

BOROUGH OF THROOP
ZONING PERMIT APPLICATION (revised 04/09/2021)

Zoning Officer: Andy Hegedus
(570) 489-8311 extension 9
Email: ahegedus@throopboro.com

Please use Black or Blue ink only.

ZONING PERMIT NUMBER: _____
(Leave Blank; Borough Will Assign Number) Date Submitted Date Received

Cost of Construction: _____ Permit Fee: _____

Permit Fee must be submitted with this application. Once an application is submitted to be processed fees are nonrefundable.

THE BOROUGH OF THROOP ZONING ORDINANCE AND ZONING MAP ARE AVAILABLE ON-LINE AT: www.throopboro.com

You are required to complete all information within this application, including the required drawing of your property under Item 11; otherwise this application will be deemed incomplete and will be returned to you. Please print legible responses to each question.

1. MAILING ADDRESS/ LOCATION OF PROPERTY FOR THIS APPLICATION:
(Vacant properties must also include the PIN Number of the property found in your deed.)

2. ZONING DISTRICT IN WHICH THE PROPERTY IS LOCATED: _____
(If uncertain leave blank or contact the Zoning Officer)

3. PRINT BELOW THE APPLICANT'S NAME, MAILING ADDRESS, EMAIL ADDRESS and PHONE NUMBER:

4. PRINT BELOW THE OWNER'S NAME, MAILING ADDRESS, EMAIL ADDRESS and PHONE NUMBER.

5. APPLICATION IS HEREBY MADE TO:

ERECT A STRUCTURE PRINCIPAL ACCESSORY
(Include dimensions of proposed structure under Item 7).

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 dimensions of pool and height of required fencing (not less than 4ft.) under Item 7).
*Above ground pools that have a depth of less than 4 feet or a side wall exposure of less than 4ft. shall require fencing around the pool. An electrical permit is required for all swimming pools.

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 PURPOSE OF THIS APPLICATION BASED UPON THE BOX CHECKED UNDER ITEM NO. 5: (Use Additional Sheets if Necessary)

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 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, OR FENCE IF APPLICABLE.

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, DIMENSIONS AND PURPOSE 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.

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.

APPROVED DENIED

SIGNATURE OF ZONING OFFICER

DATE

WITH FEW EXCEPTIONS, A BUILDING PERMIT WILL BE REQUIRED FOR THE BOX WHICH YOU CHECKED UNDER ITEM 5. PLEASE CONTACT ANDY HEGEDUS, ZONING/ CODE ENFORCEMENT OFFICER (570) 489-8311 EXT. 9 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:

- 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: _____

BOROUGH OF THROOP – 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 MULTIPYING 25 X
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
MULTIPYING 10 X 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
MULTIPYING 10 X 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.

PLOT PLAN

The PLOT PLAN page shall be fully completed by the applicant in accordance with the instructions below. It shall represent the conditions existing on the property at the time of application and shall also indicate any proposed new construction, additions, expansion, alterations or accessory structures.

INSTRUCTIONS

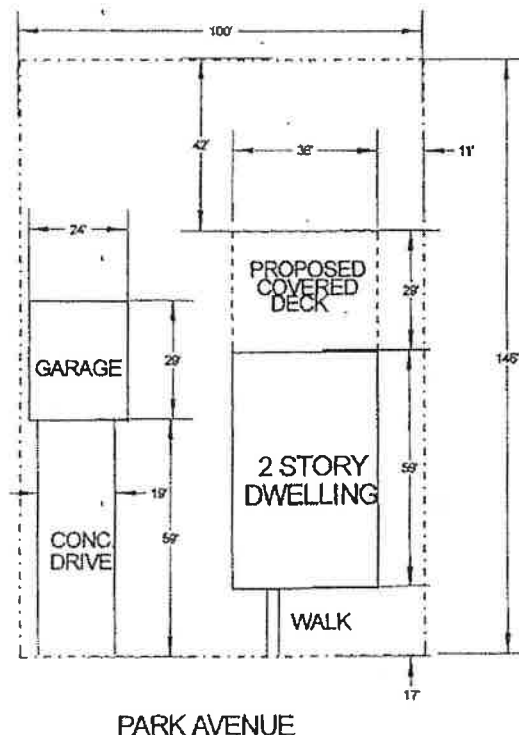
Indicate and label on the PLOT PLAN page the location and size of **all** existing structures on the property with a solid line (_____), the location and size of any proposed new construction, alteration, addition, expansion and/or accessory structures with a broken line (- - - - -) and show the distances of same from the lot lines.

