

PENN LAKE PARK BOROUGH ZONING PERMIT APPLICATION

Questions or Additional Information: Call
John R. Varaly, Borough Zoning Officer at Phone/Fax (570) 829-6261
Email: jackvaraly@hotmail.com

Mr. John R. Varaly, AICP
50 Finn Street
Wilkes-Barre PA 18705-3229

Checks made Payable to Penn Lake Park Borough

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:

- | | | |
|--|------------------------------------|------------------------------------|
| <input type="checkbox"/> ERECT A STRUCTURE | PRINCIPAL <input type="checkbox"/> | ACCESSORY <input type="checkbox"/> |
| <input type="checkbox"/> ADD TO A STRUCTURE | PRINCIPAL <input type="checkbox"/> | ACCESSORY <input type="checkbox"/> |
| <input type="checkbox"/> CHANGE USE OF STRUCTURE | | |
| <input type="checkbox"/> ESTABLISH A HOME OCCUPATION | | |

- ERECT A FENCE
- INSTALL SWIMMING POOL IN-GROUND ABOVE-GROUND
- INSTALL OFF-STREET PARKING AREA
- ERECT A SIGN
- ESTABLISH A HOME OCCUPATION
- USE OF LAND WITHOUT ANY STRUCTURE
- APPEAL OF VIOLATION NOTICE
- 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 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 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.

PLEASE REFER TO ATTACHED SAMPLE DRAWING

- 10. IF YOU ARE ERECTING A NEW STRUCTURE AND/OR REQUIRE A SEWAGE CONNECTION TO AN EXISTING STRUCTURE, PLEASE CHECK THE TYPE OF SEWAGE:**

ON-LOT CENTRAL SEWAGE OTHER (please explain under Item # 6)

ATTACH A COPY OF THE APPROPRIATE APPROVAL FOR THE ABOVE TYPE OF SEWAGE.

YOUR ZONING PERMIT CANNOT BE PROCESSED WITHOUT IT.

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 BY THIS APPLICANT THAT AN ERROR, MISSTATEMENT OR MISREPRESENTATION OF MATERIAL FACT, EITHER WITH OR WITHOUT INTENTION ON THE PART OF THIS APPLICANT, 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.

UPON THE APPROVAL OF THIS PERMIT AND PRIOR TO THE START OF CONSTRUCTION, YOU ARE REQUIRED TO SECURE A BUILDING PERMIT FROM THE BOROUGH'S BUILDING INSPECTOR.

APPROVED DENIED

SIGNATURE OF ZONING OFFICER

DATE

**ALL INFORMATION BELOW IS TO BE COMPLETED
BY BOROUGH 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?**

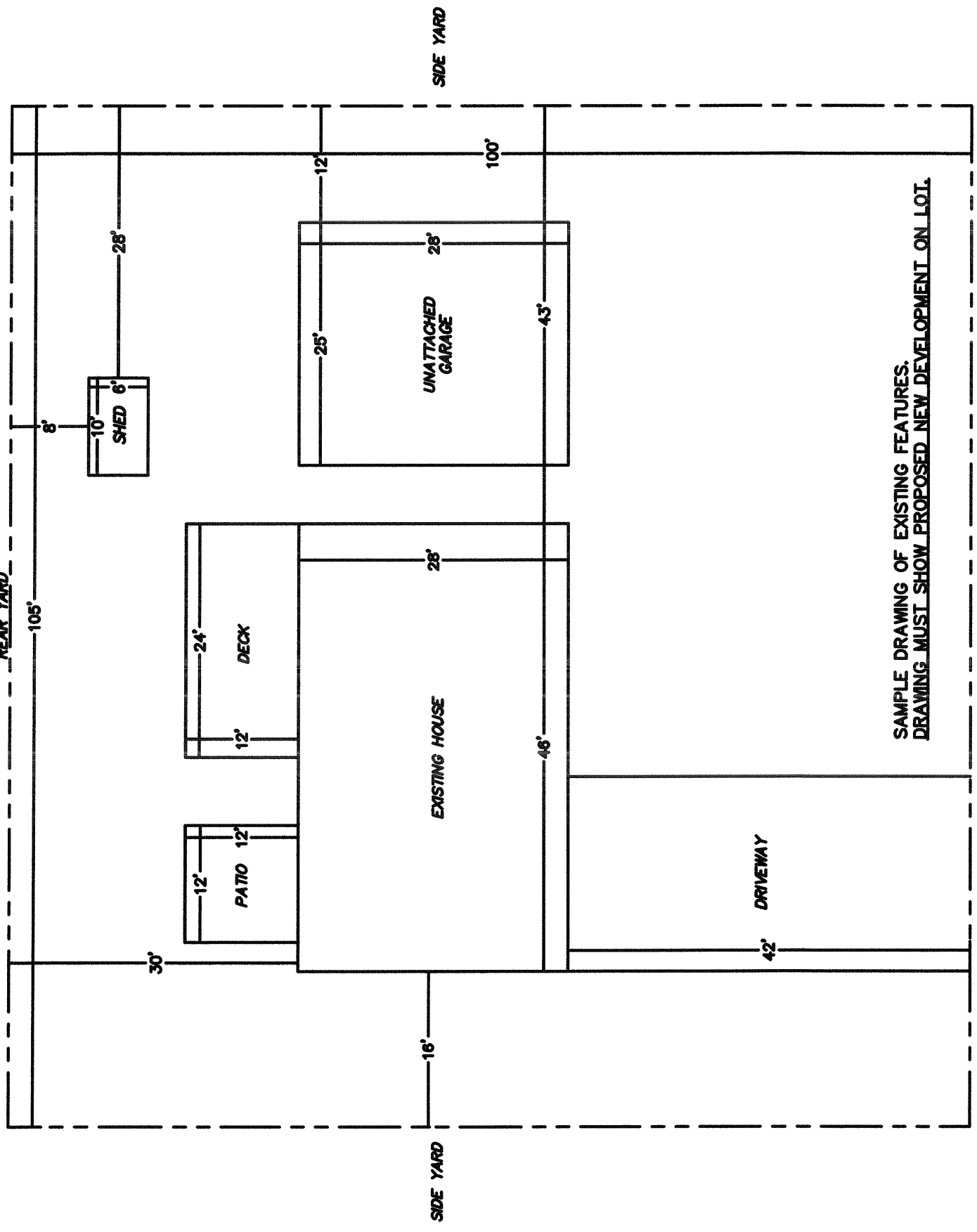
YES NO UNDECIDED/PENDING

- 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: _____**

**PENN LAKE PARK BOROUGH
SAMPLE OF PLAN/DRAWING REQUIRED WITH ZONING PERMIT APPLICATION**



**SAMPLE DRAWING OF EXISTING FEATURES.
DRAWING MUST SHOW PROPOSED NEW DEVELOPMENT ON LOT.**

**FRONT YARD
STREET**