

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 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

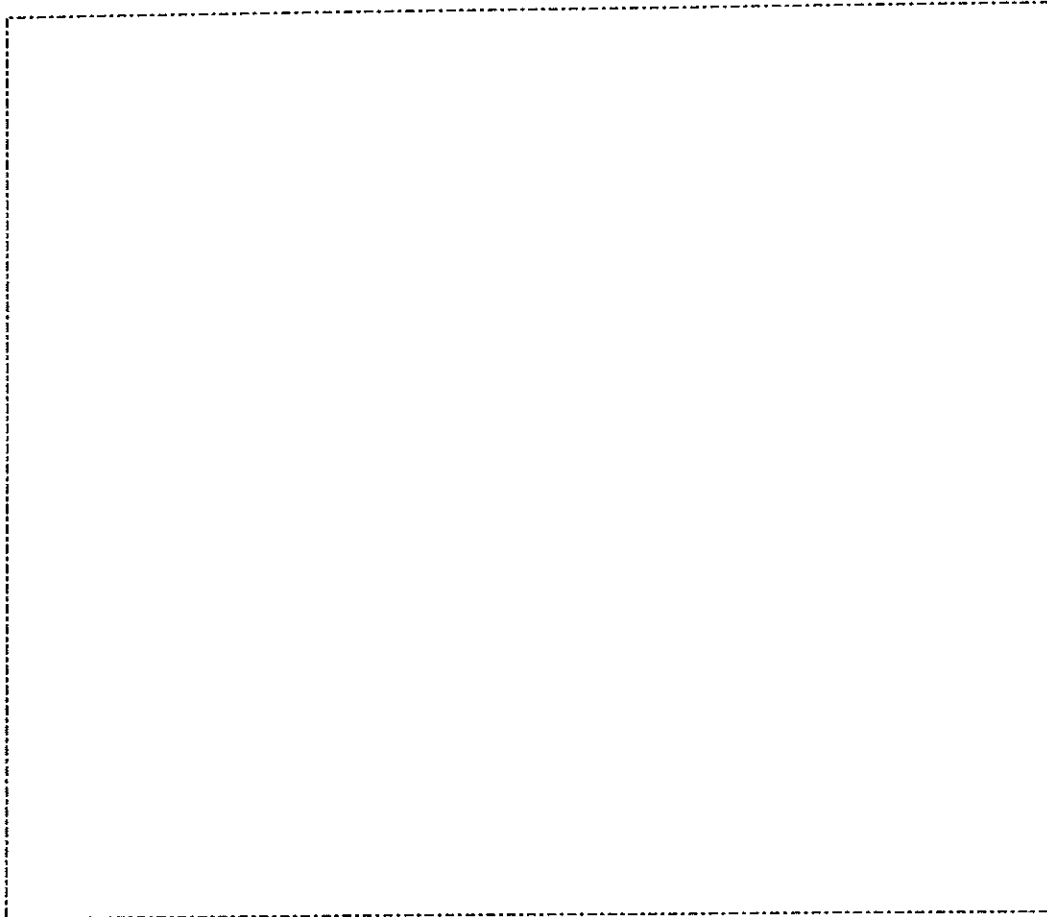
TAX MAP NUMBER	SUBDIVISION NAME
PROPERTY OWNER'S NAME	ZONING DISTRICT
ADDRESS AND LOCATION	

