intent of this Section is to encourage commercial development in the C Districts consistent with the existing character of the Borough by establishing appropriate site development and building design standards to be considered as part of the conditional use process. [Ord. 2-1999]
- The early development pattern and the 1973 enactment of zoning have combined to maintain the Borough's small town character while intense commercial development has occurred in adjoining municipalities. The strip commercial