

**APPLICATION FOR ZONING PERMIT**  
(ZONING ORDINANCE ARTICLE 13)

INSTRUCTIONS TO APPLICANT

1. **Application Fees:**  
Residential - \$55.00  
Non Residential - \$150.00
2. Answer all questions as directed by the Zoning Officer. (570) 208-4164
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 (owner of record)  
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 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 ON 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 USES (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

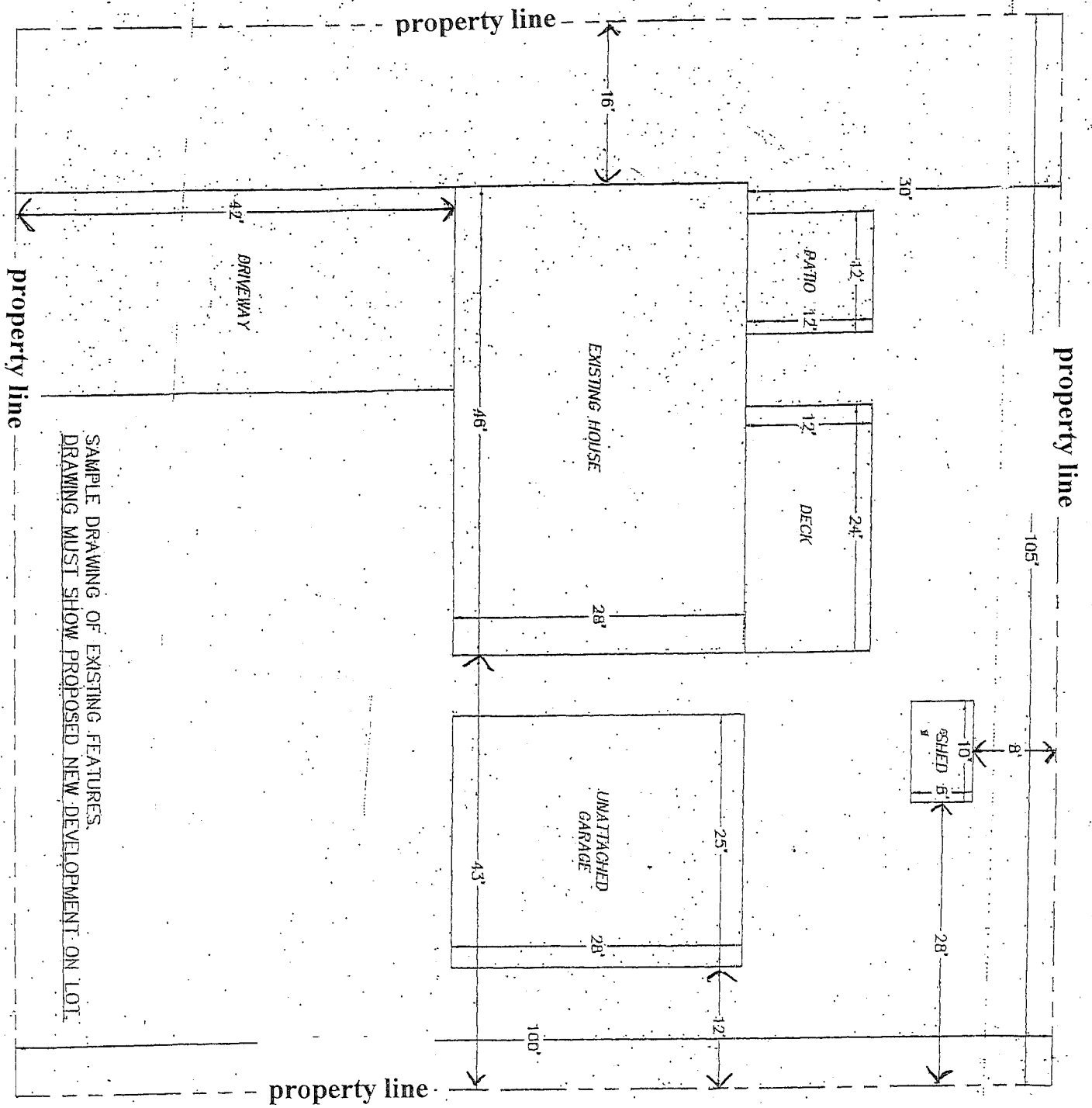
OWNER (If other than above)

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

\_\_\_\_\_  
 Signature: Owner of Record

\_\_\_\_\_  
 Date

# EXAMPLE SITE PLAN



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

STREET