

ZONING

500 Attachment 3

Borough of Wyalusing

**INSTRUCTIONS FOR:
COMPLETION OF AN APPLICATION TO THE
WYALUSING ZONING HEARING BOARD**

(It is suggested you read the entire instruction sheet before beginning to complete the application. Questions may be directed to the Zoning Officer at telephone number 570-746-1707.)

SECTION A: APPLICANT(S)

- ITEMS 1, 2, 3: Enter the complete name(s), current mailing address, and current telephone number (including area code) of the applicant(s).
- ITEM 4,5: An appearance before the ZONING HEARING BOARD is a hearing before three board members, the Board's solicitor, and a court recorder. Applicants often choose to be accompanied by legal representation. If you wish to have a chosen legal representative notified of published hearing information, please include the name, address, and telephone number of your representative.

SECTION B: SUBJECT PARCEL

- ITEM 1: The complete address assigned by the United States Post Office must be provided. If the subject parcel is a vacant lot for which no Post Office address has been assigned write "none" and proceed to item 2.
- ITEM 2: Tax Map Number: This number can be obtained from two locations:
A. The tax bill you receive from the Bradford County Assessor
B. At the Bradford County Tax Assessor's Office in Towanda, PA (telephone 570-265-1714)
- ITEM 3: Deed Reference: Book Number and Page Number
This information can be obtained at the Bradford County Recorder's Office
- ITEM 4: Parcel Identification Number.
This information can be obtained at the Bradford County Recorder's Office
- ITEM 5, 6: Provide the complete name and address of the legal owner of the subject parcel. If the owner is not the same as the applicant, then legal written authorization must be included authorizing the applicant to apply to the board on the owner's behalf.

WYALUSING CODE

- ITEM 7: Zoning District: This may be obtained from the official Zoning Map located at the Borough Office. It can also be obtained by asking the Zoning Officer (Telephone: 570-746-1707).
- ITEM 8: Existing Use
- ITEM 9: Type of Use
This information can be most easily obtained by asking the Zoning Officer telephone 570-746-1707 (recommended method). The information can also be obtained by researching and cross-referencing the Zoning Ordinance, property file, and other municipal records.
- ITEM 10: Floodplain Zone
This information can be most easily obtained by asking the Floodplain Administrator Telephone 570-746-1707 (recommended method). The information can also be obtained by researching and cross-referencing the Floodplain Ordinance, property file, and other municipal records.

SECTION C: TYPE OF USE

Please indicate the proposed use change for the property.

SECTION D: STRUCTURAL CHARACTERISTICS AND DIMENSIONS FOR PROPOSED IMPROVEMENTS.

Building and yard dimensions (exterior)
Structural and Site information (for proposed improvements)

SECTION E: CONSTRUCTION INFORMATION

Obtain information from contractor

SECTION F: TYPE OF RELIEF REQUESTED

Check only those items you are requesting and are applicable to the application.
IMPORTANT: If you are not sure what to request, seek legal advice.

If you are applying for a variance, carefully read and provide the necessary information related to the five items listed.

SECTION G: REASON(S) FOR REQUESTED RELIEF

This is self-explanatory.

ZONING

SECTION H: REQUIRED DOCUMENTATION CHECKLIST:

This section is provided to help you insure the necessary information is included with your application. Check off items as you complete them. If you believe a portion is not required, it is suggested you discuss it with the Zoning Officer before you submit the application.

Incomplete applications will be returned to the applicant. Current fee schedules are posted in each municipality and the appropriate fee must accompany the application.

SECTION I: CERTIFICATION & SIGNATURE

Carefully read this section. You **must** sign and date the application. Applications received without a proper, legible signature will be returned without action.

Please return completed application to:

Wyalusing Borough
PO Box 131
Wyalusing, PA 18853

Office hours: Mon-Fri, 8:00 a.m.-12:00 p.m.