Indicate on the PLOT PLAN page the dimensions of the property indicating the length of each boundary line of the lot as well as any street, court and/or alley which abuts the lot.

Indicate and label on the PLOT PLAN page all existing and proposed off street parking areas as well as their sizes. Show loading areas and parking area planting strips where applicable for other than residential purposes.

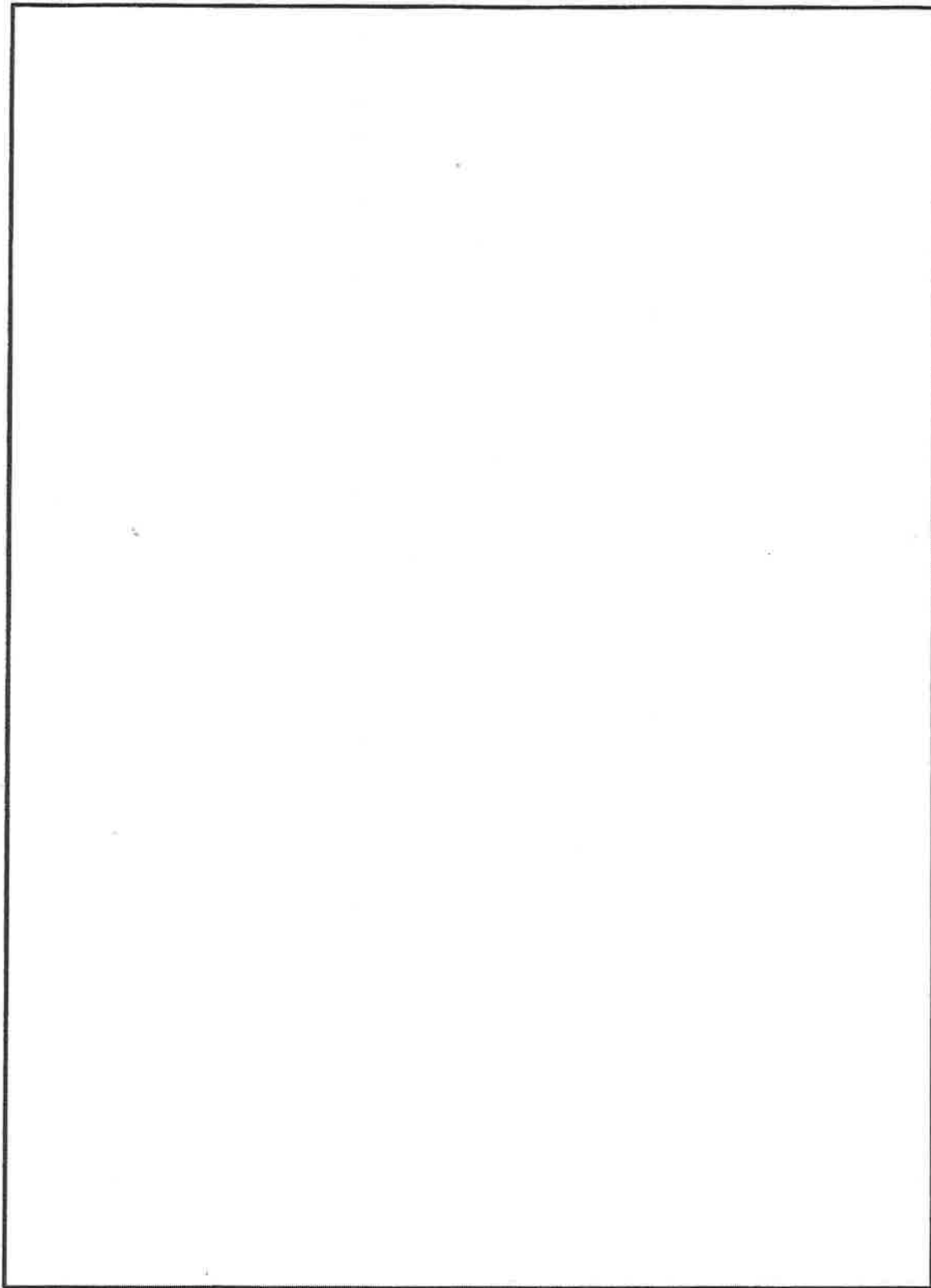
EXAMPLE

CENTER COURT



PARK AVENUE

**ITEM 11 PLOT PLAN
REQUIRED DRAWING**



NAME OF STREET

IF PROPERTY IS A CORNER LOT INCLUDE THE NAME AND LOCATION OF ADJOINING STREET.