

GENERAL INFORMATION AND GUIDELINES FOR APPLICANTS

1. PLEASE MAKE AN APPOINTMENT IN ADVANCE FOR SITE PLAN AND ZONING PERMIT REVIEW. THIS WILL ELIMINATE ANY POSSIBLE FUSTRATION YOU MAY EXPERIENCE IF THE APPROPRIATE OFFICIALS ARE NOT AVAILABLE AND/OR ARE BUSY ASSISTING OTHERS WHO HAVE APPOINTMENTS WHEN YOU VISIT THE OFFICE UNANNOUNCED.
2. PLEASE HAVE ACCURATE INFORMATION AND FULLY COMPLETE THE FORMS YOU ARE GIVEN. MOST OF THE TIME, ZONING PERMITS REQUIRE MORE INFORMATION THAN YOU MIGHT THINK. THIS INFORMATION IS NOT REQUIRED TO MAKE IT DIFFICULT, IT IS REQUIRED TO DETERMINE COMPLIANCE WITH A WIDE VARIETY OF REGULATIONS. RESISTANCE IN PROVIDING INFORMATION USUALLY RESULTS IN A DELAY AND WON'T SPEED UP THE PROCESS. Please remember, the regulations are not the opinion of the application examiner. They are ordinances enacted by the City of Wilkes-Barre.
3. PROVIDE ACCURATE SITE PLAN DRAWINGS WHEN REQUESTED. UNLESS DIRECTED OTHERWISE, A SITE PLAN MUST INCLUDE: a) Shape and ACTUAL dimensions of the lot (OFF DEED). B) Size and shape of all buildings and structures and their exact location on the property. Indicate all distances to the structures and/or buildings from the property lines of your lot, i.e., front, sides and rear. C) Size and shape of any new additions/structures/buildings and the distances to the property lines, i.e., front, sides and rear. PLEASE REMEMBER, IT IS YOUR RESPONSIBILITY TO PREPARE AND PROVIDE THIS DOCUMENT TO PROVIDE INFORMATION THAT IS NEEDED TO DETERMINE COMPLIANCE.
4. Please remember, the sooner you complete your applications and provide accurate and complete site plans, the sooner you will get an answer on your application.
5. Please make sure that your applications are completed and signed in INK. Property owners must sign all applications submitted to this office. Please do not ask if someone else can sign. We cannot grant power of attorney.
6. Incomplete and/or inaccurate applications and drawings will be rejected.
7. All permits and approvals are done on paper. ANY DISCUSSION, INCLUDING PHONE CALLS, IS NOT A PERMIT OR APPROVAL.