**DO NOT WRITE IN THE OFFICIAL USE ONLY SECTION
AT BOTTOM OF THE APPLICATION**

WYALUSING CODE

**ZONING PERMIT APPLICATION TO
WYALUSING BOROUGH ZONING HEARING BOARD**
(Please Print Only)

SECTION A: APPLICANT(S)

1. Names(s): _____
2. Mailing Address: _____
3. Telephone #: _____
4. Attorney's Name: _____
5. Address/Phone: _____

SECTION B: SUBJECT PROPERTY

1. Property Address: _____
2. Tax Map Number: _____
3. Deed Reference: Book Number _____ Page Number _____
4. Parcel Identification Number: _____
5. Name of property owner _____
6. Address of property owner _____
7. Zoning District: _____
8. Existing Use: _____
9. Type of Use: (check one) Conforming _____ Nonconforming _____
10. Floodplain Zone: _____

SECTION C: TYPE OF USE

TYPE OF ACTIVITY	✓	PROPOSED USE-RESIDENTIAL	✓	PROPOSED USE-COMMERCIAL	✓
NEW BUILDING		SINGLE FAMILY DWELLING		COMMERCIAL SIGNAGE	
ADDITION		MULTI-FAMILY (# OF UNITS)		INDUSTRIAL	
ALTERATION		MOBILE HOMES		INSTITUTIONAL	
RELOCATION		GARAGE OR CARPORT		RECREATIONAL	
CHANGE OF USE				HOME BUSINESS	
OTHER		OTHER		OTHER	

ZONING

EXPLAIN IN DETAIL, THE PROPOSED WORK TO BE DONE IN ALL USES:

SECTION D: STRUCTURAL CHARACTERISTICS AND DIMENSIONS FOR PROPOSED IMPROVEMENTS

1. BUILDING AND YARD DIMENSIONS (EXTERIOR) *VIEW FROM FRONT OF STRUCTURE

LENGTH AND WIDTH OF STRUCTURE _____ FT x _____ FT TALLEST EXTERIOR HEIGHT _____ FT.

TOTAL LOT AREA _____ ACRES TOTAL SQ. FT. OF FLOOR AREA _____

FRONT YARD _____ FT. SIDE YARD _____ FT AND _____ FT. FROM NEIGHBORING PROPERTIES

REAR YARD _____ FT. (REAR OF BUILDING TO PROPERTY LINE)

2. STRUCTURAL AND SITE INFORMATION (FOR PROPOSED IMPROVEMENTS)

FLOOR PLANS SUBMITTED/ATTACHED _____ YES _____ NO # OF STORIES _____ # OF BEDROOMS

_____ SQUARE FT. OF FINISHED BASEMENT AREA _____ # OF BATHROOMS _____

% OF BASEMENT UNFINISHED _____ LIVING AREA _____ GARAGE _____ RECREATION _____

LOT COVERAGE AS IMPERVIOUS PERCENTAGE

_____ BUILDING % OF LOT _____ ALL SURFACES % OF LOT

** FLOOD ELEVATION CERTIFICATE ATTACHED YES _____ NO _____

SEWAGE APPROVAL _____ WATER APPROVAL _____

SECTION E: CONSTRUCTION INFORMATION

ESTIMATED VALUE OF CONSTRUCTION \$ _____ MARKET VALUE \$ _____

CONTRACTOR NAME _____ TELEPHONE NO. _____

EXPECTED DATE OF COMPLETION: _____

WYALUSING CODE

SECTION F: TYPE OF REQUESTED RELIEF: (Check only those applicable items) If checking Variance, please include 1 — 5 with documentation.

