

Clifton Township

361 State Route 435 Clifton Township PA 18424

Office: 570-842-4272 Email: Secretary@cliftontownship.com

APPLICATION FOR ZONING PERMIT

APPLICANT(S)

Name(s): _____

Address: _____

Telephone: _____ Email: _____

Interest in Property ☐ Owner ☐ Tenant ☐ Agreement of Sale ☐ Other

PROPERTY OWNER (if different than applicant)

Name: _____

Address: _____

Telephone: _____ Email: _____

Tax Parcel (PIN) No: _____ Deed Reference: _____

PROPERTY INFORMATION

Location: (Development Name, Street Name, Lot No., etc. If not within a major subdivision, give distance, direction and side of road nearest intersecting roads): _____

Zoning District ☐ C – General Commercial ☐ I – Industrial ☐ CT – Communications Tower Overlay

☐ R1 – Low-Density, Single-Family Housing Residential ☐ OS-W – Open Space-Wetlands

Property Size (AC/SF): _____

Existing Use: (i.e. Vacant, woodland, undeveloped residential lot, commercial building, etc):

Proposed Use: (i.e. House, garage addition, commercial building, etc.):

Is Existing use a Non-Conforming Use: ☐ Yes ☐ No

Applicant: _____

SEWAGE DISPOSAL:	<input type="checkbox"/> Onlot	<input type="checkbox"/> Community System	<input type="checkbox"/> Municipal System
(If on-lot/Community - Permit No: _____ Date Issued: _____)			
WATER SUPPLY:	<input type="checkbox"/> Individual Well	<input type="checkbox"/> Community System	<input type="checkbox"/> Municipal System
UTILITIES:	<input type="checkbox"/> Existing at Property Line	<input type="checkbox"/> Must extend to property line; Distance (ft): _____	
ROAD ACCESS:	<input type="checkbox"/> Private Road	<input type="checkbox"/> Municipal Road - Permit No: _____	Date: _____
Issued By: _____ (Note: Township or State roads may require permits from the jurisdictional owner prior to construction. Issuance of any related permits, i.e. Zoning, Sewerage, etc., does not infer a Roadway Access Permit will be issued).			

TYPE OF IMPROVEMENT: Include two (2) copies of Floor Plans and Sectional Elevations drawn to scale for			
New Construction and Major Additions			
<input type="checkbox"/>	New Construction	Square Footage: _____	Height (feet): _____ Floors: _____
<input type="checkbox"/>	Addition	Type: _____ Area (sf.): _____	Use: _____
<input type="checkbox"/>	Alteration	Type: _____	Use: _____
<input type="checkbox"/>	Remove	Explain: _____	
Will project involve new/expansion of the: Plumbing <input type="checkbox"/> Yes <input type="checkbox"/> No Electric <input type="checkbox"/> Yes <input type="checkbox"/> No			
Start Date: _____ NOTE: <u>Permit VOID if not started within six (6) months of Permit issuance</u>			
Total Project Cost: \$ _____			
Contractor Name: _____			
Business Name: _____			
Address: _____			
Telephone: _____ Email: _____			

Attach a **site plan drawn to scale** showing property lines, existing/proposed buildings, access drives, parking, water supply, sewage disposal, accessory buildings/uses (sheds, pools, decks, etc.) and any other documentation needed to show compliance with the Zoning Ordinance. Indicate the distance of the principal and accessory buildings from the nearest property lines (front, sides and rear).

I/We hereby represent that the information provided herein and on the plans and documents submitted herewith are true and correct and request that a Zoning permit be issued in reliance thereon. Further, I/We agree to comply with the Clifton Township Zoning Ordinance, as amended.	
Applicant Signature: _____	Date: _____
Applicant Signature: _____	Date: _____

TOWNSHIP SETBACKS: Front - 60' Rear - 30' Sides - 20' Maximum Height - 35'

