

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” – this can be emailed from your insurance company. Naming Certificate Holder: Jefferson Twp 487 Cortez Rd Jefferson Township, PA 18436 (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 work; 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	_____	ESTIMATED COST	_____
ALTER A STRUCTURE	_____	BUILDING AREA	_____
REPAIR A STRUCTURE	_____	BUILDING HEIGHT	_____
ESTABLISH A USE	_____	STORIES HIGH	_____
CHANGE A USE	_____	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.