

**TOWANDA BOROUGH, PENNSYLVANIA  
ZONING APPLICATION and PERMIT**

Application is hereby made for a permit to erect or alter a structure which shall be located as shown on diagram on reverse side of this sheet and/or to use the premises for the purposes described herewith. The information which follows, together with location diagram, is made part of this application by the undersigned. It is understood and agreed by this applicant that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of this applicant, such as might or would operate to cause a refusal of this application, or any change in the location, size or use of structure or land made subsequent to the issuance of this permit, without approval of the Zoning Office, shall constitute sufficient ground for the revocation of this permit.

**APPLICATION**                      Zoning Permit No. \_\_\_\_\_ Issued \_\_\_\_\_ Bldg. Permit No. \_\_\_\_\_

**A. LOCATION, OWNERSHIP AND PRESENT USE OF PROPERTY:**

1. Street, Number and Municipality \_\_\_\_\_
2. Deed Owner \_\_\_\_\_
3. Owner's Address \_\_\_\_\_
4. Present Tenant \_\_\_\_\_ Does tenant have Owner's Consent for proposed work? \_\_\_\_\_
5. Present Use of Structure & No. of families \_\_\_\_\_
6. Present Building, Describe \_\_\_\_\_
7. Present use of Land \_\_\_\_\_
8. Site is located in \_\_\_\_\_ Zoning District as shown on **Zoning Map**.

**B. PROPOSED USE OF STRUCTURE AND/OR LAND:**

1. Type of Work:  
New Structure:       Addition       Interior Alteration       Exterior Alteration   
Change of Use       Sign       Billboard       Other \_\_\_\_\_
2. Proposed Use of Structure & No. of Families \_\_\_\_\_
3. Proposed Use of Land \_\_\_\_\_
4. Description of Work \_\_\_\_\_ Permitted       Prohibited   
Estimate \_\_\_\_\_

**C. APPLICANT:**

1. Name of Applicant \_\_\_\_\_
2. Address of Applicant \_\_\_\_\_
3. Owner, Lessee, or authorized agent for owner of subject property \_\_\_\_\_
4. Applicant's Signature \_\_\_\_\_

**D. REFERENCES:**

1. Assessment Map No. \_\_\_\_\_ 2. Certificate of Occupancy No. \_\_\_\_\_ Issued: \_\_\_\_\_
3. Plan is attached hereto.    Yes     No

\*\*\*\*\***(FOR ADMINISTRATIVE USE ONLY)**\*\*\*\*\*

**E. APPROVAL AND DATES OF ACTION TAKEN:**

1. Application approved    Yes     No     Date \_\_\_\_\_    Zoning Officer \_\_\_\_\_
2. Reason for Denial of Application \_\_\_\_\_

3. Applied to Zoning Hearing Board \_\_\_\_\_ Date \_\_\_\_\_ Appeal \_\_\_\_\_ Yes     No   
Hearing No. \_\_\_\_\_ Special Exception Application \_\_\_\_\_ Yes     No
4. Board's Decision    Granted     Denied     Date \_\_\_\_\_    Order: \_\_\_\_\_

APPROVED AS MEETING  
ZONING ORDINANCE

*Zoning Officer*

REMARKS: \_\_\_\_\_

**NOTE: OCCUPANCY PERMIT WILL BE REQUIRED UPON COMPLETION OF WORK**

This permit applies to zoning only and shall not relieve applicant from obtaining such other permits as may be required by law. NOTICE: Violation of any provision of this ordinance by any owner or lessee or other person shall constitute disorderly conduct and each 24 hr. violation shall be deemed a separate offense punishable by a fine not to exceed \$500.00 plus all court costs including reasonable attorney fees incurred by the municipality as a result thereof.

## ZONING APPLICATION DIRECTIONS

### FOR COMPLETING INFORMATION REQUIRED ON PLOT PLAN

Place four dimensions in the space provided.

Front – Rear – Right and Left sides

Complete diagram starting from the front line which should give the size of the building.

1. The front building line in R-1 areas shall be 30 ft. minimum from edge of right-of-way  
One side 8 ft. minimum  
Two sides 16 ft. minimum  
Minimum lot size 7200 sq. ft. – 60 ft. Frontage – 120 ft. Depth.  
Maximum lot coverage 25% - Stories 2 ½
2. The front building line in R-2 areas shall be 25 ft. minimum  
One side 8 ft. minimum  
Two sides 16 ft. minimum  
Minimum lot size 6000 sq. ft. - 60 ft. Frontage – 100 ft. Depth  
Maximum lot coverage 30%
3. The front building line in R-3 areas shall be 25 ft. minimum  
One side 8 ft.  
Both sides 20 ft.  
Minimum lot size 6000 sq. ft. - 60 ft. Frontage – 60 ft. Depth  
Maximum lot coverage 35%
4. Unattached structures in R-districts  
Accessory structures which are not attached to a principal structure may be erected in one of the side yards or within the rear yard in accordance with the following requirements:
  - A. Front yard – 75 ft.
  - B. Side yard (Interior Lot) 3 ft.
  - C. Side yard corner lot same as for principal structure
  - D. Rear yard 3 ft (If fronting alley) 10 ft.
  - E. Not closer to principal structure 10 ft.

### ZONING FEES

1. ZONING PERMITS NOT REQUIRING BOARD ACTION, TEN DOLLARS (\$10.00)
2. ZONING PERMITS FOR SIGNS, TWENTY-FIVE DOLLARS (\$25.00)
3. OCCUPANCY PERMITS, FIVE DOLLARS (\$5.00)
4. ZONING PERMITS REQUIRING BOARD ACTION, THREE HUNDRED DOLLARS (\$300.00)  
DEPOSIT SUBJECT TO REIMBURSEMENT OF THE EXCESS DEPOSIT REMAINING AFTER  
PAYMENT OF THE ACTUAL COSTS INCURRED BY THE BOROUGH IN ACTING ON  
APPLICATION, WHICH ACTUAL COSTS SHALL INCLUDE A PROCESSING FEE OF  
TWENTY-FIVE DOLLARS (\$25.00).

R - 1 Area  
R - 2 Area  
R - 3 Area

Owner \_\_\_\_\_  
Street \_\_\_\_\_  
Ward \_\_\_\_\_

**PLOT PLAN**