Applicant:_____

For Township Use Only

Name on Check: _____ Check Number: _____

Fee: \$ _____ Date Application Filed and Fee Paid: _____

Township Secretary or Zoning Officer Signature: _____

☐ Permit Issued: Use complies with Zoning Ordinance

☐ Permit Denied: Reason(s): _____

Zoning Officer Signature: _____

Date: _____

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR ZONING PERMIT

- 1) Complete and return the Application for Zoning Permit with the non-refundable fee payable to Clifton Township. Mail to: Zoning Officer at Clifton Township, 361 State Route 435 Clifton Township PA 18424
- 2) If you are uncertain of how to answer an item, leave it blank. However, leaving items blank may result in a delay of processing your application until the missing information has been obtained. The following sources should be checked when completing the application.
 - **Tax Parcel (PIN) No** Check your most recent tax bill or contact the Township Tax Collector at 570-842-4362
 - **Deed Reference** Check the bottom of your deed for the Book and Page number or contact the Lackawanna County Recorder of Deeds in Scranton PA
 - **Property Size** Check your deed
 - **Zoning District** Check the Township Zoning Map or call the Zoning Officer at 570-842-4272
 - **Sewage Disposal** A Sewerage Permit is required for new construction or additions resulting in increase sewerage flows **prior to** issuance of a Zoning or Building Permit. Contact the SEO at 570-241-8473
 - **Water Supply** Contact SEO at 570-241-8473
 - **Road Access** If not within a private development, a permit may be required from the Township or State Dept of Transportation. Contact the Roadmaster, Richard Grab at 570-842-4272.
 - **Total Project Cost** This cost includes building and infrastructure (septic system, well, driveway, etc.). Check with your contractor.
- 3) **Types of Improvement** Information in this Section will determine compliance with Zoning requirements and the need and type of Building Permit application modules that may be required for your project.
- 4) **Site Plan** A detailed Site Plan **drawn to scale** is required to determine compliance with setback distances, lot coverage, etc. Such plans are usually prepared by a Surveyor, Architect, Builder or similar experienced person. A lot survey is not required. However, your permits will be revoked if the property is misrepresented.
- 5) **Applicant Certification** Falsification of information has legal implications and may result in revocation of this, and any related permits.
- 6) **Building Plan** If your project will involve new construction or a major building addition, two (2) copies of a detailed set of floor plans **drawn to scale**, by an Architect or Engineer licensed in Pennsylvania, showing dimensions, elevations and heights of the proposed structures is required with the Application for Zoning Permit.

PERMITS REQUIRED TO BUILD IN CLIFTON TOWNSHIP

Clifton Township is a Zoned community that enforces the State's Sewage Facilities Act and Uniform Construction Code. With few exceptions, the following permits are required prior to any building.

Zoning Permit: The Application for Zoning Permit is the initial step in the permitting process. The actual Zoning Permit will not be approved until related Sewerage and Building Permits are obtained. However, the application process forms the basis for determining if and what associated permits are required. The Zoning Permit fee is payable to Clifton Township and is non-refundable. Applications can be obtained online at www.CliftonTownship.com; from the Zoning Officer by calling 570-842-4272 or via email at secretary@cliftontownship.com.

Sewage Permit: There are no municipal sewage facilities in Clifton Township and sewage disposal is provided by privately owned individual onlot systems or cluster community sewer facilities. With few exceptions, both require a sewerage permit. Your property must be physically suitable for such systems as determined by the Township Sewerage Enforcement Officer (SEO). **If found unsuitable, in most cases, you will not be able to build.** A suitability determination and/or permit must be issued by the SEO prior to issuance of either a Zoning and/or Building permit. The permit fee varies. Forms can be obtained from the SEO by calling 570-241-8743.

Building Permit: Building Permits are required prior to the start of construction and will not be issued until the Application for Zoning Permit is approved and the Sewerage Permit has been issued or a suitability determination has been made by the SEO. The permit fee varies depending on the scope and type of construction as determined from the Zoning Permit Application process. Forms can be obtained from the Building Code Official by calling 570-842-4272. **A copy of Liability Insurance and Workman's Compensation Insurance is required.**

Certificate of Occupancy: Upon completion of the building and infrastructure (sewer system, well, etc.) but **prior to occupancy**, a Completion of Sewerage Facilities and Certificate of Occupancy inspections are required.

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