CITY OF HAZLETON
40 North Church Street
Hazleton, Pennsylvania
(570) 459-4925

ZONING PERMIT APPLICATION

[A Zoning Permit Application must be filed prior to the Building Permit Application]

This application is being made for a permit to use land or a structure, or construct, alter, or demolish a structure in the location shown on the attached sketch plan. The information and the sketch plan that follow are considered part of this application. Any error, misstatement or misrepresentation of material fact in this application or the location, size or use of land or structure, whether intentional or not, that, if known by the Zoning Officer at the time of issuance of the zoning permit would result in denial of the application, shall constitute a reason for the issuance of a stop work order and revocation of the zoning permit.

SECTION 1. PROPERTY LOCATION AND OWNERSHIP INFORMATION:

A. Property Address and Location: __________________________________________

B. Deed Owner and Address: _______________________________________________

   • Contact Number: ( ) _______ - ______________________

SECTION 2. APPLICANT INFORMATION, IF DIFFERENT THAN OWNER:

A. Applicant’s Name and Address: __________________________________________

   • Contact Number: ( ) _______ - ______________________

B. Interest in Property:

☐ Record Owner
☐ Tenant with lease
☐ Option Holder
☐ Buyer Under Agreement of Sale
☐ Other ____________________

SECTION 3. CONTRACTOR INFORMATION, IF SOMEONE OTHER THAN OWNER IS DOING THE WORK:

A. Contractor’s Name and Address: __________________________________________

   • Contact Number: ( ) _______ - ______________________
C. **Site plan.** A site plan drawn to scale including the following must be attached to this application:

1. The exact size and location of existing and proposed structures on lot, including distances from structures to lot lines and other structures.
2. The number and type of structures on the lot.
3. The number and location of parking and loading spaces, if applicable.
4. The existing and proposed use of the lot.
5. The height of proposed structures.
6. The size and location of the lot and building setback lines and dimensions.
7. All streets and alleys bounding the lot.
8. All existing and proposed utilities, access drives, and easement, if any.

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**How to Draw a Basic Site Plan**

The Inspector Department recommends that when drawing a site plan, that you draw as close to scale possible.
D. Zoning Information. Please complete the following (if not applicable indicate with n/a):

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoning District</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot Size (sq. ft.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot Width (ft.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot Depth (ft.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Setback: (ft.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front Yard (Street Name)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*(Corner Lot) Other Front Yard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rear Yard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Side Yard (left side from front)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Side Yard (right side from front)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Height (ft.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of off-street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>parking spaces</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot Coverage (%)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E. Use Information. Check whichever is applicable:

☐ Use of structure that has been altered, enlarged or moved
☐ Use of vacant land
☐ Change in use of land
☐ Change in use of building or structure
☐ No change in use of property

Please explain: _______________________________________________________

Size of lot area to be used: ____________________________ (sq. ft.)

SECTION 6. DOWNTOWN OVERLAY DISTRICT:

A. Is the property located within the Downtown Overlay District (see map located in code office). The district boundary encompasses both sides of Broad Street between Locust and Poplar Streets, both sides of Church Street between Broad and Maple Streets, both sides of Laurel Street between Broad and Maple Streets; and both sides of Wyoming Street between Broad and Holly Streets.
☐ Yes
☐ No

B. Will the proposed scope of work impact the front exterior of the building.
☐ Yes
☐ No

If you answered yes to both A. and B., you must obtain a Certificate of Appropriateness (COA) and include it with your application.
B. Insurance Information:

☐ Proof of worker's compensation insurance is attached.
☐ Notarized affidavit verifying no employees is attached.
☐ Proof of general liability insurance is attached.

C. Pennsylvania Contractor Registration No. _______________________

SECTION 4. PRESENT USE OF PROPERTY:

A. Type of Use:
☐ Vacant Land
☐ Single-Family Dwelling
☐ Two-Family Dwelling
☐ Multi-family Dwelling
☐ Commercial
☐ Industrial
☐ Other _________

B. Size and Type of Existing Lot:

Width: _______ Length/Frontage: _______ Acres/Square Feet: _______

Corner Lot: Yes _____ No _____

C. Number of Existing Buildings and Structures on Lot: _______

SECTION 5. PROPOSED WORK:

A. Type of Work, Structure and Use (check those applicable):

<table>
<thead>
<tr>
<th>Type of Work</th>
<th>Type of Structure</th>
<th>Type of Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ New</td>
<td>☐ Single-family Dwelling</td>
<td>☐ Residential</td>
</tr>
<tr>
<td>☐ Addition</td>
<td>☐ Two-family Dwelling</td>
<td>☐ Commercial</td>
</tr>
<tr>
<td>☐ Repair/Alteration/Change</td>
<td>☐ Multi-family Dwelling</td>
<td>☐ Industrial</td>
</tr>
<tr>
<td>☐ Demolition</td>
<td>☐ Manufactured Home</td>
<td>☐ Agricultural</td>
</tr>
<tr>
<td>☐ Other _________</td>
<td>☐ Accessory Structure</td>
<td>☐ Other _________</td>
</tr>
<tr>
<td></td>
<td>☐ Fence</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Sign</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Shed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Swimming Pool</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Garage</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Other</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Non-residential Building</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Other</td>
<td></td>
</tr>
</tbody>
</table>

B. Describe the type of work/structure/use in detail:

________________________________________________________________________
________________________________________________________________________
I will have the structure built and located in accordance with the dimensions indicated above.

Date: ____________

Signature of Applicant
SECTION 7. OTHER CONSTRUCTION INFORMATION:

A. Has a sewer and water connection permit been obtained?
   □ Yes
   □ No
   □ Not applicable-existing connection

   If a permit has been obtained, attach a copy to this application.

B. Start Date: ____________ Completion Date: ____________

C. Construction Costs: $______________

By signing below, the applicant and owner verify that the information contained in this application and the documents attached are true and correct to the best of his/her/their knowledge, information and belief. The applicant and owner understand that false statements made herein are subject to penalties of 18 Pa. C.S.A. Section 4904 relating to unsworn falsification to authorities. If the application is not signed by the owner, the applicant certifies that the applicant is authorized by the owner to make this application and the applicant agreed to inform the owner of the approval (with conditions if any) or denial of the application.

_________________________________________  _______________________
SIGNATURE OF OWNER                      DATE

_________________________________________  _______________________
SIGNATURE OF APPLICANT                    DATE

OFFICIAL USE ONLY

Date Received: _______________ Fee Paid: ____________________________

APPROVED____ DENIED____ THIS __________ DAY OF __________________ 20____.

IF APPROVED, THE APPROVAL IS SUBJECT TO THE FOLLOWING CONDITIONS:

_________________________________________________________________

_________________________________________________________________

ZONING OFFICER

IF THE ZONING PERMIT APPLICATION IS DENIED, A COPY OF THE DENIAL LETTER MUST BE ATTACHED.