

ZONING PERMIT APPLICATION

CLIFTON TOWNSHIP
LACKAWANNA COUNTY, PENNSYLVANIA

App. No. _____
(By Zoning Officer)

Print or type (see attached Instructions)

Applicant/Owner Information

APPLICANT CONTACT INFORMATION:

Name _____
Street/P.O. Box _____
City _____
State _____ Zip _____
Phone _____ Fax _____

OWNER CONTACT (Indicate if same)

Name _____
Street/P.O. Box _____
City _____
State _____ Zip _____
Phone _____

Property Information

Tax Parcel (PIN) No. _____

Deed Reference _____

PROPERTY SIZE (AC/SF): _____ ZONING DISTRICT: _____
LOCATION: (Development Name, Street Name, Lot No. etc. If not within a major subdivision, give distance, direction and side of road from nearest intersecting roads):

PRESENT USE (eg. Vacant woodland, undeveloped residential lot, commercial building etc.)

PROPOSED USE (eg. House, garage addition, commercial bldg. etc.)

Infrastructure Data

SEWERAGE DISPOSAL: Onlot Community System Municipal System

(If On-lot/Community; Permit No. _____, Date Issued _____)

WATER SUPPLY: Individual Well Community System Municipal System

UTILITIES: Existing at Property Line Must extend to property line; Distance (ft) _____

ROAD ACCESS: Private Road Municipal Road; Permit No. _____ Date _____

Issued By _____ (Note: Township or State roads may require permits from the jurisdictional owner prior to construction. Issuance of any related permits e.g. Zoning, Sewerage etc. does not infer a Roadway Access Permit will be issued).

---> Township Set-backs: Front = 60' Rear = 30' Sides = 20'

Maximum Height: 35'

App. No. _____
(By Zoning Officer)

Improvement Data

TYPE OF IMPROVEMENT: (Include 2 copies of Floor Plans and Sectional Elevations **drawn to scale** for New Construction and Major Additions
[] New Construction; Square Footage _____ Height (feet) _____ Floors _____
[] Addition; Type _____ Area (sf.) _____ Use _____
[] Alteration; Type _____ Use; _____
[] Removal; Explain _____

Will project involve new/expansion of the; Plumbing [] Yes [] No Electric [] Yes [] No

Start Date: _____ (NOTE; Permit Void if not started within six (6) months of Permit issuance)

Total Project Cost: \$ _____

Contractor Name: _____
Address: _____
Phone _____

Site Plan

Attach a site plan **drawn to scale** showing property lines, existing/proposed buildings, access drives, parking, water supply, sewerage disposal, accessory buildings/uses (sheds, pools, decks etc.), and any other documentation needed to show compliance with the zoning ordinance. Indicate the distance of the Principal and Accessory buildings from the nearest property lines (front, sides and rear).

Zoning Officer Use Only

Date Received: _____ Fee: \$ _____
[] Permit Issued; (Use complies with Zoning Ordinance)
[] Permit Denied; Reason; _____

Zoning Officer Signature _____ Date: _____

Applicant Certification

I [we] hereby represent that the information provided herein and on the plans and documents submitted herewith are true and correct and request that a zoning use permit be issued in reliance thereon. Further, I [we] agree to comply with the Clifton Township Zoning Ordinance, as amended.

