

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.

Request made over the telephone may not be answered since this bypasses the required procedure and avoids payment of the application fee for this service. The \$25.00 application fee for this service was established by City Council Resolution R0006-13 on January 10, 2013. The zoning district/floodplain district determination form is available at the Planning & Zoning Office located on the first floor of City Hall at 40 East Market Street, Wilkes-Barre, Pennsylvania. It is also available on-line (www.wilkes-barre.pa.us) under resident services-planning & zoning 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. If you do not wish to submit the required form and pay the \$25.00 application fee you may refer to the 2012 Zoning Map and 2012 Floodplain Maps right on the City's main webpage. You can use these maps for future zoning district and floodplain determinations at your discretion.

Please refer to page 2 for the required application for this service.

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) 208-4164 (APPLICATION FEE: \$25.00)

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:

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