- | | |
|-------------------------------|--|
| 1. Variance _____ | 8. Change of Nonconforming Use _____ |
| 2. Special Exception _____ | 9. Appeal of Administrative Decision _____ |
| 3. Home Occupation _____ | 10. Other Relief Allowed per PA MPC _____ |
| 4. Conversion _____ | 11. Request for curative amendment _____ |
| 5. Multi-family housing _____ | 12. Request for zoning change _____ |
| 6. Subdivision _____ | 13. Appeal from Floodplain Determination _____ |
| 7. Sign _____ | 14. Driveway _____ |

The Pennsylvania Municipalities Planning Code and the Codes of the Borough of Wyalusing, PA require that for a variance to be granted the applicant must prove to the Zoning Hearing Board the following items are true: (please attach documentation for these items separately)

1. That there are unique physical circumstances or conditions, including irregularity, narrowness or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that the unnecessary hardship is due to such conditions, and not the circumstances or conditions generally created by the provisions of the ordinance in the district which the property is located.
2. That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the Zoning Ordinance and that the authorization of a variance is therefore necessary to enable the reasonable use of the property.
3. That the variance, if authorized, will not alter the essential character of the district in which the property is located, nor substantially or permanently impair the appropriate use or development of adjacent property, nor be detrimental to the public welfare.
4. That the variance, if authorized, will represent the minimum variance that will afford relief and represent the least modification possible of the regulation in issue. In granting any variance, the Zoning Hearing Board may attach such reasonable conditions and safeguards as it may deem necessary to implement the purposes of this Ordinance.

SECTION G: REASON(S) FOR THE REQUESTED RELIEF:

A statement, including the section of the Code of the Borough in which the Zoning Hearing will take place, under which the appeal or application requested may be allowed and reasons why it should be granted; or a statement of the section of this chapter governing the situation in which the alleged erroneous ruling is being appealed, and reasons for the appeal. (If more space is needed, please use additional sheet and attach.)

ZONING

SECTION H: REQUIRED DOCUMENTATION CHECKLIST:

The following documentation must be drawn to scale and submitted in triplicate at the time of application. These plans must include dimensions and actual shape of the parcel, the exact size and locations of existing buildings on the lot, the locations and dimensions of proposed buildings or alterations, and any natural or topographic peculiarities of the parcel in question. The location of all of the setbacks on the property shall be drawn on the plan including the front, rear, and side yard setbacks. If the request is for a sign the dimensions of the sign shall be included.

The existing and intended use of part of the building, the number of families or dwelling units, the building is designed to accommodate, and such other information as may be necessary to determine compliance with the Zoning Ordinance and the parking requirements.

INSTRUCTIONS: THE LOCATION SKETCH SHOULD SHOW/NOTE SCALE: NOTE EXISTING OR PROPOSED ITEMS.

1. THE RELATIONSHIP OF THE LOT TO ADJOINING PROPERTIES AND ROADS (PROVIDE ROUTE/STREET NAME)
2. THE LOCATION OF BUILDING ON THE PARCEL; DIMENSIONS OF THE LOT LINES
3. THE APPROXIMATE LOCATION OF ANY WELL/WATER LINES OR SEWAGE SYSTEM/SEWER LINES
4. THE LOCATION OF ANY OTHER MAJOR LOT FEATURES-DRIVEWAYS, GARAGE OR EXISTING BUILDINGS, STEAMS OR WOODS.

Applications received without the required documentation will be returned without action.

1. Site Plan _____
2. Building Plans (including floor and elevation drawings) _____
3. Parking Plans (include stormwater and lighting systems) _____
4. Application Fee: \$500 payable to the Borough for Section C. Items 1 thru 8 and \$1,500 for items 9 & 10 _____
5. Any other pertinent data required by the Zoning Hearing Board, Borough Council and/or Zoning Officer. _____
6. Refuse Containment Plan (multifamily/commercial only) _____

Floodplain Applications

Substantial improvement _____yes _____no Cost of improvement \$ _____

Market Value \$ _____ = _____ %

WYALUSING CODE

SECTION I: CERTIFICATION AND SIGNATURE

I certify the information contained in this application and its supplements are true and correct. I further acknowledge I may be responsible for other additional costs such as, but not limited to, stenographic, advertising, duplication and mailing expenses resulting from the hearing for which I have applied and any additional expenses will be paid upon demand. I understand application for other required permits shall be made separately from this application.

