

NANTICOKE CITY

(570) 735-2800 Ext.3104 ZONING OFFICER Fax (570)735-7817
15 E. Ridge Street
Nanticoke, PA .18634

INSTRUCTIONS FOR APPLICATION FOR ZONING PERMIT

1. Fill out the three (3) page application for zoning permit in its entirety. All sections must be filled out. All information must be printed or typewritten.
2. Attach check payable to the City of Nanticoke in the amount of thirty dollars (\$30).
3. Written approval or denial will normally be made within 5 business days. The City has thirty (30) days to approve or deny the application.
4. Zoning permits that are denied may be forwarded to the Zoning Hearing Board by the applicant.
5. Incomplete applications will be returned to the applicant.

INSTRUCTIONS FOR APPEAL TO THE ZONING HEARING BOARD

1. Provide a copy of the application for the zoning permit including the denial letter. Incomplete applications will be returned.
2. Attach check payable to the City of Nanticoke in the amount of one hundred dollars (\$100.00).
3. If the application involves a Sign, both the zoning permit and sign permit application must both be completely filled out.
4. Applications to the Zoning Hearing Board must be received by the Zoning Officer by the 25th day of the month and forwarded to the Zoning Hearing Board Chairman by the last day of the month to be heard the last Thursday of the following month. This only applies to applications, which have been properly filled out, accepted, and all appropriate fees have been paid. The city has a total of ninety (90) days to complete this

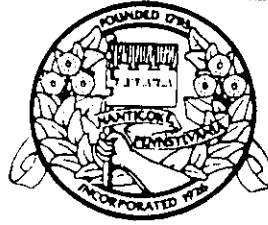
- process, thirty (30) days for the Zoning Officer and sixty (60) days for the Zoning Hearing Board.
5. Notices of the time and date of the Zoning Hearing will be sent to the owner and applicant. The applicant must be present at the hearing to enter evidence as required. Failure for the applicant to attend the hearing may result in the denial of the variance.
 6. Applicants for variance have the right to be represented by Legal Council however it is not required.
 7. Applicants for variance will be sent copies of three (3) sheets, which must be visibly posted on the property so it can be seen from the street for a period of seven (7) days prior to the hearing. Failure to properly post notices can result in denial of a variance.
 8. Hearings are normally heard the last Thursday of each month at 7:00 P.M. at the Municipal Building provided there is adequate business to conduct a meeting. A minimum of three Board Members is required to constitute a Quorum.
 9. Decision of Board is usually made at the meeting with a written record to follow, however the written board may elect to deliberate in private with a decision by mail.
 10. Please note that all of the above information and instructions must be followed to insure against delays in the process.

Nanticoke City Zoning Officer
Richard Wiaterowski

Nanticoke City Zoning Hearing Board

Michael L. Jezewski, Chairman
Karen Dougherty, Member
Thomas Wall, Member
Robert Harter, Member
Jeffery Grzyneski, Member

APPLICATION FOR ZONING PERMIT



INSTRUCTIONS TO APPLICANT

1. Application fees: \$30.00
Variance fee: \$100.00
2. Answer all questions as directed by the Zoning officer (570) 735-2800 Ext. 3104
3. The applicant is reminded that a SITE PLAN sketch or applicable information shall accompany this application.
4. This application shall be held for a minimum of 24 hrs. for review and processing.

APPLICATION # _____	_____
DATE FILED _____	_____
ZONING DISTRICT _____	_____
FLOOD PLAIN _____	_____
BLDG. PERMIT NO. _____	_____
APPROVED _____	DENIED _____
IF DENIED, STAE PROVISIONS CAUSING DENIAL _____	
APPROVED _____	DATE _____
FURTHER ACTION REQUESTED BY APPLICANT _____	
NOTES _____	

1. APPLICANT NAME _____
ADDRESS _____ PHONE _____
2. OWNER OF PROPERTY (if not applicant)
NAME _____
ADDRESS _____ PHONE _____
3. CONTRACTOR (if applicable)
NAME _____ PHONE _____
ADDRESS _____
4. ADDRESS OF PREMISES (Street Address or Legal Description) _____

5. APPLICATION IS HEREBY MADE TO: (check appropriate)

<input type="checkbox"/> Erect a structure	<input type="checkbox"/> Remodel a structure
<input type="checkbox"/> Add to a structure	<input type="checkbox"/> Change the use
<input type="checkbox"/> Other, please explain _____ _____	
6. ZONING DISTRICT _____
7. DESCRIPTION OF PROPOSED WORK _____

