

## INSTRUCTIONS FOR COMPLETING ZONING PERMIT APPLICATION

- 1) Complete and return Zoning Application with \$100.00 non-refundable fee payable to Thornhurst Township. Mail to: George Stefanski, Thornhurst Township Zoning Officer, 95 Sandy Beach Road, Clifton Twp., PA 18424.
- 2) If you are uncertain of how to answer an item please call George Stefanski 570) 877-7835. Leaving it blank will delay your application process. The following information should be supplied when completing the Zoning Application:
  - **Tax Parcel (Pin) No.:** Check your most recent tax bill or contact the Township SEO at 570) 842-7032
  - **Deed Reference:** Check the bottom of your deed for the Book and Page number or contact the Lackawanna County Recorder of Deeds in Scranton, PA.
  - **Property Size:** Check your deed
  - **Zoning District:** Check the Township Zoning Map or call the Zoning Officer at 570) 842-7131
  - **Sewerage Disposal:** A Sewerage Permit is required for new construction or additions resulting in increased sewerage flows **prior to** issuance of a Zoning or Building Permit. Contact the SEO at 570) 842-7032
  - **Water Supply:** Contact SEO at 570) 842-7032
  - **Road Access:** If in a private development contact the Association, a permit may be required from PA Dept. of Transportation if onto a state road or for Pine Lane contact Scott Jordan, Roadmaster at 570) 848-2759
  - **Total Project Cost:** This cost includes buildings and infrastructure (septic system, well, drive etc.) Check with your Contractor.
- 3) **Type of Improvement:** Information in this Section will determine compliance with Zoning requirements and the type of Building Permit applications that may be required for your project.
- 4) **Site Plan:** A detailed Site Plan **drawn to scale** is required to determine compliance with setback distances, lot coverage etc.. Such plans are usually prepared by a Surveyor, Architect, Builder or similar experienced person. A lot survey is not required. However, your permits will be revoked if the property is misrepresented.
- 5) **Applicant Certification:** Falsification of information has legal implications and may result in revocation of this and any related permits
- 6) **Building Plans:** If your Project will involve new construction or a major building addition, 2 copies of a detailed set of floor plans **drawn to scale (e.g. 1/4" = 1 ft.)** showing dimensions, elevations and heights of the proposed structures is required with the Zoning Permit Application.

### Resource Persons:

George Stefanski, Zoning Officer – 570) 877-7835 or Fax No. 570) 842-2608  
Will Evans, Sewage Enforcement Officer (SEO) – 570) 842-7032  
George Stefanski, Building Inspector – 570) 877-7835 or Fax No. 570) 842-2608  
Scott Jordan, Roadmaster – 570) 848-2759

## PERMITS REQUIRED TO BUILD IN THORNHURST TOWNSHIP

Thornhurst Township is a Zoned community that enforces the State's Sewage Facilities Act and Uniform Construction Code. With few exceptions, the following permits are required prior to any building.

**Zoning Permit:** Applying for a Zoning Permit is the initial step in the permit process. If a sewerage permit is necessary a Zoning Permit will not be issued until the Sewerage Permit is obtained. The Zoning Permit fee is \$100 payable to Thornhurst Township. This fee is non-refundable.

**Sewerage Permit:** There are community sewerage facilities in Thornhurst Township and privately owned individual on-lot systems. Both require a sewerage permit. Your property must be physically suitable for such systems as determined by the Township Sewerage Enforcement Officer (SEO). **If found unsuitable, in most cases, you will not be able to build.** A suitability determination and/or permit must be issued by the SEO prior to issuance of Zoning and Building permits. The permit fee varies. Forms can be obtained from the SEO by calling 570) 842-7032.

**Building Permit:** Building Permits are required prior to the start of construction and will not be issued until the Zoning Permit Application is approved and the Sewerage Permit has been issued or a suitability determination has been made by the SEO. The permit fee varies depending upon the scope and type of construction.

A copy of Liability Insurance and Workman's Compensation Insurance is required.

**Certificate of Occupancy:** Prior to occupancy **Final Inspections** are required. An inspection of the building and infrastructure (sewer system, well, etc.) and an inspection of Sewerage Facilities is required to receive your "Certificate of Occupancy". Costs associated with these certifications are covered in the above fees.

# ZONING PERMIT APPLICATION

## THORNHURST TOWNSHIP

LACKAWANNA COUNTY, PENNSYLVANIA

App. No. _____ (By Zoning Officer)
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Print or type (see attached Instructions)

### Applicant/Owner Information

<b>APPLICANT CONTACT INFORMATION:</b> Name _____ Street/P.O. Box _____ City _____ State _____ Zip _____ Phone _____ Fax _____
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<b>OWNER CONTACT (Indicate if same)</b> Name _____ Street/P.O. Box _____ City _____ State _____ Zip _____ Phone _____
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### Property Information

Tax Parcel (PIN) No. _____
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Deed Reference _____
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PROPERTY SIZE (AC/SF): _____ ZONING DISTRICT: _____ LOCATION: (Development Name, Street Name, Lot No. etc. If not within a major subdivision, give distance, direction and side of road from nearest intersecting roads): _____ _____ _____
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PRESENT USE (e.g. vacant woodland, undeveloped residential lot, commercial building etc.) _____
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PROPOSED USE (e.g., House, garage addition, commercial bldg. etc.) _____ _____
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### Infrastructure Data

SEWERAGE DISPOSAL: [ ] Onlot [ ] Community System [ ] Municipal System (If On-lot/Community; Permit No. _____, Date Issued _____) WATER SUPPLY: [ ] Individual Well [ ] Community System [ ] Municipal System UTILITIES: [ ] Existing at Property Line [ ] Must extend to property line; Distance (ft) _____ ROAD ACCESS: [ ] Private Road [ ] Municipal Road; Permit No. _____ Date _____ Issued By _____ (Note: Township or State roads may require permits from the jurisdictional owner prior to construction. Issuance of any related permits e.g. Zoning, Sewerage etc. does not infer a Roadway Access Permit will be issued).
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---> **Set-backs must be followed as per township ordinance and property use.**

App. No. \_\_\_\_\_  
(By Zoning Officer)

**Improvement Data**

TYPE OF IMPROVEMENT: (Include 2 copies of Floor Plans and Sectional Elevations **drawn to scale** for New Construction and Major Additions)

- New Construction; Square Footage \_\_\_\_\_ Height (feet) \_\_\_\_\_ Floors \_\_\_\_\_
- Addition; Type \_\_\_\_\_ Area (sf.) \_\_\_\_\_ Use \_\_\_\_\_
- Alteration; Type \_\_\_\_\_ Use; \_\_\_\_\_
- Removal; Explain \_\_\_\_\_

Will project involve new/expansion of the; Plumbing  Yes  No Electric  Yes  No

Start Date: \_\_\_\_\_ (NOTE; Permit Void if not started within six (6) months of Permit issuance)

**Total Project Cost: \$** \_\_\_\_\_

Contractor Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone \_\_\_\_\_

**Site Plan**

Attach a site plan **drawn to scale (e.g. 1/4" = 1 ft.)** property lines, existing/proposed buildings, access drives, parking, water supply, sewerage 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).

**Zoning Officer Use Only**

Date Received: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

Permit Issued; (Use complies with Zoning Ordinance)

Permit Denied; Reason; \_\_\_\_\_

Zoning Officer Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Applicant 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 Thornhurst Township Zoning Ordinance, as amended.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_