



ADD TO A STRUCTURE      PRINCIPAL       ACCESSORY   
(Include dimensions of proposed addition to structure under Item 7).

CHANGE USE OF AN EXISTING STRUCTURE OR PROPERTY

OCCUPANCY OF AN EXISTING STRUCTURE

ERECT FENCING (Include the height of the fence under Item 7).

INSTALL SWIMMING POOL     IN-GROUND     ABOVE-GROUND  
(Include the dimensions of pool and depth under Item 7).

INSTALL OFF-STREET PARKING AREA

ERECT A SIGN

ESTABLISH A HOME OCCUPATION

USE OF LAND WITHOUT ANY STRUCTURE

APPEAL OF VIOLATION NOTICE

OTHER (PLEASE LIST) \_\_\_\_\_

6. WHICH OF THE FOLLOWING TYPES OF LAND USE BEST REFLECTS THE PROPOSED USE OF THE PROPERTY, STRUCTURE AND/OR LAND BASED UPON THE ITEM CHECKED UNDER NO. 5:

RESIDENTIAL     

COMMERCIAL     

INDUSTRIAL     

INSTITUTIONAL   

PUBLIC USE     

OTHER     

7. PROVIDE A NARRATIVE WHICH ACCURATELY EXPLAINS THE PROPOSED USE OF YOUR PROPERTY BASED UPON THE ITEM CHECKED UNDER NO. 5: (Use Additional Sheets if Necessary)

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8. SIZE OF LOT: IS YOUR LOT IRREGULAR SHAPED?  YES  NO

\_\_\_\_\_ MAXIMUM WIDTH

\_\_\_\_\_ MAXIMUM DEPTH

\_\_\_\_\_ SQUARE FEET OF LOT

IS YOUR PROPERTY A CORNER LOT?  YES  NO

9. PROVIDE THE LOCATION OF THE PROPOSED STRUCTURE/USE ON LOT, INCLUDING ANY ADDITIONS IF APPLICABLE

\_\_\_ FEET TO FRONT YARD PROPERTY LINE

\_\_\_ FEET TO REAR YARD PROPERTY LINE

\_\_\_ FEET TO SIDE YARD PROPERTY LINE

\_\_\_ FEET TO SIDE YARD PROPERTY LINE

\_\_\_ MAXIMUM HEIGHT OF STRUCTURE.

10. PERCENT OF LOT COVERAGE: \_\_\_\_\_  
(SUM OF THE SQUARE FEET OF ALL STRUCTURES, EXISTING AND PROPOSED, DIVIDED BY SIZE OF LOT). SEE ATTACHED EXAMPLE SHEET

11. **ATTACH A CLEAR AND LEGIBLE SITE PLAN WHICH ACCURATELY ILLUSTRATES AND LABELS, AS APPLICABLE, ALL EXISTING AND PROPOSED STRUCTURES AND/OR DEVELOPMENT UPON THE PROPERTY INCLUDING BUT NOT LIMITED TO:**

- THE LOT SIZE IN SQUARE FEET WHICH MUST INCLUDE DIMENSIONS OF THE LOT.
- THE LOCATION AND DIMENSIONS OF EXISTING AND PROPOSED STRUCTURES UPON THE LOT.
- THE MINIMUM SETBACK DISTANCES OF ALL EXISTING AND PROPOSED STRUCTURES, UPON THE LOT AS MEASURED TO THE NEAREST FRONT, REAR AND SIDE YARD PROPERTY LINES.
- THE LOCATION AND DIMENSIONS OF ANY EXISTING EASEMENTS.
- IF APPLICABLE, THE LOCATION AND DIMENSIONS OF ALL EXISTING AND PROPOSED OFF-STREET PARKING SPACES.

**THE SITE PLAN SHALL BE CONSIDERED PART OF THE APPLICATION. FAILURE TO PROVIDE AN ACCURATE SITE PLAN WILL RESULT IN YOUR APPLICATION BEING DEEMED INCOMPLETE AND IT WILL BE RETURNED TO YOU. IF DEEMED**

**NECESSARY, THE ZONING OFFICER MAY REQUIRE THAT THE SITE PLAN BE DRAWN TO A PRESCRIBED SCALE. PLEASE REFER TO ATTACHED SAMPLE DRAWING FOR A RESIDENTIAL PROPERTY.**

