



# ZONING APPLICATION USE/CHANGE OF USE

**COOLBAUGH TOWNSHIP MUNICIPAL CENTER**  
5520 MUNICIPAL DRIVE, TOBYHANNA, PA. 18466  
(570) 894-8490 \* FAX (570) 894-8413  
WWW.COOLBAUGHTWP.ORG

DATE \_\_\_\_\_

PHYSICAL ADDRESS OF PROPERTY:

STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

(IF APPLICABLE)

DEVELOPMENT \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SECTION \_\_\_\_\_

ESTABLISH A USE  CHANGE A USE

TYPE OF USE \_\_\_\_\_

TOTAL SQUARE FOOTAGE OF STRUCTURE \_\_\_\_\_

NUMBER OF WORKERS \_\_\_\_\_

ARE YOU THE PROPERTY OWNER YES  NO

IF "NO", THEN A SIGNED CONSENT LETTER FROM THE PROPERTY OWNER,  
ALLOWING APPLICATION FOR THIS USE MUST BE INCLUDED.

CONSENT LETTER ATTACHED YES  NO  N/A

(PLEASE PRINT CLEARLY)

PROPERTY OWNER \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

APPLICANT (SAME AS OWNER ) \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

BUISNESS NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

All new construction **must comply** with the PA Building Energy Conservation Act 222. This permit becomes null and void if construction is not started within six months of date of issue. This permit does not release owner from the requirements of any and all other Township, State and/or Federal ordinances. A driveway permit may be required. All information submitted supporting this application shall become part of the records of Coolbaugh Township, cannot be returned and may be examined by the public any time during normal working hours of the Twp. Zoning Office. I hereby certify that the above information is correct and true to the best of my knowledge and that I have also read and understand the above

**REMARKS: A Certificate of Use & Occupancy must be applied for and issued prior to occupancy of property and / or improvement.**

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

\*\*\*\*\*

### THIS SECTION FOR TOWNSHIP USE ONLY

RECEIVED BY \_\_\_\_\_ FEE RECEIVED \_\_\_\_\_ Permit Number \_\_\_\_\_

CHECK/MONEY ORDER # \_\_\_\_\_  Credit Card \_\_\_\_\_  Cash \_\_\_\_\_

APPLICATION: GRANTED  DENIED  ZONING OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

Township Received Stamp

Building Permit Required  
Yes  No



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## Zoning Permit/Certificate of Zoning Compliance – APPLICATION INSTRUCTIONS

After submission of a complete application, the Zoning Officer has **30 days** to issue or deny a zoning permit.

**Application Form** - A completed application form. All spaces **must** be filled in.  
**\*\*Applications will not be accepted if incomplete\*\***

***IF THE STRUCTURE IS GREATER THAN 200 SQ. FT OR MAY BE USED AS A MEANS OF EGRESS (DECK, STEPS, STAIRS etc.) A BUILDING DEPT. PERMIT IS ALSO REQUIRED***

### Fees –

USE/CHANGE OF USE PERMIT - **\$50.00.**

For each **re-inspection** or for any **revision** to an approved application (different size or style, relocation of structure, addition, accessory buildings, etc.), the minimum amount of the additional fee shall be **\$35.00**

### PLEASE NOTE THE FOLLOWING:

In addition to a Zoning Permit, a Building Permit is required in accordance with the Coolbaugh Township Building Code for any building or structure, except as exempted.

Building setbacks, lot coverage and other dimensional requirements are found in Schedule II of the Zoning Ordinance, Chapter 27 of the Coolbaugh Township Code of Ordinances.

In most cases, **after construction of the footings, construction must be ceased** and the required Setback Approval Form must be completed and returned to the Township for verification by the Zoning Officer before the continuation of construction will be authorized.

\*\*\*\*\*

### APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE-

Application for a **Certificate of Compliance** must be made when construction has been completed, before any occupancy occurs. Application forms will be included with the Zoning Permit. The Zoning Officer will have **10 working days** from the receipt to a complete application to issue or deny a Certificate of Zoning Compliance. The following items must be submitted:

1. **Application Form** - A completed application form, which is included with the Zoning Permit. All spaces **must** be filled in; applications will not be accepted if incomplete. Any discrepancies may result in a delay in processing the application.
2. **Certificate of Occupancy** - A copy of the Certificate of Occupancy issued by the Building Official under the Coolbaugh Township Building Code must be provided if the structure is above 200 sq. ft. or may be used as a means of egress (deck, steps, stairs)

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**WETLANDS WAIVER**

Applicant, by submitting an Application, and accepting/receiving a Permit in Coolbaugh Township, Monroe County, Pennsylvania, acknowledges that full responsibility for obtaining any required Wetlands testing and/or Permits is that of the Owner/Applicant. Applicant/Permittee further releases and indemnifies the Township of Coolbaugh, its agents and employees, from and against any liability whatsoever related to or arising under any governmental laws or requirements regarding Wetlands testing and/or Permits.

