

APPLICATION FOR ZONING PERMIT
(ZONING ORDINANCE ARTICLE 6)

INSTRUCTIONS TO APPLICANT (Please schedule appointment for review)

1. **Application Fees:**
Residential - \$25.00/35.00
Non Residential - \$75.00
2. Answer all questions as directed by the Zoning Officer. (570) 208-4163
3. The applicant is reminded that depending upon the nature of the request, a **site plan sketch or other applicable information shall accompany this application** when deemed necessary by this department.
4. This application shall be held for a minimum of 24 hours for review and processing

APPLICATION # _____
DATE FILED _____
ZONING DISTRICT _____
FLOOD PLAIN _____
BLDG. PERMIT NO. _____
APPROVED _____ DENIED _____
IF DENIED, STATE PROVISIONS CAUSING DENIAL _____
APPROVED BY _____ DATE _____
FURTHER ACTION REQUESTED BY APPLICANT _____
NOTES _____

1. APPLICANT
NAME _____
ADDRESS _____ PHONE _____
2. OWNER OF PROPERTY (if not applicant)
NAME _____
ADDRESS _____ PHONE _____
3. CONTRACTOR (if applicable)
NAME _____
ADDRESS _____ PHONE _____
4. ADDRESS OF PREMISES (Street Address or Legal Description) _____
5. APPLICATION IS HEREBY MADE TO: (check appropriate)

<input type="checkbox"/> Erect a structure	<input type="checkbox"/> Remodel a structure
<input type="checkbox"/> Add to a structure	<input type="checkbox"/> Change the use
<input type="checkbox"/> Other, please explain _____	
6. ZONING DISTRICT _____
7. DESCRIPTION OF PROPOSED WORK _____
8. PRESENT USE OF PROPERTY _____
9. FUTURE USE OF PROPERTY _____
10. DESCRIPTION OF PHYSICAL CHARACTERISTICS FOR SUBJECT PROPERTY:
 - (A) Size of Principal Building and Structure
 Width _____ feet Depth _____ feet
 Height _____ stories Height _____ feet
 - (B) NUMBER OF OFF-STREET PARKING SPACES _____
 - (C) CHARACTER OF CONSTRUCTION _____
 - (D) APPROXIMATE COST OF WORK \$ _____
 - (E) SIZE OF LOT _____ FEET WIDE
 _____ FEET DEEP
 AREA _____ Square feet

(F) LOCATION ON PROPERTY OF EXISTING/PROPOSED PRINCIPAL BUILDING OR STRUCTURE

FRONT _____ feet from property line to building or structure
SIDE _____ feet from property line to building or structure
SIDE _____ feet from property line to building or structure
REAR _____ feet from property line to building or structure

(G) ADDITION: SIZE OF ADDITION TO PRINCIPAL BUILDING OR STRUCTURE

Width _____ feet Depth _____ feet
Height _____ stories Height _____ feet

(H) LOCATION OF PROPERTY OF PROPOSED ADDITION TO PRINCIPAL BUILDING OR STRUCTURE:

FRONT _____ feet from property line to addition
SIDE _____ feet from property line to addition
SIDE _____ feet from property line to addition
REAR _____ feet from property line to addition

(I) SIZE OF ACCESSORY BUILDING OR STRUCTURE (If applicable)

Width _____ feet Depth _____ feet
Height _____ stories Height _____ feet

(J) LOCATION ON PROPERTY OF ACCESSORY STRUCTURES (if applicable)

PROPOSED YARDS

FRONT _____ feet from the principal structure
SIDE _____ feet from property line to accessory structure
SIDE _____ feet from property line to accessory structure
REAR _____ feet from property line to accessory structure

11. IS PROPERTY IN 100 YEAR FLOOD PLAIN? YES _____ NO _____

12. FLOOD PLAIN DISTRICT _____

13. WHAT AREAS ARE AFFECTED ON PREMISES (Check appropriate)

- Principal structure Side yard, rear yard, etc.
- Accessory structure Other, Please explain _____

14. IS APPLICATION SUBJECT TO APPROVAL OF HIGHWAY OCCUPANCY PERMIT

YES _____ NO _____ EXPLAIN _____

15. IS APPLICATION SUBJECT TO CITY ENGINEER APPROVAL? YES _____ NO _____

EXPLAIN _____

15a. CITY ENGINEER APPROVAL _____

16. IS CITY COUNCIL AND/OR PLANNING COMMISSION APPROVAL REQUESTED

RELATIVE TO THE APPLICATION? YES _____ NO _____
EXPLAIN _____

DISCLAIMER NOTICE

This permit and/or plan has not been reviewed to determine its compliance with Title III of the Americans with Disabilities Act of 1991 (ADA), which prohibits discrimination on the basis of disability in public accommodations and commercial facilities.

Compliance with Title III of this Act with regard to public accommodations and commercial facilities is the responsibility of the private entity. INITIAL _____

I CERTIFY THAT THE INFORMATION SUPPLIED ON THIS APPLICATION IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE, AND WORK DESCRIBED ON THIS ZONING PERMIT WILL BE CONSTRUCTED IN CONFORMANCE WITH THE REQUIREMENTS OF THE CITY OF WILKES-BARRE ZONING ORDINANCE. I FURTHER ATTEST AS A WITNESS THAT THE SIGNATURE BELOW IS IN FACT TRUE AND AUTHENTIC.

Signature of Applicant

Date

OWNER (If other than above)

I HAVE READ AND FAMILIARIZED MYSELF WITH THE CONTENTS OF THIS APPLICATION AND DO HEREBY CONSENT TO ITS SUBMISSION AND PROCESSING.

Signature of Property Owner

Date