8. PRESENT USE OF PROPERTY _____
9. FUTURE USE OF PROPERTY _____

10. DESCRIPTION OF PHYSICAL CHARACTERISTICS FOR SUBJECT PROPERTY

A. SIZE OF PRINCIPAL BUILDING AND STRUCTURE Width _____ feet Depth _____ feet
Height _____ feet Height _____ feet

B. NUMBER OF OFF-STREET PARKING SPACES _____

C. CHARACTER OF CONSTRUCTION _____

D. APPROXIMATE COST OF WORK \$ _____

E. SIZE OF LOT _____ FEET WIDE
_____ FEET DEEP
AREA _____ Sq. feet

F. LOCATION ON PROPERTY OF EXISTING PRINCIPAL BUILDING OR STRUCTURE:

FRONT _____ feet from property line to building structure

SIDE _____ feet from property line to building structure

SIDE _____ feet from property line to building structure

REAR _____ feet from property line to building structure

G (ADDITION) SIZE ON ADDITION TO PRINCIPAL BUILDING OR STRUCTURE

Width _____ feet Depth _____ feet
Height _____ feet Height _____ feet

H. LOCATION OF PROPERTY PROPOSED ADDITION TO PRINCIPAL BUILDING OR STRUCTURE

FRONT _____ feet from property line to addition

SIDE _____ feet from property line to addition

SIDE _____ feet from property line to addition

REAR _____ feet from property line to addition

I. SIZE OF ACCESSORY BUILDING OR STRUCTURE (if applicable)

Width _____ feet Depth _____ feet
Height _____ feet Height _____ feet

J. LOCATION ON PROPERTY OF ACCESSORY USES (if applicable)
PROPOSED YARDS

FRONT _____ feet from the principal structure

SIDE _____ feet from property line to accessory structure

SIDE _____ feet from property line to accessory structure

REAR _____ feet from property line to accessory structure

11. IS PROPERTY IN 100 YEAR FLOOD PLAIN? _____ YES _____ NO

12. FLOOD PLAIN DISTRICT _____

13. WHAT AREAS ARE AFFECTED ON PREMISES (Check appropriate)

Principal Structure

Side yard, rear yard etc.

Accessory Structure

Other, please explain _____

14. IS APPLICATION SUBJECT TO APPROVAL OF HIGHWAY OCCUPANCY PERMIT?
_____ YES _____ NO EXPLAIN: _____

15. CITY ENGINEER APPROVAL _____

16. IS CITY COUNCIL AND/OR PLANNING COMMISSION APPROVAL REQUESTED RELATIVE TO THE APPLICATION? _____ YES _____ NO
EXPLAIN _____

CITY OF NANTICOKE
APPLICATION FOR ZONING PERMIT

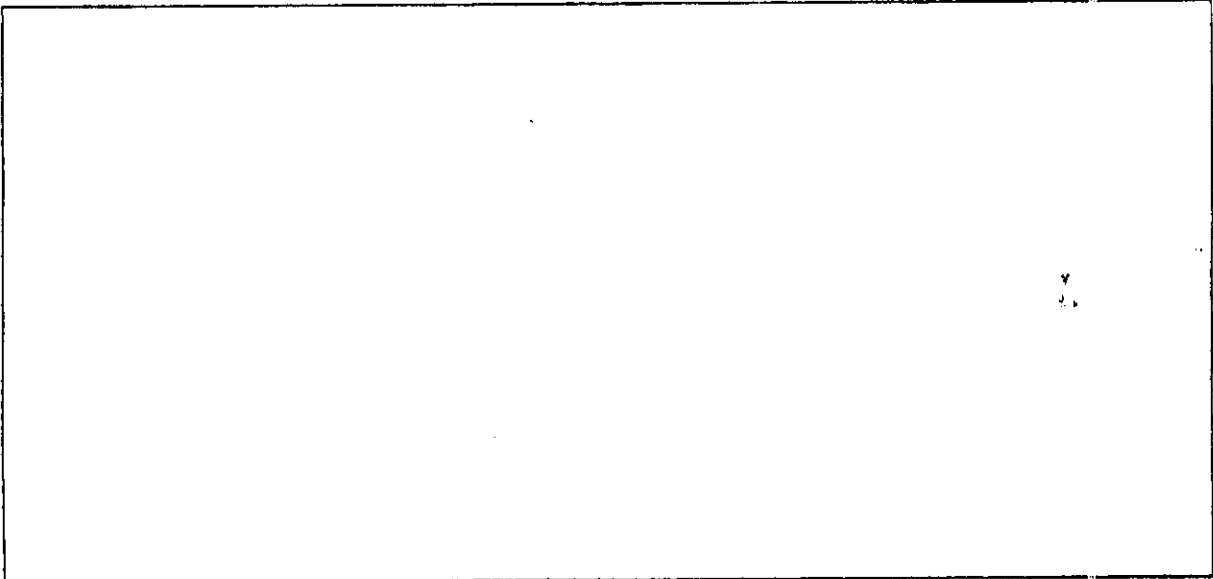
DATE: _____

NAME OF APPLICANT: _____

ADDRESS _____

NAME OF PROPERTY OWNER: _____

IF APPLICATION IS FOR CONSTRUCTION USE THE SQUARE BELOW. DRAW YOUR LOT & INDICATE DIMENSIONS; SHOW SHAPE & DIMENSIONS OF STRUCTURE, IT'S POSITION IN RELATION TO PROPERTY LINES; INDICATE FOOTAGE FOR FRONT, SIDE AND REAR YARD.



THE ISSUANCE OF A ZONING PERMIT WILL BE BASED ON THE VALIDITY OF THE ABOVE DESCRIPTION AND/OR DIAGRAM BY THE APPLICANT.

DISCLAIMER NOTICE

This permit and/or plan has not been reviewed to determine its compliance with Title III of the Americans with Disabilities Act of 1991 (ADA) which prohibits discrimination on the basis of disability in public accommodations and commercial facilities.

Compliance with Title III of this Act with regard to public accommodations and commercial facilities is the responsibility of the private entity. INITIAL _____

I CERTIFY THAT THE INFORMATION SUPPLIED ON THIS APPLICATION IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE, AND WORK DESCRIBED ON THIS ZONING PERMIT WILL BE CONSTRUCTED IN CONFORMANCE WITH THE REQUIREMENTS OF THE CITY OF NANTICOKE ZONING ORDINANCE. I FURTHER ATTEST AS A WITNESS THAT THE SIGNATURES BELOW IS IN FACT TRUE AND AUTHENTIC.

Signature of Applicant

Date

Owner (If other than above)

I HAVE READ AND FAMILIARIZED MYSELF WITH THE CONTENTS OF THIS APPLICATION AND DO HEREBY CONSENT TO ITS SUBMISSION AND PROCESSING.

Signature of Owner

Date