

ZONING PERMIT APPLICATION

Lehigh Township, Wayne County, Pennsylvania

Print or type (See attached Instructions)

App. No. _____

Property Owner Information

Name _____
Address _____
City _____
State _____ Zip _____
Phone _____ Fax _____
Email _____

**Note: If applicant is not the property owner,
written permission from owner(s) is required.**

Contractor Information

Name _____
Address _____
City _____
State _____ Zip _____
Phone _____ Fax _____
Email _____

Property Information

TAX PARCEL (PIN) NO. _____ CONTROL NO. _____

PROPERTY SIZE (AC/SF): _____ ZONING DISTRICT: _____

PROPERTY LOCATION: (Development Name, Street Name, Lot No. - If not within a Major Subdivision, give distance and direction from nearest intersecting roads.):

EXISTING USE (i.e. Residential Home, Undeveloped Residential lot, Commercial building etc.)

PROPOSED PROJECT DESCRIPTION: (House, Addition, Garage, Shed, Deck, Commercial Building etc.)

Total Project Cost: \$ _____

WETLAND: ___ YES ___ NO FLOOD ZONE: ___ YES ___ NO

Infrastructure Data

Proposed Building Height: _____ **Building Dimension:** _____ x _____ No. of Bedrooms: _____

SIGN Type: _____ Sign area sq. ft.: _____ Sign height: _____ (feet)

SEWAGE DISPOSAL: (___) On-lot (___) Community System

Sewage System Permit No. _____ Date Issued _____

WATER SUPPLY: (___) Individual Well, Date Issued _____ (___) Community System

ROAD ACCESS: (___) Private Road (___) Municipal Road (Permit No.) _____ (___) State Road

(Permit No.) _____ (Note: Township and/or State Road permits are required prior to Zoning Permit Approval.)

Date Issued: _____

Zoning Officer: _____

App. No. _____

Site Plan

Attach three (3) copies of a site plan **drawn to scale** showing property lines, existing/proposed buildings, access drives, parking, water supply, sewage disposal, accessory buildings/uses (sheds, pools, decks etc.), and any other documentation needed to show compliance with the Zoning Ordinance. Indicate the distance of the Principal and Accessory buildings from the nearest property lines (front, sides and rear). See the "Site Plan Requirements" sheet for more information needed.

Note: Lehigh Township assumes no liability for Zoning Permits issued based on the Site Plan provided, incorrectly marked lot lines or property corners that were used in determining Permit approval. The Zoning Officer reserves the right to require a property to be surveyed before and/or after a Permit is issued to ascertain compliance with the Zoning Ordinance regulations Zoning Permit fees are non-refundable.

RETURN COMPLETED APPLICATION AND ALL SUPPORTING DOCUMENTATION TO:

**Lehigh Township
32 Second St.
P.O. Box 651
Gouldsboro, Pa. 18424**

**Phone: 570-842-6262
Fax: 570-842-7042
Cell: 570-236-0020
Email: lehigh.zoning@gmail.com**

Applicant/Owner Certification

I (We) hereby represent that the information provided herein and on the plans and documents submitted herewith are true and correct and request that a Zoning Use Permit be issued in reliance thereon. Further, I (We) agree to comply with the Lehigh Township Zoning Ordinance, as amended. Signing of this application authorizes the Township Zoning Officer to perform all inspections required to ensure compliance with the Lehigh Township Zoning Ordinance.

Applicant(s) Signature: _____ **Date:** _____

Note: If the applicant is not the owner, written permission from the Owner(s) is required.