THE APPLICANT ACKNOWLEDGES ALL INFORMATION IS CORRECT AND ACCURATE TO THE BEST OF THEIR KNOWLEDGE. APPLICANT AGREES NOT TO INITIATE THE PROPOSED PROJECT UNTIL A MUNICIPALITY-ISSUED PERMIT IS OBTAINED. A LOCATION SKETCH MUST BE DRAWN ON THE OTHER SIDE OF APPLICATION

THE APPLICANT UNDERSTANDS COMPLETION AND SUBMISSION OF THIS APPLICATION SHALL NOT RELIEVE THE APPLICANT FROM OBTAINING SUCH OTHER PERMITS THAT MAY BE REQUIRED BY OTHER LOCAL, COUNTY, STATE OR FEDERAL REGULATIONS OR LAWS. SUPPLEMENTAL FORMS MAY BE NECESSARY FOR FLOOD PLAIN MANAGEMENT REQUIREMENTS. ANY CHANGE TO THE PLANS MUST BE APPROVED BY THE ZONING OFFICER

SIGNATURE OF APPLICANT(S) _____

****ITEMS BELOW THIS LINE ARE FOR OFFICIAL USE ONLY****

SECTION J: DISPOSITION

A. ACTION: APPROVED _____ DISAPPROVED _____ ZONING OFFICER _____
DATE OF ISSUANCE _____

B. REASON FOR DENIAL BY ZONING OFFICER _____

C. ZONING HEARING BOARD _____

D. OFFICIAL DATE FILED WITH MUNICIPALITY _____

E. DATE FEE PAID _____

F. DATE OF NOTICE AND NEWSPAPER OF RECORD _____

G. DATE OF HEARING _____

H. DATE OF DECISION _____

ZONING

I. ZONING BOARD'S DECISION: GRANTED _____ DENIED _____

J. ZONING BOARD CONDITIONS: _____

ZONING

ATTN: ADDITIONAL PERMITS AND/OR APPROVALS MAY ALSO BE REQUIRED BY THE BOROUGH DEPARTMENTS BELOW:

BLDG CODES ___ **PUBLIC WORKS** _____ **HISTORIC** _____ **PLANNING COMMISSION** _____

This permit applies to ZONING ONLY and shall not relieve the applicant from obtaining other such permits # may be required by law. Violation of any provision of this ordinance, including falsification of information on this permit shall be punishable by a fine not to exceed \$500 or by imprisonment not to exceed 60 days

DATE STAMP RECEIVED _____

WYALUSING CODE

Permit Submission Requirements

_____ **Signed Zoning Permit Application Form**

_____ **Payment of Applicable Fee(s)**

_____ **Property Owner Authorization:**

- If the application is not signed by all record owners of the property, a written authorization by the property owner(s) must accompany the application. For example: lease, contractor agreement, sales contract, or authorization letter.
 - If owner is an entity (for example, an LLC), documentation of the authority of the person signing the form is required.
- Plot Plan, Floor Plan which must:
- (1) Be drawn to scale (e.g., one inch equals 20 feet)
 - (2) Show the dimensions (length x width) and area (in square feet) of the lot
 - (3) Show each existing building, structure, sign, and paved area on the lot along with all relevant dimensions for each
 - (4) Show each proposed/new building, structure, sign, or paved area along with the dimensions of each
 - (5) Show the distance between each proposed/new building or structure and the building setback line (if setback is not known, label the distance to the property line)
 - (6) Show and label each adjacent streets, alley and right of way (including sidewalks)
 - (7) Show all proposed and existing parking and loading areas with any proposed storm drainage facilities
 - (8) Describe adjacent land uses (if known)
- (9) Show all required buffer zones, landscape areas, and lighting data (if applicable)
- (10) Depict any other information requested by the Zoning Officer, including, but not limited to:
- *Fences: length, height & construction material*
 - *Paved areas: pavement surface material*
 - *Swimming pools: buffer distance around pool & fence location*
 - *Home occupations: proof of residency*
 - *Yard sales: proof of residency & dates of operation*
 - *Dwelling units & commercial uses: floor plan showing the use, dimensions (feet) & area (square feet) of each room*