

**JEFFERSON TOWNSHIP PERMIT APPLICATION**

487 Cortez Road

Jefferson Township, PA 18436

(570) 689-3307

Zoningofficer@jeffersontownshippa.com

**Zoning Application Checklist:**

\_\_\_\_\_ Copy of completed Zoning Application – include tax Map Number

\_\_\_\_\_ Written Narrative (description of Project) providing all Project details, together with evidence of your compliance with express standards and criteria set forth in the Zoning Ordinance. (may fit in "further information required section" on application form)

\_\_\_\_\_ 2 copies of Site Diagram (Survey Map) Generally accurate , showing; North arrow, tax map number, all setbacks, contours, exact size and location of existing buildings / physical feature, driveways, well, septic, water wetlands, etc. and showing illustration of proposed changes.

\_\_\_\_\_ 2 copies building plans 1 – Office  
1 – work site

**Copy of other documents:**

\_\_\_\_\_ Township sewer "hook-up" permit or Sewage Planning Module & SEO permit

\_\_\_\_\_ Well permit (where applicable)

\_\_\_\_\_ Driveway Permit (Township Roads), Highway Occupancy Permit (State Roads), DEP, PennDot, Lackawanna County / Conservation District, PA Dept. of Labor and Industry, etc.

\_\_\_\_\_ Contractor's "Certificate of Insurance"  
(or notarized release form: Proof of Workman's Comp & Liability Insurance)

\_\_\_\_\_ Stormwater Drainage & Management/Soil Erosion and Sedimentation Control Plan, Environmental Impact Sediment, NPDES Permit, etc... if applicable

UCC Building Permit Applications are also necessary for:  
Structures 1,000sq/ft or more in aggregate, and for all electrical, plumbing, structural  
Modifications of framing, beams, sheathing, etc.

\_\_\_\_\_ 4 common UCC Applications are for Building, Electrical, Plumbing, Mechanical  
Note: UCC permit fees are calculated after complete plans are approved

**Payment:**

\_\_\_\_\_ Zoning Application Fee – check payable to Jefferson Township

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\_\_\_\_ ZONING \_\_\_\_ BUILDING

PERMIT # \_\_\_\_\_  
ZONING DISTRICT \_\_\_\_\_

DATE OF APPLICATION \_\_\_\_/\_\_\_\_/\_\_\_\_ DATE RECEIVED \_\_\_\_/\_\_\_\_/\_\_\_\_  
APPLICATION IS HEREBY MADE FOR A PERMIT IN CONFORMITY WITH THE REQUIREMENT OF THE  
JEFFERSON TOWNSHIP ZONING ORDINANCE 2021 AMENDED. ALL NEW CONSTRUCTION MUST COMPLY  
WITH THE PENNSYLVANIA BUILDING ENERGY CONSERVATION ACT 222.

PROPERTY LOCATION / DIRECTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TAX MAP # \_\_\_\_\_

PROPOSED USE OF PROPERTY / OR IMPROVEMENT

ERECT A STRUCTURE \_\_\_\_\_  
ALTER A STRUCTURE \_\_\_\_\_  
REPAIR A STRUCTURE \_\_\_\_\_  
ESTABLISH A USE \_\_\_\_\_  
CHANGE A USE \_\_\_\_\_

ESTIMATED COST \_\_\_\_\_  
BUILDING AREA \_\_\_\_\_  
BUILDING HEIGHT \_\_\_\_\_  
STORIES HIGH \_\_\_\_\_  
PROPERTY SIZE \_\_\_\_\_

FLOOD ZONE YES \_\_\_\_ NO \_\_\_\_

DRIVEWAY PERMIT # \_\_\_\_\_

SEWAGE DISPOSAL PERMIT # \_\_\_\_\_

ON SITE \_\_\_\_\_ CENTRAL \_\_\_\_\_

TOTAL SQUARE FEET OF ANY / ALL EXISTING STRUCTURES: \_\_\_\_\_

SETBACKS (feet): FRONT \_\_\_\_ REAR \_\_\_\_ 1 SIDE \_\_\_\_ 2SIDE \_\_\_\_ REMAINING \_\_\_\_

FURTHER INFORMATION REQUIRED AS FOLLOWS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE.  
THE ACCOMPANING PLOT AND PLANS HERETO ATTACHED AND MADE PART HEREOF IS DRAWN TO SCALE. IT  
SHOWS THE ACTUAL DEMENSIONS OF THE LOT TO BE BUILT UPON, THE SIZE OF THE STRUCTURE TO BE  
ERECTED OR ALTERED AND THE PROPOSED RELATIVE POSITION ON THE LOT OF SUCH STRUCTURE AND ALL  
OTHER STRUCTURES.

SIGNATURE OF APPLICANT \_\_\_\_\_

\*\*\* ALL ITEMS IN THIS SECTION TO BE COMPLETED BY TOWNSHIP \*\*\*

DATE OF ACTION \_\_\_\_\_ GRANTED \_\_\_\_\_ DENIED \_\_\_\_\_ REMARKS \_\_\_\_\_  
ZONING FEE \_\_\_\_\_ CHECK # \_\_\_\_\_  
BUILDING FEES \_\_\_\_\_ CHECK # \_\_\_\_\_

A CERTIFICATE OF OCCUPANCY / USE MUST BE ISSUED PRIOR TO THE OCCUPANCY OR USE OF IMPROVEMENT

SIGNATURE OF ZONING OFFICER \_\_\_\_\_

THIS PERMIT BECOMES NULL AND VOID IF CONSTRUCTION IS NOT STARTED WITHIN SIX MONTHS AND NOT  
COMPLETED BY 2 YEARS OF DATE ISSUE. THIS PERMIT DOES NOT RELEASE THE OWNER FROM THE  
REQUIREMENTS OF ANY AND ALL OTHER TOWNSHIP, STATE, AND/OR FEDERAL ORDINANCES. ALL  
INFORMATION SUBMITTED SUPPORTING THIS APPLICATION SHALL BECOME PART OF THE RECORDS OF  
JEFFERSON TOWNSHIP, CANNOT BE RETURNED, AND MAY BE EXAMINED BY THE PUBLIC AT ANY TIME  
DURING NORMAL WORKING HOURS OF THE TOWNSHIP ZONING OFFICE.