

ZONING HEARING BOARD APPLICATION

CLARKS SUMMIT BOROUGH
LACKAWANNA COUNTY, PENNSYLVANIA

Type of hearing requested (circle one): Special Use: Variance: Appeal: Interpretation:

APPLICANT INFORMATION:

NAME: _____ SIGNATURE: _____

ADDRESS (STREET, PO BOX): _____ TELEPHONE: _____

CITY: _____ STATE: _____ ZIP: _____

PROPERTY OWNER INFORMATION (If DIFFERENT THAN APPLICANT):

NAME: _____ SIGNATURE: _____

ADDRESS (STREET, PO BOX): _____ TELEPHONE: _____

CITY: _____ STATE: _____ ZIP: _____

PROPERTY INFORMATION:

EXISTING USE: _____

LOCATION: _____ TAX MAP#: _____ Zoning District: _____

(ROUTE NUMBER, ROAD NAME, VILLAGE, ETC.)

SECTION OF ORDINANCE:

LIST THE SECTIONS OF ZONING ORDINANCE UNDER WHICH YOU ARE REQUESTING (INTERPRETATION), (SPECIAL USE), (APPEAL) AND/OR (VARIANCE) OF:

GROUND FOR: (INTERPRETATION), (SPECIAL USE), (APPEAL) AND/OR (VARIANCE):

APPLICANTS ATTORNEY:

NAME: _____ ADDRESS (STREET, PO BOX): _____

CITY: _____ STATE: _____ ZIP: _____

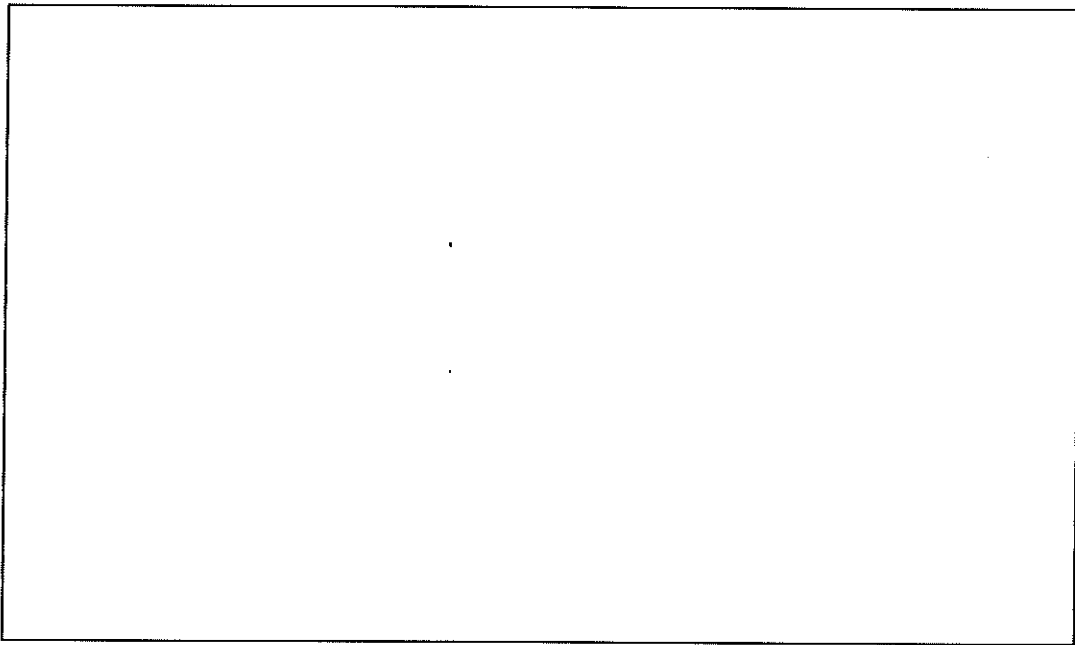
BOROUGH USE ONLY REQUESTING:

FEE: \$500.00 CHECK NAME: _____ CHECK NO. : _____

DATE RECEIVED: _____ FEE PAID: _____ RECEIVED BY: _____

PLOT PLAN SKETCH

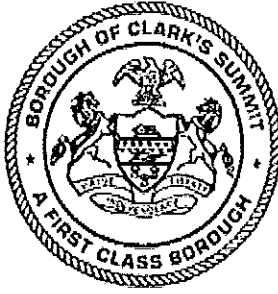
Rear Footage



S
I
D
E

F
O
O
T
A
G
E

Front Footage



CLARKS SUMMIT BOROUGH ZONING HEARING CHECKLIST

Please note: It is the Applicant/Applicants representative's responsibility to present a complete oral presentation at the time of the public hearing.

In addition to the oral presentation, it is important that the applicant have the information requested below. The requested information should be attached to the application when applying.

FROM THE APPLICANT:

1. Fully completed ZHB Application for Hearing
2. Copy of Deed(s) to property describing boundaries and ownership. If Deed references a recorded subdivision a "true" copy of said recorded subdivision.
3. A plot plan showing:
 - Boundaries of lot(s)
 - Abutting street(s)
 - Abutting property(ies) showing size and ownership of same.
 - Existing structure and/or improvements
 - All utilities
 - Placement of proposed structure and/or improvement (depicted in broken lines)
 - North reference arrow
 - Scale of plot plan
4. A true representation of the proposed structure. IE- House plans, garage plans, shed plan, fence (can be a marketing brochure).
5. Any related information the applicant can furnish to the Zoning Hearing Board that the applicant deems relevant. IE- Letter of no objection from neighbors, narrative description of what is being proposed, etc. Is there a hardship (a hardship can not be economic)? Be prepared to explain why (what "hardship" exists that the variance should be granted).
6. Attach a true copy of a prior order, requirement, decision, or determination of the Zoning Officer and/or the Board.
7. Check made payable to the "Borough of Clarks Summit" in the amount of five hundred dollars (\$500.00) for said hearing.

*Note this is a general guideline of items which may be required for a hearing before the ZHB. It is not intended to be an all inclusive listing.