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED WITHIN THIS APPLICATION IS TRUE, CORRECT AND ACCURATE TO THE BEST OF MY KNOWLEDGE. IT IS UNDERSTOOD AND AGREED THAT AN ERROR, MISSTATEMENT OR MISREPRESENTATION OF MATERIAL FACT, EITHER WITH OR WITHOUT INTENTION ON THE PART OF THIS APPLICANT, SHALL CONSTITUTE SUFFICIENT GROUNDS FOR THE REVOCATION OF THE APPROVAL OF THIS PERMIT.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
DATE

IF YOU ARE BOTH THE APPLICANT AND THE OWNER OF THE PROPERTY, SIGN BOTH OF THE ABOVE LINES. THE OWNER'S SIGNATURE IS ALWAYS REQUIRED. FAILURE TO PROVIDE OWNER'S SIGNATURE WILL RESULT IN YOUR APPLICATION BEING DEEMED INCOMPLETE AND IT WILL BE RETURNED TO YOU.

APPROVED       DENIED

\_\_\_\_\_  
SIGNATURE OF ZONING OFFICER

\_\_\_\_\_  
DATE

FAILURE TO COMMENCE THE WORK/IMPROVEMENTS APPROVED UNDER THIS PERMIT WITHIN ONE YEAR FROM THE DATE OF APPROVAL SHALL RENDER THE APPROVAL AS NULL AND VOID.

WITH FEW EXCEPTIONS, A BUILDING PERMIT WILL BE REQUIRED FOR THE BOX WHICH YOU CHECKED UNDER ITEM 5. PLEASE CONTACT BOROUGH CODE ENFORCEMENT OFFICER, ANDY HEGEDUS, AT (570) 851- 9843 FOR FURTHER INFORMATION.

**ALL INFORMATION BELOW IS TO BE COMPLETED  
BY THE BOROUGH ZONING OFFICER.**

A. IF THE PERMIT IS DENIED, THE ZONING OFFICER SHALL NOTE THE APPLICABLE SECTIONS/BASIS OF DENIAL BELOW:

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B. A COPY OF THE ZONING OFFICER'S OFFICIAL LETTER OF APPROVAL OR DENIAL SHALL BE ATTACHED TO THIS PERMIT.

C. IF THE APPLIATION HAS BEEN DENIED, HAS THE APPLICANT/OWNER REQUESTED AN APPEAL OF THE ZONING OFFICER'S DECISION TO THE ZONING HEARING BOARD?

YES       NO       UNDECIDED/PENDING

D. IF APPLICABLE, DATE OF WRITTEN REQUEST OF APPEAL: \_\_\_\_\_

ATTACH COPY OF APPLICANT/OWNER'S WRITTEN REQUEST FOR APPEAL TO THE ZONING HEARING BOARD OR A COMPLETED APPLICATION FOR THE APPEAL TO THE ZONING HEARING BOARD.

E. IF APPLICABLE, DATE OF SCHEDULED ZONING HEARING BOARD MEETING: \_\_\_\_\_

**THROOP BOROUGH – ZONING PERMIT APPLICATION**

**HOW TO CALCULATE THE PERCENT OF YOUR LOT COVERAGE  
ITEM 10 ON APPLICATION**

**INSTRUCTIONS**

10. PERCENT OF LOT COVERAGE: \_\_\_\_\_  
(SUM OF THE SQUARE FEET OF ALL STRUCTURES, EXISTING AND PROPOSED,  
INCLUDING SWIMMING POOLS DIVIDED BY SIZE OF LOT).

EXAMPLE USING A HOME, WITH A DETACHED GARAGE AND A  
PROPOSED SWIMMING POOL LOCATED UPON 5,000 SQUARE FEET LOT.

**SAMPLE CALCULATION**

AN EXISTING HOME THAT IS 25 FEET WIDE AND 40 LONG HAS A FOOT  
PRINT THAT EQUALS 1,000 SQUARE FEET BASED UPON MULTIPLYING  
 $25 \times 40 = 1,000$  SQUARE FEET.

AN EXISTING DETACHED GARAGE THAT IS 10 FEET WIDE AND 20  
FEET LONG HAS A FOOT PRINT THAT EQUALS 200 SQUARE FEET  
BASED UPON MULTIPLYING  $10 \times 20 = 200$  SQUARE FEET.

A PROPOSED SWIMMING POOL THAT IS 10 FEET WIDE AND 18 FEET  
LONG HAS A FOOT PRINT THAT EQUALS 180 SQUARE FEET, BASED  
UPON MULTIPLYING  $10 \times 18 = 180$  SQUARE FEET.

