

**HARVEYS LAKE BOROUGH**

1151 Route 315, Dolphin Plaza  
Suite 3, Wilkes-Barre, PA 18702

**\*\* 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: \_\_\_\_\_

Do you have an elevation certificate  Yes  No If Yes, please attach a copy with submission

Property located in Historic District  Yes  No If Yes, also complete the Application for COA

**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)

Install Off-street Parking Area or Parking Lot  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):

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Cost of Construction: \_\_\_\_\_

Sewage Disposal:  Public Sewer  On-lot

Lot Coverage (Sq. Ft.): \_\_\_\_\_

Water Supply:  Public Water  Well

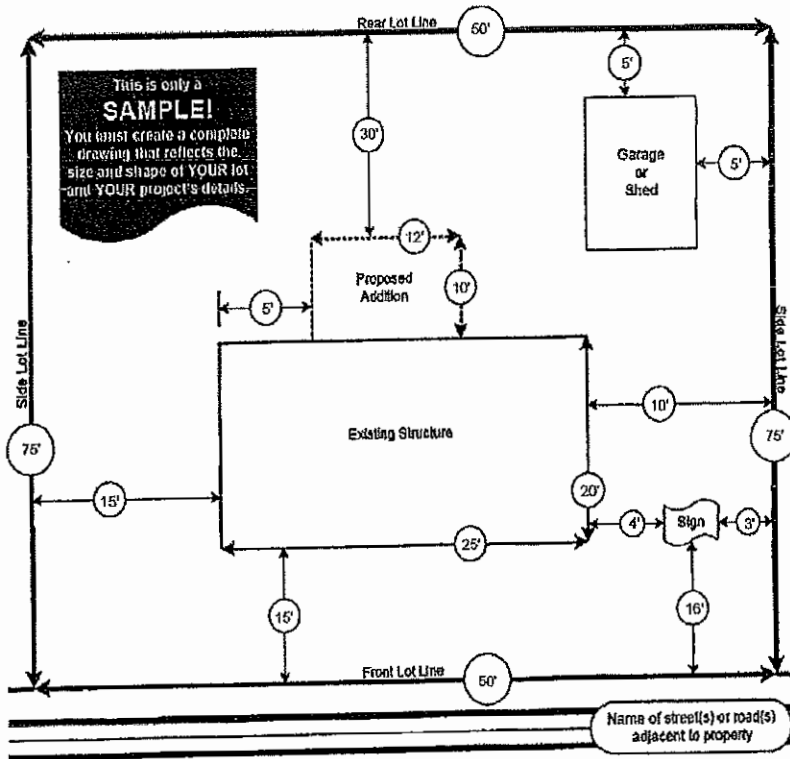
Max. Height of Structure: \_\_\_\_\_

Street Access:  Municipal  State  Other

**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: \_\_\_\_\_

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**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 this 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)

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**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.

# HARVEYS LAKE BOROUGH

## ZONING PERMIT APPLICATION PACKET

### Submission Checklist

- Application Fee Payable to BHW \$75.00
- 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.
- Ground Coverage Percentage for new primary structures and/or additions to primary structures (impervious coverage divided by lot area), if applicable
- Contractor Certificate of Insurance naming HARVEYS LAKE 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 Permit if required)
- Copy of Water Supply Approval/Permit (if required)
- Copy of Driveway Permit (if required)
- Highway Occupancy Permit (if required)
- County Conservation District Approval (if required)
- Copy of Storm Water Approval/Permit (if required)
- Copy of Elevation Certificate (if required)
- All Property lines and proposed location of structure(s) must be marked on the site prior to submitting the application.

**Harveys Lake Borough Zoning Officer  
1151 Route 315, Dolphin Plaza Suite 3  
Wilkes-Barre, PA 18702  
570- 270-3900**

If you are erecting a new structure, creating a new use for the property, changing the use of the property or creating a new point of access to your property, you will need to secure approval for access into the adjoining road or street.

- If the road is a state highway, you will need to secure approval of a highway occupancy permit from PennDOT.
- If the road is a borough road, you will need to secure approval of a driveway permit from Harveys Lake Borough.

**YOUR ZONING PERMIT CANNOT BE PROCESSED WITHOUT IT.**

If you are grading/excavating or filling a site, provide the following information:

Area of:

Excavation (sq. ft.) \_\_\_\_\_

Fill (sq. ft.) \_\_\_\_\_

Type of Fill Material \_\_\_\_\_

Depth at deepest point of either fill or excavation (ft.) \_\_\_\_\_

Proposed Times of Operation (day, start time, finish time) \_\_\_\_\_

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**IF YOU ARE PROPOSING AN EARTH DISTURBANCE ACTIVITY THAT INVOLVES ONE (1) ACRE OR MORE, AN EROSION AND CONTROL PLAN WILL BE REQUIRED FOR THE PROJECT THAT WILL NEED TO BE REVIEWED AND DEEMED ADEQUATE BY THE LUZERNE COUNTY CONSERVATION DISTRICT (LCCD). YOU SHOULD CONTACT THE CCCD AT 570-674-7991 PRIOR TO COMMENCING THE EARTH DISTURBANCE ACTIVITY.**

#1-INITIAL \_\_\_\_\_ OVER ONE (1) ACRE OF EARTH DISTURBANCE.

#2-INITIAL \_\_\_\_\_ UNDER ONE (1) ACRE OF EARTH DISTURBANCE.

**IF #1 IS INITIALED NO BUILDING OR ZONING APPLICATION WILL BE ACCEPTED BY HARVEYS LAKE BOROUGH WITHOUT PROPER DOCUMENTATION.**

The payment for the Zoning Application is a separate payment from the Building Permit.

Any additional zoning fees due are payable to BHW upon issuance of permit.

Should you have any questions please call 570-270-3900 Monday-Friday 7:30-3:30.

**THE OWNER/APPLICANT IS RESPONSIBLE TO OBTAIN ALL NECESSARY APPROVALS REQUIRED BY THE DEVELOPMENT IN WHICH THE PROPERTY IS LOCATED.**

**Applications must be completed in ink. Return the original completed application and application fee along with all applicable documents to:**

**BHW  
1151 Route 315, Dolphin Plaza, Suite 3  
Wilkes-Barre, PA 18702  
570- 270-3900**