Signature of Applicant \_\_\_\_\_

\*\*\*\*\*

**SETBACK APPROVAL APPLICATION**

\_\_\_\_\_  
Date

The undersigned requests review of the location of the proposed use on the property known as (lot number, section, name of subdivision, etc. or property address):

PHYSICAL ADDRESS OF PROPERTY:

STREET _____	CITY _____	STATE _____	ZIP _____
(IF APPLICABLE)			
DEVELOPMENT _____	LOT _____	BLOCK _____	SECTION _____

No further construction work shall be done on this structure until the Zoning Officer has reviewed this application and, if applicable, the survey map with the footing location information required by Item No. 5 of the Zoning Permit/Certificate of Zoning Compliance Application Instructions, and/or has observed the site, and has returned a signed and dated copy of this form. Failure to comply with these procedures will result in the issuance of a Stop Work Order and enforcement under §27-1201.I and §27-1205 of the Coolbaugh Township Code of Ordinances.

\_\_\_\_\_  
Signature of Applicant/Owner

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\*\*\*\*\*

**Setback Approval** is issued for the above property, and construction may continue. Upon final completion of the structure, an Application for Certificate of Zoning Compliance must be submitted. No structure shall be occupied until a Certificate of Zoning Compliance has been issued by the Zoning Officer.

\_\_\_\_\_



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## SCHEDULE OF DEVELOPMENT STANDARDS

### ON-SITE WATER SUPPLY AND ON-SITE SEWAGE DISPOSAL

ZONING DISTRICT	MINIMUM LOT DIMENSIONS			MINIMUM SETBACKS			MAXIMUM BUILDING HEIGHT	MAXIMUM COVERAGE	
	AREA	WITH (FEET)	DEEP (FEET)	FRONT (FEET)	SIDE (FEET)	REAR (FEET)		BUILDING (PERCENT)	LOT (PERCENT)
SP	5.0 ACRES	300	500	75	75	150	35	5	10
WC	5.0 ACRES	300	500	75	75	150	35	5	10
R-1	2.0 ACRES	200	350	40	20	50	35	10	15
R-2	1.5 ACRES	150	200	40	20	50	35	10	15
R-3	12,000 SQ. FT	80	150	25	12	40	35	20	25
C-1	1.5 ACRES	150	200	30	20	30	45	40	60
C-2	1.0 ACRES	150	200	25	15	40	35	15	40
C-3	1.0 ACRES	150	200	25	15	40	35	15	40
I & I-A	3.0 ACRES	250	400	40	20	20	60	30	50

### COMMUNITY WATER SUPPLY AND ON-SITE SEWAGE DISPOSAL

ZONING DISTRICT	MINIMUM LOT DIMENSIONS			MINIMUM SETBACKS			MAXIMUM BUILDING HEIGHT	MAXIMUM COVERAGE	
	AREA	WITH (FEET)	DEEP (FEET)	FRONT (FEET)	SIDE (FEET)	REAR (FEET)		BUILDING (PERCENT)	LOT (PERCENT)
SP	4.0 ACRES	300	500	70	70	140	35	5	10
WC	4.0 ACRES	300	500	70	70	140	35	5	10
R-1	1.5 ACRES	150	200	40	20	50	35	10	15
R-2	1.0 ACRES	150	200	40	20	50	35	15	20
R-3	12,000 SQ. FT	80	150	25	12	40	35	20	25
C-1	1.0 ACRES	150	200	30	20	30	45	35	50
C-2	2.0 ACRES	200	200	30	20	30	45	40	60
C-3	0.5 ACRES	100	175	25	15	40	35	15	40
I & I-A	2.5 ACRES	200	350	40	20	20	60	35	50

### ON-SITE WATER SUPPLY AND COMMUNITY SEWAGE DISPOSAL

ZONING DISTRICT	MINIMUM LOT DIMENSIONS			MINIMUM SETBACKS			MAXIMUM BUILDING HEIGHT	MAXIMUM COVERAGE	
	AREA	WITH (FEET)	DEEP (FEET)	FRONT (FEET)	SIDE (FEET)	REAR (FEET)		BUILDING (PERCENT)	LOT (PERCENT)
SP	3.0 ACRES	250	400	65	65	130	35	5	10
WC	3.0 ACRES	250	400	65	65	130	35	5	10
R-1	1.0 ACRES	150	200	40	20	50	35	15	20
R-2	0.75 ACRES	125	200	25	15	40	35	15	20
R-3	12,000 SQ. FT	80	150	25	12	40	35	20	25
C-1	1.0 ACRES	150	200	30	20	30	45	35	50
C-2	2.0 ACRES	200	200	30	20	30	45	40	60
C-3	10,000 SQ. FT	80	100	25	12	30	35	20	40
I & I-A	2.5 ACRES	200	350	40	20	20	60	40	50