Zoning Officer Use Only
Date Initial Application Received: _____ Fee: \$ _____ Check/Cash: _____
() Application Complete () Application Incomplete; Reason(s) _____

Date Missing or Corrected Information Received: _____
() Permit Issued
() Permit Denied; Reason(s): _____

Zoning Officer Signature: _____ **Date:** _____

Zoning Permits- Zoning Permits are required prior to construction of the following (but not limited to): buildings, additions, alterations to existing structures affecting the footprint of the building or usage of the space, fences, retaining walls, garages, swimming pools (above and in-ground), storage sheds, decks, patio rooms, porches, signs etc. Initially, Zoning applications are reviewed for completeness. (If your application does not have all the required documentation, it may delay the processing of your application until the required information is received.) Then a pre-site inspection is completed verifying that the proposed structure/use is in compliance with township ordinances. If a **UCC permit** is required for this application, it must be obtained **before** the Zoning Permit can be issued. NO work can begin until a Zoning Permit is issued. Zoning Permit fees are non-refundable.

Zoning Applications- Can be picked up at the Township Office during regular business hours on Thursday's from 8:00am till 12:00noon or call during office hours at 570-842-6262 and an application will be mailed to you.

UCC Permits (check with Zoning Officer to see if applicable for your permit) - In addition to all of the Zoning requirements and inspections, State Building Codes applications and inspections (if applicable) are also required. These regulations and inspections are not serviced by the Zoning Office but through an employee of B.I.U Inspection Agency, which has been subcontracted by Lehigh Township to implement the new Code. UCC application packets can be obtained at the Township Office during regular business hours on **Thursday's from 8:00am till 12:00noon** or by calling the **B.I.U. office at 570-344-9681**.

Instructions for completing the Zoning Application

1- Print or Type all information- Complete all items in each section applicable for the proposed structure. Include the application fee, a plot plan showing the exact location of all proposed and existing structures, and other required information. (Follow the checklist on page 4)

2- The Zoning Application must be signed by the Owner or authorized agent. The Zoning Application is the initial step in the permitting process. The actual Zoning Permit will not be approved until all other applicable permits (i.e. Sewage/Well, Driveway, UCC etc.) have been obtained. The application process forms the basis for determining if any associated permits are required. The Zoning Permit Fees are listed in the latest Lehigh Township Fee Schedule and are non-refundable. Zoning Applications can be obtained at the Lehigh Township Municipal Building or by calling the Township Office at 570-842-6262.

Certificate of Occupancy- Upon completion of the structure and prior to occupancy or use, a final inspection is required verifying that the work was completed as per the approved Zoning Permit. When a the final inspection is approved, a Certificate of Occupancy will be issued.

Lehigh Township

-Wayne County-

32 Second Street

P.O. Box 651

Goulsboro, PA 18424

Phone: 570-842-6262

Fax: 570-842-7042

Email: lehigh.zoning@gmail.com

Zoning Application Checklist:

_____ Copy of zoning application – include tax Map Number.

_____ Written Narrative (description of Project) providing all Project details, together with evidence of your compliance with express standards and criteria set forth in the Zoning Ordinance.

_____ 2 copies of Site Diagram (Survey Map) Generally accurate, showing; North arrow, tax map number, all setbacks, contours, exact size and location of existing buildings / physical feature, driveways, well, septic, water wetlands, etc. and showing illustration of proposed changes.

_____ 2 copies building plans 1 – Office
1 – work site

Copy of other documents:

_____ SEO permit / Sewage Planning Module

_____ Well permit / or Water hook up permit

_____ Driveway Permit (Township Roads), Highway Occupancy Permit (State Roads), DEP, PennDot, Lackawanna County / Conservation District, PA Dept. of Labor and Industry, etc.

_____ Proof of Workman's Comp & Liability Insurance (or notarized release form)

_____ Stormwater Drainage & Management/Soil Erosion and Sedimentation Control Plan, Environmental Impact Sediment, etc. if applicable

_____ UCC permit applications required for Additions, Decks (30 or more inches high), Electrical work, Plumbing work, and Detached Accessory Structures 500 sq/ft and over.

UCC Building/Electrical and Plumbing/Mechanical forms are available in our office.

Payment:

_____ Zoning Application Fee – check payable to Lehigh Township