



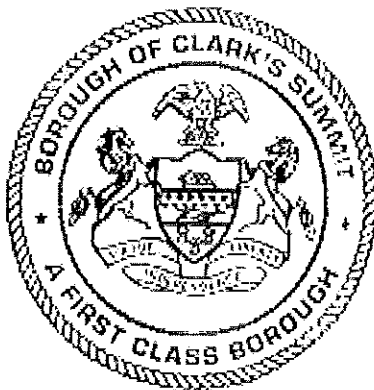
Borough of Clarks Summit

304 South State Street, Clarks Summit PA 18411

Phone 570.585.4811 Fax 570.586.3024 Email cscodofficer@epix.net

ZONING PERMIT INFORMATION

1. Zoning permits are used as a control and monitoring device of the Zoning Ordinance for the purpose of regulating land use and development within the Borough and promoting the general health, safety and welfare of its residents.
2. A zoning permit must be secured for all regulated activity. (Section 27-1100.3). Failure to obtain a required permit is a violation of the Ordinance and can result in fines and penalties (Section 27-1117).
3. The zoning officer issues all zoning permits. Applications are obtained through the zoning officer. The application must be filled out completely, signed and returned to the zoning officer with the appropriate fee(s). Two copies of the site plan are required if action by the Zoning Hearing Board or Borough Council is not required. The zoning officer will then review the application and either deny or approve. If a zoning application does not meet the necessary requirements of the Ordinance, the application will be denied. (Section 27-1102). The zoning officer shall issue or deny a permit for a principal permitted or accessory use within a maximum of ninety (90) days after a complete, duly filed application and fees are submitted. (27-1102.C)
4. It is essential that the zoning officer is notified **PRIOR TO THE START OF CONSTRUCTION** to allow sufficient time to verify setback distances and lot coverage and to examine the construction site with regard to the plan submitted and any other applicable matters deemed required. The property lines should be marked as well as the proposed project (Ex. marking paint or ribbon). Failure to adhere strictly to this procedure could lead to unnecessary delays or more serious problems in the event that a structure is located incorrectly on the site (27-1104.2)
5. A zoning permit for any project that requires a sewer system, storm water or earth disturbance controls or traffic access will not be issued until DEP, Penn DOT or Clarks Summit Borough issues an approved permit for any of these essential items.
6. Permits are issued for a one-year period and expire if the project is not started within that time. If additional time is required to start and/or complete the project, an extension of six (6) months can be granted for good cause if requesting in writing. A new permit must be issued if the original is allowed to expire. A second fee will also be levied (Section 27-1109).
7. Please note it is recommended that applicants wait 30 days, from issue date of permit, to start construction. There is a 30-day appeal period that others may appeal the approved decision (27-1111).
8. Upon completion of an approved project the zoning officer must be contacted to perform a **FINAL INSPECTION**. The original permit should be returned to the office. If all requirements have been met a Certificate of Occupancy or Use is then issued (27-1102.7).



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ZONING PERMIT APPLICATION

INSTRUCTIONS TO APPLICANTS

When submitting an Application for a Borough Zoning Permit, the following items are required:

1. A completed application form.
It is not necessary that you "squeeze" the "Plot plan of proposed project" into the space provided. You may use an attachment with the drawing. The drawing must include:
 - Lot size/dimensions
 - Location and measurements of existing structures (All impervious surface, i.e. driveway, sidewalks)
 - Front, Rear and Side yard setbacks
 - The proposed structure/addition, etc. represented in a dotted line.
2. A copy of the current deed to the property.
3. A copy of any decision or actions by the Borough Zoning Hearing Board, and/or Planning Commission, and/or Council, if applicable.
4. The following Contractor information:

Name: _____

Address: _____

Phone: _____ Federal ID# _____

Plus a Copy of their Certificate of Insurance of having General Liability and Workman's Compensation Insurance. This can be faxed to the Borough office at (570) 586-3024. In lieu of not having Workman's Compensation Insurance, contractor must complete and have notarized Workman's Compensation Insurance-Coverage Information Form attached.

5. The Borough and/or any authorized agent may request/require additional items or information while reviewing this application.

DATE RECEIVED: _____

REC. BY: _____

ZONING PERMIT APPLICATION

(In accordance with the Clarks Summit Zoning Ordinance)

Property Owners Information:

Name: _____

Address: _____
(Street) (City) (State) (Zip)

Phone #: _____

Project information:

() Erect a new: _____ (single family dwelling, commercial bldg,
E&S program, etc)

() Erect a detached: _____ (pool, accessory structure, fence, etc)

() Construct an attached addition : _____ (garage, room deck, etc.)

() Renovation of: _____ (kitchen, bathroom, living room, etc.)