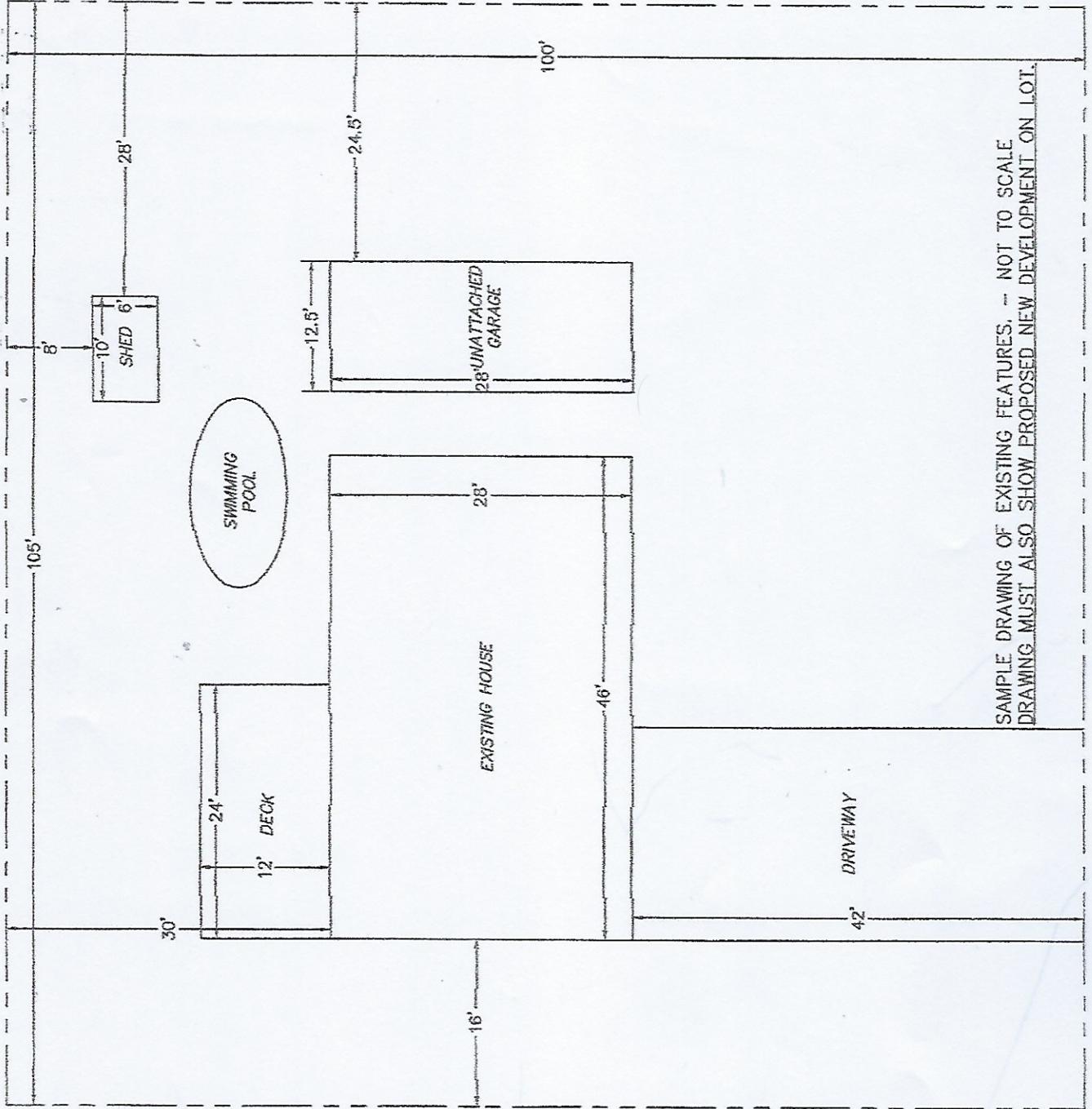
SUM OF SQUARE FEET OF ALL STRUCTURES:  $1,000 + 200 + 180 = 1,380$   
SQUARE FEET.

SIZE OF PROPERTY = 5,000 SQUARE FEET

$1,380 \div 5,000 = .276$

$.276$  MULTIPLIED BY 100 = 27.6% LOT COVERAGE.

SAMPLE OF DRAWING REQUIRED WITH ZONING PERMIT APPLICATION



SAMPLE DRAWING OF EXISTING FEATURES. -- NOT TO SCALE  
DRAWING MUST ALSO SHOW PROPOSED NEW DEVELOPMENT ON LOT.

STREET

**ITEM 11. REQUIRED DRAWING**