Applicant Signature: _____ Date: _____

Return To:
Clifton Township
RR #1 Box 1464-A
Clifton Twp., PA 18424

INSTRUCTIONS FOR COMPLETING ZONING PERMIT APPLICATION

- 1) Complete and return Zoning Application with \$100.00 non-refundable fee payable to Clifton Township. Mail to: Pam Brown, Zoning Officer at RR#1 Box 1464-A, Clifton Twp., PA 18424 (Tel: 570-466-0578).
- 2) If you are uncertain of how to answer an item, leave it blank. However, leaving items blank may result in a delay in processing your application until the missing information has been obtained. The following sources should be checked when completing the Zoning Application:
 - **Tax Parcel (Pin) No.;** Check your most recent tax bill or contact the Township SEO at 570-842-2459
 - **Deed Reference;** Check the bottom of your deed for the Book and Page number or contact the Lackawanna County Recorder of Deeds in Scranton, PA.
 - **Property Size;** Check your deed
 - **Zoning District;** Check the Township Zoning Map or call the Zoning Officer at 570-466-0578
 - **Sewerage Disposal;** A Sewerage Permit is required for new construction or additions resulting in increased sewerage flows **prior to** issuance of a Zoning or Building Permit. Contact the SEO at 570-842-2459
 - **Water Supply;** Contact SEO at above number
 - **Road Access;** If not within a private development, a permit may be required from the Township or State Dept. of Transportation. Contact the Roadmaster, Richard Grab at 570-842-4362
 - **Total Project Cost;** this cost includes buildings and infrastructure (septic system, well, drive etc.) Check with your Contractor.
- 3) **Type of Improvement;** Information in this Section will determine compliance with Zoning requirements and the need and type of Building Permit application modules that may be required for your project.
- 4) **Site Plan;** A detailed Site Plan **drawn to scale** is required to determine compliance with setback distances, lot coverage etc.. Such plans are usually prepared by a Surveyor Architect, Builder or similar experienced person. A lot survey is not required. However, your permits will be revoked if the property is misrepresented.
- 5) **Applicant Certification;** Falsification of information has legal implications and may result in revocation of this and any related permits
- 6) **Building Plans;** if your Project will involve new construction or a major building addition, 2 copies of a detailed set of floor plans **drawn to scale** showing dimensions, elevations and heights of the proposed structures is required with the Zoning Permit Application.

Resource Persons:

Pam Brown, Zoning Officer; Tel 570-466-0578
Russ Williams, Sewage Enforcement Officer (SEO); Tel 570-842-2459
George Stefanski, Building Inspector; Tel 570-842-4272
Clifton Township Building (Monday thru Fri. 10 am to 5 pm) closed Wednesday
Tel: 570-842-4272; Fax: 842-2608

PERMITS REQUIRED TO BUILD IN CLIFTON TOWNSHIP

Clifton Township is a Zoned community that enforces the State's Sewerage Facilities Act and Uniform Construction Code. With few exceptions, the following permits are required prior to any building.

Zoning Permit: The Zoning Permit Application, is the initial step in the permitting process. The actual Zoning Permit will not be approved until related Sewerage and Building Permits are obtained. However, the application process forms the basis for determining if and what associated permit are required. The Zoning Permit fee is \$100 payable to Clifton Township. This fee is non-refundable. Application forms can be obtained from the Zoning Officer by calling 570-466-0578 or the Township Office 570-842-4272.

Sewerage Permit: There are no municipal sewerage facilities in Clifton Township and sewerage disposal is provided by privately owned individual onlot systems or cluster community sewer facilities. With few exceptions, both require a sewerage permit. Your property must be physically suitable for such systems as determined by the Township Sewerage Enforcement Officer (SEO). **If found unsuitable, in most cases, you will not be able to build.** A suitability determination and/or permit must be issued by the SEO prior to issuance of either a Zoning and/or Building permit. The permit fee varies. For new residential construction the fee is \$300. Forms can be obtained from the SEO by calling 570-842-2459.

Building Permit: Building Permits are required prior to the start of construction and will not be issued until the Zoning Permit Application is approved and the Sewerage Permit has been issued or a suitability determination has been made by the SEO. The permit fee varies depending upon the scope and type of construction as determined from the Zoning Permit Application process. Forms can be obtained from the Building Code Official by calling 570-842-4272. A copy of Liability Insurance and Workman's Compensation Insurance is required

Certificate of Occupancy: Upon completion of the building and infrastructure (sewer system, well, etc.) but **prior to occupancy**, a Completion of Sewerage Facilities and Certificate of Occupancy inspections are required. Costs associated with these certifications are covered in the above fees.

The Township's office hours are between Monday – Friday 10:00 AM and 5:00 PM. Closed on Wednesday. However the Codes Officials discussed above can be contacted by calling them directly during the week. The Township Office can be contacted at:

Clifton Township Municipal Building
RR #1 Box 1464-A, Clifton, PA 18424
Tel: 570-842-4272 Fax: 570-842-2608
E-Mail: clftwp@ptd.net