

## **ZONING DISTRICT AND/OR FLOODPLAIN DISTRICT DETERMINATIONS**

Please be advised that the Office of Planning and Zoning will provide zoning district and floodplain determinations by written request ONLY on the form provided by this office. Many people continue to contact this office by telephone for this information. However, the Office of Planning and Zoning is not required to respond to these requests since an application and fee is required.

Requests made over the telephone may not be answered since this bypasses the required procedure and avoids payment of the application fee for this service. An application fee for this service was first established by resolution of City Council No. 39740 dated January 1, 1994. The \$10.00 application fee was maintained at \$10.00 by Resolution of Council dated February 12, 2004, and is still in effect. The required form for this information is available in our office located on the first floor of City Hall located at 40 East Market Street, Wilkes-Barre, Pennsylvania. It is also available upon request and on-line ([www.wilkes-barre.pa.us](http://www.wilkes-barre.pa.us)) under services/forms. You may print this form yourself and submit the completed form to us with the application fee. We will provide you with a written response as soon as possible. NOTE: FEE INCREASED TO \$20.00 FEBRUARY 2008

If you do not wish to submit the required form and pay the \$20.00 application fee you may purchase a full size zoning map with or without floodplain districts from our office for \$12.00. Please make checks payable to the City of Wilkes-Barre. You can use these maps for future zoning district and floodplain determinations at your discretion.

This document also contains the required application for this service on Page 2.

**Zoning District and/or Floodplain District Determination Request Form**

TO: CITY OF WILKES-BARRE OFFICE OF PLANNING AND ZONING  
40 EAST MARKET STREET, WILKES-BARRE, PA 18711  
(570) 208-4163 (**APPLICATION FEE: \$20.00**)

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1. Check below whether you are requesting a zoning district determination and/or a floodplain district determination: (Check one or both as desired)

Zoning District \_\_\_\_\_ Floodplain District \_\_\_\_\_

2. Indicate the exact numerical address/location of the subject property. \*(If possible, attach copy of deed or legal description of property):

Address of Property: \_\_\_\_\_

- In some instances, additional information may be required to process this request.

3. Provide your Name, Mailing Address, Phone Number, and Fax Number if you desire to receive a Fax response.

NAME: \_\_\_\_\_

ADDRESS(1): \_\_\_\_\_

ADDRESS(2): \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

4. Provide the name, mailing address, and phone number of the owner of record of the subject property:

NAME: \_\_\_\_\_

ADDRESS(1): \_\_\_\_\_

ADDRESS(2): \_\_\_\_\_

PHONE: \_\_\_\_\_

5. Indicate your interested in the subject property and/or reason for requesting this information:

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FEE ENCLOSED: \_\_\_\_\_ (PAYABLE TO CITY OF WILKES-BARRE)