### COMMUNITY WATER SUPPLY AND COMMUNITY SEWAGE DISPOSAL

ZONING DISTRICT	MINIMUM LOT DIMENSIONS			MINIMUM SETBACKS			MAXIMUM BUILDING HEIGHT	MAXIMUM COVERAGE	
	AREA	WITH (FEET)	DEEP (FEET)	FRONT (FEET)	SIDE (FEET)	REAR (FEET)		BUILDING (PERCENT)	LOT (PERCENT)
SP	2.0 ACRES	200	350	60	60	120	35	10	15
WC	2.0 ACRES	200	350	60	60	120	35	10	15
R-1	.75 ACRES	125	200	40	20	50	35	15	20
R-2	.5 ACRES	100	175	25	15	40	35	15	20
R-3	7,500 SQ. FT	75	100	25	9	24	35	20	25
C-1	0.75 ACRES	125	200	30	20	30	45	35	50
C-2	2.0 ACRES	200	200	30	20	30	45	40	60
C-3	7,500 SQ. FT	75	100	25	9	24	35	20	40
I & I-A	1.5 ACRES	150	200	40	20	20	60	40*	60**

\* MAXIMUM BUILDING COVERAGE FOR ANY SINGLE LOT IN A PLANNED BUSINESS CENTER SHALL BE 60%

\*\* MAXIMUM LOT COVERAGE FOR ANY SINGLE LOT IN A PLANNED BUSINESS CENTER SHALL BE 75%, SUBJECT TO THE RESTRICTIONS IN 27-842



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I hereby authorize the designated Coolbaugh Township official to investigate, inspect, and examine the property set forth herein, including land and structures, to determine compliance with the Coolbaugh Township Zoning Ordinance.

**The issuance of a Zoning Permit is based upon the facts stated and representations made in this Application. A Zoning Permit may be revoked if the use and/or structure for which it has been issued violates any applicable Township, County, State or Federal law or regulation, including but not limited to the Coolbaugh Township Zoning Ordinance. A Zoning Permit may also be revoked if it has been issued in error or if issuance was based upon any misrepresentations or errors contained in the Application or otherwise made by the Applicant.**

Notice is hereby given that if the property described in this permit will require access to a highway under the jurisdiction of the Pennsylvania Department of Transportation, a Highway Occupancy Permit is required pursuant to the State Highway Law, before driveway access to a state highway is permitted. Access to a state highway shall be only as authorized by the Highway Occupancy Permit issued by the Pennsylvania Department of Transportation.

**The Zoning Officer does not guarantee or give opinions relating to the proposed construction under the Permit and does not warrant compliance with applicable laws or regulations by the issuance of a Zoning Permit. The Applicant bears all responsibility for ensuring compliance with all applicable laws and regulations, including but not limited to compliance with the Coolbaugh Township Zoning Ordinance, the Coolbaugh Township Stormwater Management Ordinance, the Coolbaugh Township Subdivision and Land Development Ordinance, any and all regulations governing wetlands and/or other natural resources, and all other Township, County, State and/or Federal laws and regulations. The issuance of a Zoning Permit does not guarantee that the property is a buildable lot.**

Applicant is aware that he/she cannot commence excavation or construction until a Zoning Permit and any and all other requisite permits and/or approvals have been issued by the Township of Coolbaugh or other relevant agency.

Applicant is aware that he/she cannot use the property or change the use of the property herein until he/she has applied for and received a Zoning Permit for such proposed use.

Applicant is aware that prior to the occupancy or use of the property for which this Zoning Permit Application has been made the Applicant must apply, in writing, for a Certificate of Use and Occupancy.

By signing this Application, I certify that all facts set forth within the Application and all accompanying documentation are true and correct. This Application is being made by me to induce official action on the part of Coolbaugh Township, and I understand that any false statements made herein are being made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

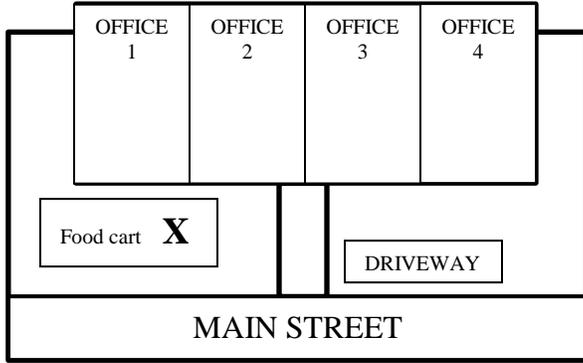
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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Example shows a property with 4 office spaces, a driveway and a proposed food cart.

Please use the attached diagram or provide a plot plan if available to show the location of the proposed use.

Please mark with an "X" where the proposed use will be located.

Please indicate the street the driveway enters onto.

STREET NAME

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