

WILKES-BARRE TOWNSHIP ZONING PERMIT APPLICATION

**Questions or Additional Information: Call
Mr. Tom Zedolik, Township Zoning Officer at (570) 208-4635**

See attached Fee Schedule: Checks made Payable to Wilkes-Barre Township

ZONING PERMIT 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:

- | | | |
|--|------------------------------------|------------------------------------|
| ☐ ERECT A STRUCTURE | PRINCIPAL ☐ | ACCESSORY ☐ |
| ☐ ADD TO A STRUCTURE | PRINCIPAL ☐ | ACCESSORY ☐ |
| ☐ CHANGE USE OF STRUCTURE | | |

☐ ERECT A FENCE

☐ INSTALL SWIMMING POOL ☐ IN-GROUND ☐ ABOVE-GROUND

☐ INSTALL OFF-STREET PARKING AREA

☐ ERECT A SIGN

☐ USE OF LAND WITHOUT ANY STRUCTURE

☐ ESTABLISH A HOME OCCUPATION

☐ OTHER (PLEASE LIST) _____

6. PROVIDE A NARRATIVE WHICH EXPLAINS THE PROPOSED USE OF THE PROPERTY BASED UPON THE ITEM CHECKED UNDER NO. 5:

7. SIZE OF LOT:

_____ WIDTH

_____ DEPTH

_____ ACRES/SQUARE FEET

8. PROVIDE THE LOCATION OF PROPOSED STRUCTURE/USE ON LOT, INCLUDING ANY 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 WHICH ADEQUATELY ILLUSTRATES THE EXISTING AND PROPOSED DEVELOPMENT. INCLUDE THE LOT SIZE, DIMENSION OF EXISTING AND PROPOSED STRUCTURES, SETBACK DISTANCES TO PROPERTY LINES AND ANY OFF-STREET PARKING. 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.

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 THAT AN ERROR, MISSTATEMENT OR MISREPRESENTATION OF MATERIAL FACT, EITHER WITH OR WITHOUT INTENTION ON THE PART OF THE APPLICANT AND/OR OWNER SHALL CONSTITUTE SUFFICIENT GROUNDS FOR THE REVOCATION OF THIS PERMIT.

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF OWNER

DATE

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.

☐ APPROVED ☐ DENIED

SIGNATURE OF ZONING OFFICER

DATE

**ALL INFORMATION BELOW IS TO BE COMPLETED
BY TOWNSHIP 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 ZONING HEARING BOARD.

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

Plot Plan

1. This page shall be used for the drawing of a site plan for all major construction and in such other cases as the Building Inspector deems necessary.
2. The site plan shall show the location and size of the lot, locations and sizes of the buildings and structures upon the premises (both existing and proposed) and their relationship to adjoining premises and public roads.
3. Locate and label clearly and distinctly all buildings and structures, show widths and depths of all yards, show names of all roads and indicate north with a north arrow.
4. If the principal building or structure is to be served by an on site sewage disposal system a sketch of the system shall be shown.

