

SPRING BROOK TOWNSHIP
966 STATE ROUTE 307
SPRING BROOK TOWNSHIP, PA 18444
PHONE (570) 842-7028 FAX (570) 842-0633
www.springbrooktownship.org

March 28th, 2017

Attention Permit Applicants:

Please note that site plans submitted with zoning applications should identify the following information (As noted in Section IV of the application):

1. Property Lines
2. Setbacks to Structures
3. Existing or Proposed Streets
4. New/Proposed Structures/Uses
5. Site Location of Signs/Parking Access/ Landscaping, etc.
6. Sewer Line, Grinder Pump and Well Locations
7. Existing, Proposed Easements (Including Utility Easements)
8. Other Information to Clearly Indicate Existing and Proposed Use and Physical Features

No construction permits will be granted for projects that involve any deck or structure that would impede access to the Spring Brook Township Sewer Authority for maintenance of sewer lines and/or grinder pumps. Any construction permit request for structures that would fall within a utility easement, such as the right of way of electric transmission lines, must have approval from the utility company.

We appreciate your assistance in keeping all residents, employees and contractors in Spring Brook Township as safe as possible.

Date: _____
Application No.: _____

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ZONING APPLICATION

I. GENERAL INFORMATION (To Be Completed by Applicant)

Owner _____ Address _____ Phone _____	Agent/Applicant _____ Address _____ Phone _____
Engineer or Architect _____ Address _____ Phone _____	Contractor _____ Address _____ Phone _____

Street Address or Directions to Property: _____ _____		
Tax Map	Block	Lot
Describe Existing Use of Property _____ _____ _____ _____		
Describe Scope of Work Proposed Under This Application (include structures, uses, parking, signs, etc.) _____ _____ _____		
Estimated Total Valuation of Construction _____		

II. ZONING DETERMINATION (To Be Completed By Zoning Officer)

1. Zoning District _____

2. Check All That Apply:

Existing Use/Structure

- Change
- Alteration
- Reconstruction
- Enlargement

New Use/Structure

- Principal Use/Structure
- Accessory Use/Structure
- Temporary Use/Structure
- Advertising

Signs

- Directional
- Political
- Special Event

Other

- Fence
- Retaining Wall
- Parking Construction
- Driveway Construction*
- Grading >5' Deep or > 1/2 Acre
- Demolition
- Swimming Pools
- Yard Sale / Garage Sale
- Blasting
- Ownership Change (Non-Conforming Use)
- Other (Specify) _____

*Driveway construction to Township roads require the Applicant to contact the Road Department for stormwater pipe requirements.

3. Is Existing Use a Non-Conforming Use: Yes No (If Yes, See Article XI)

4. Zoning Determination:

- Permitted Use
- Accessory Use
- Use Not Addressed (Section 502.F)
- Special Exception (Section 1207)
- Conditional Use (Section 1208)

Cite Zoning Reference for Determination: _____

5. Floodplain Designation _____

6. Is a variance(s) required? Yes No (If Yes, see Section 1206)

7. Will additional impervious surfaces be created, or is land disturbance required? Yes No
(If Yes – Applicant must comply with Stormwater Management Ordinance.)
(If Yes – Applicant must submit Erosion and Sedimentation Control Plan.)

8. Does the proposed use involve access to or construction within a State Highway? Yes No
(If Yes – Applicant to provide Highway Occupancy Permit.)

9. Does the use or activity constitute a subdivision or land development? Yes No
(If Yes – Applicant to obtain approval per Subdivision and Land Development Ordinance.)

10. Type of Sewer System? On-Lot Public Sewer N/A Permit # _____

III. CONCURRENCE – PLEASE READ BEFORE SIGNING

I am signing this permit Application as the Owner of the property in question, or if not the Owner, as an Agent specifically authorized to do so by the Owner. I have read and reviewed both the General Information and Zoning Determination sections of this application and hereby acknowledge and agree that the information provided by me, is true and correct to the best of my knowledge, information and belief. I further agree and understand that this application will not be deemed accepted by the Township until a proper site plan has been submitted and all fees have been paid.

Signed _____ Date _____
Applicant

Signed _____ Date _____
Zoning Officer

IV. SITE PLAN (By Applicant) – Attach Site Plan Showing the Following:

- A) 1. Property Lines
- 2. Setbacks to Structures
- 3. Existing or Proposed Streets
- 4. New/Proposed Structures/Uses
- 5. Site Location of Signs/Parking Access/ Landscaping, etc.
- 6. Sewer Line, Grinder Pump and Well Locations
- 7. Existing, Proposed Easements (Including Utility Easements)
- 8. Other Information to Clearly Indicate Existing and Proposed Use and Physical Features
- B) 1. Copy of Deed 2. Survey – if required.

V. RECORD OF ACTION (to be completed by Zoning Officer)

Date of Application (Completed) _____

Action by Zoning Officer: Approved Denied

Permitted Use

Date of Zoning Permit Issuance _____

Date of Certificate of Zoning Compliance Issuance _____

Variance(s)

Date of Public Hearing _____

Action by Zoning Hearing Board: Approved Denied

(Attach Correspondence of ZHB Decision)

Date of Zoning Permit Issuance _____

Date of Certificate of Zoning Compliance Issuance _____

Special Exception

Date of Public Hearing _____

Action by Zoning Hearing Board: Approved Denied

(Attach Correspondence of ZHB Decision)

Date of Zoning Permit Issuance _____

Date of Certificate of Zoning Compliance Issuance _____

Conditional Use

Date Plans/Information Sent to Planning Commission _____

Recommendation of Planning Commission Approved Denied

(Attach Correspondence of Planning Commission Decision)

Date of Public Hearing _____

Action by Board of Supervisors Approved Denied

(Attach Correspondence of Supervisor's Decision)

Date of Zoning Permit Issuance _____

Date of Certificate of Zoning Compliance Issuance _____