() Yard Sale: _____ (date and time)

Proposed Pool, Structure or Fence (dimensions): _____

Estimated Construction cost: _____

Property Information:

Property Location: _____

Zoning District: _____ Tax Map #: _____

Lot (dimensions): _____ X _____ Sq.- Ft: _____

Existing Buildings (dimensions): _____ X _____ Sq.-Ft: _____

Front Setback: _____ Side Setback: _____ Rear Setback: _____

I [we] hereby represent that the information provided herein submitted is true, correct and agree to obey all of the Ordinances and Laws of the Borough of Clark Summit and the Commonwealth of Pennsylvania concerning Building and Zoning Regulations.

Owner's signature

APPLICANT INFORMATION:

NAME: _____

ADDRESS (STREET, PO BOX): _____

TELEPHONE: _____

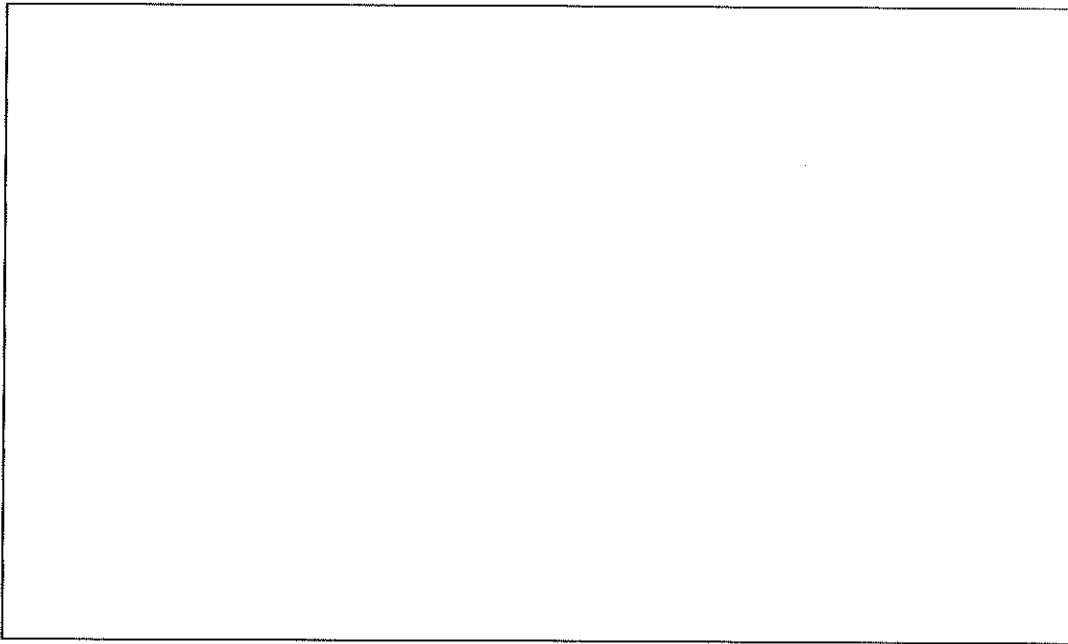
CITY: _____

STATE: _____

ZIP: _____

PLOT PLAN SKETCH

Rear Footage



S
I
D
E

F
O
O
T
A
G
E

Front Footage

Borough Use Only

Fee: **\$50.00**

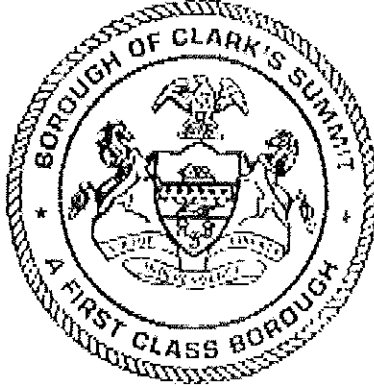
Denied/Issued: _____

Date: _____

Permit #: _____

Code Enforcement Officer: _____

Reason for Denial: _____



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www.clarkssummitboro.org

IMPERVIOUS SURFACE BREAKDOWN CHART

ADDRESS _____

LOT SIZE (SQ. FT.) _____

HOUSE (SQ. FT.) _____

DRIVEWAY (SQ. FT.) _____

WALKWAY(S) (SQ. FT.) _____

PATIO, MISC. (SQ. FT.) _____

TOTAL EXISTING IMPERVIOUS SURFACE % _____ SQ. FT. _____

PROPOSED CONSTRUCTION _____ SQ. FT. _____

TOTAL IMPERVIOUS SURFACE EXISTING AND PROPOSED: % _____

SQ. FT. _____

Note: (a.) IMPERVIOUS SURFACE – Area covered by roofs, concrete, asphalt or other man-made cover which has a coefficient of runoff of 0.7 or higher. The Borough Engineer shall decide any dispute over whether an area is “impervious”. Areas of land paved for the sole purpose of noncommercial tennis courts, trails or basketball courts or closely similar active outdoor recreation may be deleted from impervious surfaces for the purposes of determining permitted impervious coverage, unless those areas would also be used for non-recreational uses (such as parking).

(b.) IMPERVIOUS SURFACE RATIO – The total area of all impervious surfaces within a lot divided by the gross lot area.