TYPE OF IMPROVEMENT <input type="checkbox"/> NEW BLDG <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REMOVAL <input type="checkbox"/> ACCESSORY STRUC <input type="checkbox"/> SEWER <input type="checkbox"/> OTHER	CHECK WHICH APPLY RESIDENTIAL: <input type="checkbox"/> 1 Family <input type="checkbox"/> 2 Family <input type="checkbox"/> Multi-family # units <input type="checkbox"/> Residential to Apts. <input type="checkbox"/> Garden Apts. <input type="checkbox"/> Townhouses # units <input type="checkbox"/> Med. High- rise Apartments <input type="checkbox"/> Other Accessory Structures: <input type="checkbox"/> Garage <input type="checkbox"/> Pool <input type="checkbox"/> Carport <input type="checkbox"/> Deck <input type="checkbox"/> Shed <input type="checkbox"/> Porch <input type="checkbox"/> Fence <input type="checkbox"/> Other	PROPOSED USES NON-RESIDENTIAL USES <input type="checkbox"/> HOTEL, MOTEL # UNITS _____ <input type="checkbox"/> RESORT FACILITY <input type="checkbox"/> RESTAURANT <input type="checkbox"/> SEASONAL COTTAGE <input type="checkbox"/> GIFT SHOP <input type="checkbox"/> RETAIL SALES BUSINESS <input type="checkbox"/> WHOLESALE BUSINESS <input type="checkbox"/> SERVICE ESTABLISHMENT <input type="checkbox"/> VEHICLE SALES/REPAIR <input type="checkbox"/> INDUSTRIAL USE <input type="checkbox"/> OFFICE PROFESSIONAL USE <input type="checkbox"/> CHURCH SOCIAL USE <input type="checkbox"/> BANK <input type="checkbox"/> FORESTRY ENTERPRISES <input type="checkbox"/> AGRICULTURAL <input type="checkbox"/> NATURAL RES. USE/PROCESSING <input type="checkbox"/> OTHER
COST ESTIMATE \$ _____	Explanation: _____ Slope at site _____ % Any work on slope > 15% ___yes ___no BUILDING CHARACTERISTICS – ATTACH A FLOOR PLAN AND OR PLOT PLAN OF SITE WITH ROAD ACCESS AND SETBACKS SKETCH IS ADEQUATE, IF NOT DRAWN TO SCALE.	
START DATE		
COMPLETION DATE		
PERMIT NO. _____		
COST OF PERMIT		
BASIC FEE <u>\$50.00</u>		
CERT OF USE <u>\$15.00</u>		
\$5/1000		
COST ESTIMATE		
TOTAL FEE		

BUILDING and LAND DEMENSIONS OVERALL Floor area 1 _____ " " 2 _____ Avg. Height _____ Land Dimension _____ Nonconforming lot of record? Y _____ N _____ Deed may be required	FOUNDATION Material _____ Pier size _____ Other _____ Height _____ Type _____	SETBACK DISTANCES: <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:60%;"></th> <th style="width:20%; text-align: center;">Required</th> <th style="width:20%; text-align: center;">Actual</th> </tr> </thead> <tbody> <tr> <td>Street Side</td> <td></td> <td></td> </tr> <tr> <td>Measurements must be from Right of Way</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Street Side (if corner lot)</td> <td></td> <td></td> </tr> <tr> <td>Measurements must be from Right of Way</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Adj. Prop Line</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Adj. Prop Line</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Rear Prop Line</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		Required	Actual	Street Side			Measurements must be from Right of Way	_____	_____	Street Side (if corner lot)			Measurements must be from Right of Way	_____	_____	Adj. Prop Line	_____	_____	Adj. Prop Line	_____	_____	Rear Prop Line	_____	_____
	Required	Actual																								
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USE INFORMATION BEDROOMS # _____ BATHROOMS: FULL _____ HALF _____	SEWAGE HANDLING: <input type="checkbox"/> Individual On-Lot Sys. Permit # _____ <input type="checkbox"/> Central Collection Bill # _____	WATER SUPPLY: <input type="checkbox"/> Individual Well Existing _____ Proposed _____ Distance to on-lot sys _____ <input type="checkbox"/> Community Well <input type="checkbox"/> Water Co. <input type="checkbox"/> Other	OFF STREET PARKING: YES _____ NO _____ Number Spaces _____ Type Lot Surface _____
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PLOT PLAN



NAME OF ROAD

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.

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

Type of Regulation	R-2					R-1-A	NC [Ord. 2-2000]	C
	R-1	Single-Family Dwellings	Two-Family Dwellings (see also §27-602)	Multi-Family Dwellings (see also §27-603)				
Minimum lot size								
Area (square feet)	10,000	10,000	15,000		15,000	5,000	5,000	
Width (feet)	85	85	100		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 §27-603	50	20	20	
Each side yard (feet)	10	5	5		10	20	20	
Maximum building height								
Number of stories	2.5	2.5	2.5	See §27-603	2.5	2.5	2.5 [Ord. 2-2000]	
Feet	35	35	35		35	35	35	
Maximum building coverage (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)

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

1. 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]

2. 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