



304 South State Street
Clarks Summit, PA 18411

Phone 570-585-4811
Fax 570-586-3024

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
 - 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 for HOME OCCUPATION

(In accordance with the Clarks Summit Zoning Ordinance)

Property Owners Information:

Name: _____

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

Phone #: _____

Occupation Information:

() Type of Business: _____

() Business name: _____

() Home space occupied: _____ sqft (25% allowed)

() Renovation of: _____ (Home Occupation space)

Estimated Construction cost: _____

Property Information:

Property Location: _____

Zoning District: _____ Tax Map #: _____

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

Existing Buildings (dimensions):

Home: _____ X _____ Sq.-Ft: _____

Garage: _____ X _____ Sq.-Ft: _____

Gross floor area: _____ sqft (includes basement, and accessory structures.)

PERFORMANCE STANDARDS & ENVIRONMENTAL PROTECTION:

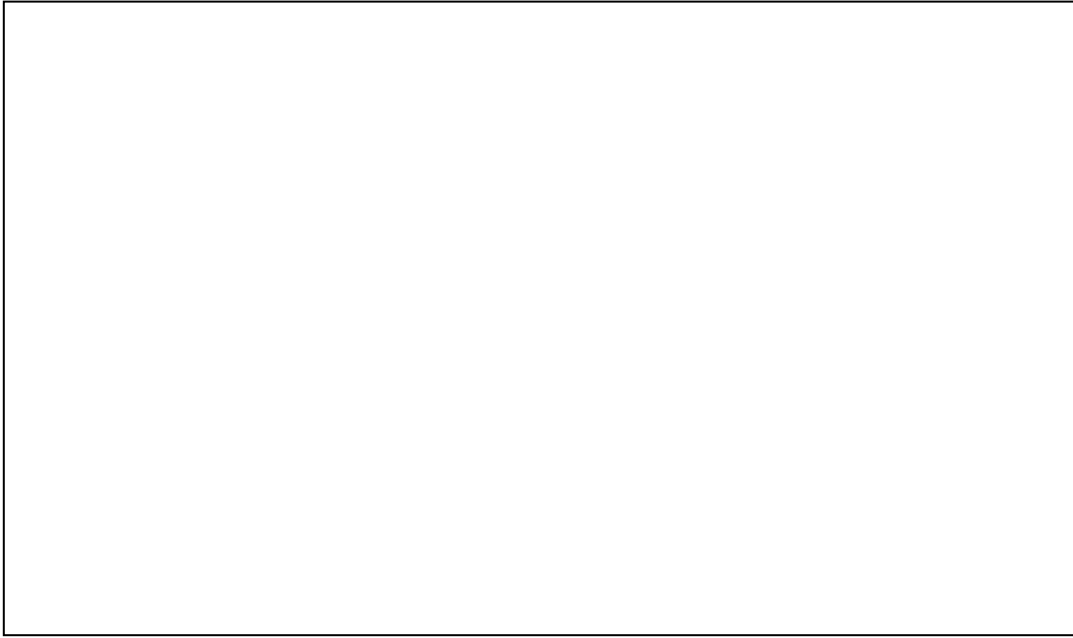
Submit documentation, which addresses the Performance Standards & Environmental Protection requirements in §701 and any other applicable standards contained in the Borough Zoning Ordinance.

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

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: _____

