

Jefferson Township
-Lackawanna County-

487 Cortez Road
Jefferson Township, PA 18436

Phone: 570-689-3307

Fax: 570-689-7863

Email: zoningofficer@jeffersontownshippa.com

Zoning Application Checklist:

- _____ Copy of 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.
- _____ 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
- _____ Driveway Permit (Township Roads), Highway Occupancy Permit (State Roads), DEP, PennDot, Lackawanna County / Conservation District, PA Dept. of Labor and Industry, etc.
- _____ Proof of Workman’s Comp & Liability Insurance (or notarized release form)
- _____ Stormwater Drainage & Management/Soil Erosion and Sedimentation Control Plan, Environmental Impact Sediment, etc. if applicable

Payment:

- _____ Zoning Application Fee – check payable to Jefferson Township