

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:**

**Phone #:** \_\_\_\_\_

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 2Y2
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, FORTY DOLLARS (\$40.00)
2. ZONING PERMITS FOR SIGNS, FIFTY DOLLARS (\$50.00)
3. OCCUPANCY PERMITS – RESIDENTIAL MAY BE INCLUDED IN BUILDING PERMIT – COMMERCIAL WILL BE IN ACCORDANCE TO SCHEDULE OF FEES BY 3<sup>RD</sup> PARTY AGENCY

ZONING PERMITS REQUIRING BOARD ACTION: REGARDING CONDITIONAL USE/SPECIAL EXCEPTION FEE ONE-THOUSAND DOLLARS (\$1,000.00) DEPOSIT PLUS ANY ADDITIONAL COSTS OVER \$1,000.00;  
REGARDING VARIANCE OR CORRECTIVE AMENDMENT OR ZONING CHANGE FEE \$1,000.00 PLUS ANY ADDITIONAL COSTS OVER \$1,000.00

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

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

**PLOT PLAN**

