

BOROUGH OF HONESDALE

958 Main Street, Honesdale, PA 18431

Zoning Office / NEIC

Telephone: 570-280-2111 Fax: 570-280-2112

OFFICE USE ONLY

Date Received: _____

Zoning District: _____

Permit Number: _____

APPLICATION FOR ZONING PERMIT

Application is hereby made for a permit in conformity with requirements of the Pennsylvania Municipalities Planning Code, Current Local Zoning Ordinance and any amendments thereto for the following described work:

I. PROPERTY INFORMATION

Municipality: _____ Development: _____

Address/Lot No.: _____ Tax Parcel ID: _____

Lot Width: _____ Lot Depth: _____ Acres/Square Feet: _____

Located in a Floodplain ☐ Yes ☐ No If Yes, Market Value of Property: _____

Zoning District: _____ Residential: _____ Commercial: _____ HOA? ☐ Yes ☐ No

Is Property located in Historic District? ☐ Yes ☐ No If Yes - Association Name: _____

II. APPLICANT & OWNER INFORMATION

Applicant Name: _____ Phone: _____

Mailing Address: _____ Email: _____

(If different than Applicant)

Owner Name: _____ Phone: _____

Mailing Address: _____ Email: _____

III. CONTRACTOR INFORMATION

Contractor Name: _____ Phone: _____

Mailing Address: _____ Email: _____

IV. CONSTRUCTION

☐ Erect a Structure ☐ Principal ☐ Accessory Size: _____ (L x W x H)

☐ Add to Structure ☐ Principal ☐ Accessory Size: _____ (L x W x H)

☐ Change of Use Existing Use: _____ Proposed Use: _____

☐ Erect a Fence ☐ Install a Swimming Pool ☐ In-ground ☐ Above-ground

☐ Erect a Sign (Provide sign proof along with plot plan)

☐ Sign Copy Change (Provide sign proof) ☐ Use New/Change ☐ Establish a Home Occupation

☐ Other (Please Specify): _____

V. PROJECT DESCRIPTION

Provide a narrative which explains the proposed project based upon the item checked in the previous section (IV): _____

Cost of Construction: _____ Sewage Disposal: ☐ Public Sewer ☐ On-lot ☐ See Below

Lot Coverage (Sq. Ft.): _____ Water Supply: ☐ Public Water ☐ Well

Max. Height of Structure: _____ Street Access: ☐ Municipal ☐ State ☐ Other

*Honesdale Borough On-site Septic Permit # _____ No Permit Required _____ (Initial)

SEO Signature _____ Print Name _____

Date _____

*Central Wayne Regional Authority Permit # _____ No Permit Required _____ (Initial)

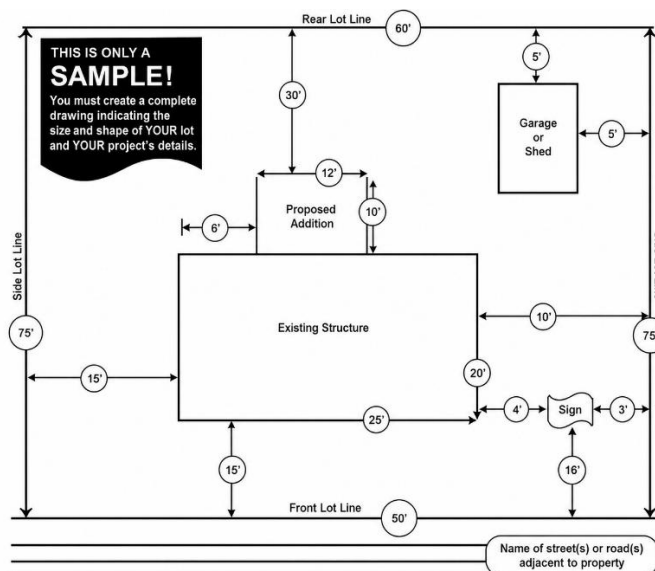
CWRA Signature _____ Print Name _____

Date _____

VI. PLOT PLAN MUST BE INCLUDED WITH THIS APPLICATION

PLEASE INCLUDE THE FOLLOWING:

1. Indicate the length of all property lines.
2. Show all existing and proposed structures on property and the distance from the structure to the property lines.
3. Indicate name of streets abutting property.
4. Identify all bodies of water and show distance to proposed structure(s).
5. Show septic, well, driveway locations and distance from new structure to septic.
6. Label distances from principal structure to proposed accessory structure(s).
7. Physically mark property lines & proposed location of structure onsite prior to submitting zoning application.



PLOT PLAN

*A survey or other prepared plot plan can be attached, in lieu of this sketch sheet.

Name: _____ Address: _____

OFFICE USE ONLY

Approved by: _____ Date: _____ Permit No.: _____

I hereby authorize the Municipality Staff to perform inspections related to this application as may be required between the hours of 8 AM and 8 PM. The applicant understands and agrees to comply with the Pennsylvania Municipal Planning Code and Zoning Ordinance, as amended. All information supporting this application shall become part of the records of the Municipality, cannot be returned and may be examined by the public at any time during the normal working hours of the Municipal Office.

Application is hereby made for a permit to erect or alter a structure which shall be located as shown on the attached diagram/plot plan and/or to use the premises for the purposes herewith. The information which precedes, together with the plot plan/diagram, is made part of this application by the undersigned. It is understood and agreed by the applicant that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of the applicant, such as might of would operate to cause a refusal of this application or any change in the location, size or use of structure or land made subsequent to the issuance of this permit without approval of the Zoning Officer, shall constitute sufficient ground for the revocation of this permit.

Applicant's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

(If different than applicant)

.....
All items below this line to be completed by Code Official

Meeting Dates (if applicable)

HARC: _____ Approved: ☐ Yes ☐ No

ZHB: _____ Approved: ☐ Yes ☐ No

Planning: _____ Approved: ☐ Yes ☐ No

Other: _____ Approved: ☐ Yes ☐ No

Action Taken: ☐ Approved ☐ Denied

Zoning Officer Signature: _____ Date: _____

Zoning Fee: _____

Balance Due: _____ Date Paid: _____

If the permit is denied, the zoning officer shall note the applicable sections/basis of denial below:

A copy of the zoning officer's official letter of denial shall be attached to this application.

HONESDALE BOROUGH

ZONING PERMIT APPLICATION PACKET

Submission Checklist

☐ Application Fee Payable to *Honesdale Borough* \$100.00

☐ Application completed in ink and signed by applicant and property owner if the applicant is not the property owner or provide written authorization from the owner to act as their agent.

☐ Completed plot plan with all required information attached. (Please refer to sample provided)

☐ Building Plans, as applicable. Include a floor plan and elevation plan for all new construction, including additions and decks.

☐ Contractor Certificate of Insurance naming HONESDALE BOROUGH as certificate holder

☐ Height and size of structure specified on application where indicated.

☐ Parcel ID number and property address

☐ Contact person and phone number

☐ Copy of recorded deed (if required)

☐ Copy of Septic / Sewer Permit if required

☐ Copy of Water Supply Approval/Permit (if required)

☐ Copy of Driveway Permit (if required)

☐ Highway Occupancy Permit (if required)

☐ All Property lines and proposed location of structure(s) must be marked on the site prior to submitting the application.

Honesdale Borough / NEIC Zoning Officer

209 Main Street, Childs, PA 18407

570-280-2111