



# Coolbaugh Township Zoning Application, New Construction, Garage, Addition.

5520 Municipal Dr. Tobyhanna, PA 18466. Phone: (570) 894-8490 Fax: (570) 894-8413

DATE \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_ PROPERTY TAX ASSESSMENT NO. (PIN) \_\_\_\_\_

PHYSICAL ADDRESS OF PROPERTY:

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

(IF APPLICABLE)

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

ERECT A STRUCTURE  ALTER A STRUCTURE  REPAIR A STRUCTURE

STRUCTURE HEIGHT \_\_\_\_\_ STRUCTURE WIDTH \_\_\_\_\_ STRUCTURE LENGTH \_\_\_\_\_

TOTAL SQUARE FOOTAGE OF STRUCTURE \_\_\_\_\_ TOTAL ESTIMATED COST OF STRUCTURE \_\_\_\_\_

NEW DWELLING  GARAGE  ADDITION  OTHER

WETLANDS YES  NO  FLOOD ZONE YES  NO

SEWAGE DISPOSAL PERMIT ON SITE  CENTRAL  COMMUNITY

WATER SUPPLY ON SITE  CENTRAL  COMMUNITY

PLANS ATTACHED YES  NO

SEALED SURVEY MAY INCLUDED YES  NO

Township Received Stamp

Building Permit Required  
Yes  No

(PLEASE PRINT CLEARLY)

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

ADDRESS \_\_\_\_\_

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

ADDRESS \_\_\_\_\_

CONTRACTOR (SAME AS OWNER ) \_\_\_\_\_ 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** \_\_\_\_\_

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### THIS SECTION FOR TOWNSHIP USE ONLY

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

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

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

**ADDITIONAL PERMIT INFORMATION  
(REQUIRED FOR ALL NEW CONSTRUCTION)**

NUMBER OF STORIES (INCLUDING BASEMENT)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>			
NUMBER OF BEDROOMS	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
NUMBER OF FULL BATHS	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>		
NUMBER OF HALF BATHS	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>		
BUILDING HEIGHT	_____					
TOTAL LENGTH OF BUILDING	_____					
TOTAL WIDTH OF BUILDING	_____					
SQUARE FOOTAGE OF BASEMENT	_____SQ.FT					
GARAGE (NUMBER OF BAYS)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>			
SQUARE FOOTAGE OF GARAGE	_____SQ. FT.					
NUMBER OF DECKS	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>			
SQUARE FOOTAGE OF DECKS	_____SQ.FT					
CENTRAL AIR/HEAT	YES <input type="checkbox"/>		NO <input type="checkbox"/>			
SPRINKLER SYSTEM	YES <input type="checkbox"/>		NO <input type="checkbox"/>			
ALARM SYSTEM	YES <input type="checkbox"/>		NO <input type="checkbox"/>			

**CONTRACTOR INSURANCE INFORMATION**

COMPANY \_\_\_\_\_

POLICY NUMBER \_\_\_\_\_

EFFECTIVE DATE \_\_\_\_\_

PA CONTRACTORS REGISTRATION # \_\_\_\_\_

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

**APPLICATION FOR ZONING PERMIT** - After submission of a complete application, the Zoning Officer has 30 days to issue or deny a zoning permit. The following items must be submitted:

1. **Application Form** - A completed application form, including both the parcel identification number (PIN) and the tax assessment number, which may be obtained from the Monroe County Assessment Office (telephone (570) 420-3412). All spaces **must** be filled in; applications will not be accepted if incomplete.
2. **Cost Estimate** - A written estimate of the construction cost of the proposed project.
3. **Plans** - Plans drawn to scale that show building/structure elevations (front, rear and sides) and floor plans.
4. **Survey Map** - A **sealed** survey map of the property which accurately indicates the location of existing structures and upon which the township building setbacks and the location of the proposed construction is accurately plotted, along with the area in square feet of the lot and all existing and proposed improvements. For structures which are not in close proximity to the building setbacks and/or for certain accessory structures, some variation from this requirement may be permitted, at the sole discretion of the Zoning Officer.
5. **Setback Approval Form** - Upon construction of the footings, **construction must be ceased** and the required Setback Approval Form must be completed and returned to the Township for review by the Zoning Officer before the continuation of construction will be authorized.

In the case of proposed construction within 10' of any required building setback, the building corners must be "pinned" in the footings by a registered professional land surveyor and the surveyed locations added to the survey map, with distances from the building(s) to all property lines and street right-of-way lines. A copy of this map must be submitted with the Setback Approval Form for review by the Zoning Officer before the continuation of construction will be authorized. (At the sole discretion of the Zoning Officer, this survey information may not be required for accessory structures.)

### 6. **Sewage Disposal Certification**-

**For a new building** - A copy of the sewage disposal permit and approved sewage disposal plan if the sewage disposal is on-site or a community system. If the property is served by a central sewer, a copy of the permit issued by the sewer company must be provided. (Not required for accessory use structures.)

**For a building addition** - If the existing building has on-site or community sewage disposal, a letter from the Sewage Enforcement Officer is required if the occupancy will be increased or otherwise changed (e.g., if a bedroom is being added to a house). If a building is served by a central sewer and a new lateral (tie-in) is proposed to be connected to the sewer main, a copy of the permit from the sewer company must be provided.

### 7. **Fees** - **ALL FEES MUST BE PAID BY CHECK OR MONEY ORDER. NO CASH WILL BE ACCEPTED.**

For a structure of 200 square feet or less - **\$100.00**.

For a structure greater than 200 square feet (including basements, decks, sheds and garages) - **\$0.30 per square foot**.

Tier 1:	200 sq. ft.- 10,000 sq. ft.	.50¢ per sq. ft.
Tier 2:	10,001 sq. ft. - 50,000 sq.	.05¢ per sq. ft.
Tier 3:	<b>Add an additional \$5.00 for each additional 500 sq. ft. up to a maximum permit fee total not to exceed \$10,000.00</b>	

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

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**.

8. **Insurance Certificate** - A copy of the insurance policy certificate from the **contractor's** insurance company or a **notarized** state required workman's compensation agreement must be submitted with the application.

### **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 400 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.

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### **APPLICATION FOR CERTIFICATION OF ZONING COMPLIANCE**

Application for a **Certificate of Compliance** must be made when construction has been completed, before any occupancy occurs. Application forms are 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:

- 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.
- Certificate of Occupancy - A copy of the Certificate of Occupancy issued by the Building Official under the Coolbaugh Township Building Code must be provided.
- Sewage Inspection - A copy of the Sewage Enforcement Officer's approved final inspection report must be provided or, if the property is served by a central sewer, a copy of the tie-in certificate must be provided. (Not required for accessory use structures.)
- As-Built Survey Plan - The applicant must provide a copy of an as-built survey plan, prepared and certified by a registered professional land surveyor, which shows the surveyed as-built locations of all the improvements included in the Zoning Permit and which indicates the distances from the building(s) to all property lines and street right-of-way lines. (Not generally required for accessory use structures, unless required by the Zoning Officer due to special circumstances.)

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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 footing constructed 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 §160-18 of the Coolbaugh Township Code of Ordinances.

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

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

\_\_\_\_\_  
Address

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

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**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.

\_\_\_\_\_  
Coolbaugh Township Zoning Officer

\_\_\_\_\_  
Date

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

## **Set Back Requirements**

(Dimensions are in feet)

<u>Development</u>	<u>House/Deck/Garage</u>			<u>Shed/Pool</u>			<u>Zone</u>
	<u>Front</u>	<u>Rear</u>	<u>Side</u>	<u>Front</u>	<u>Rear</u>	<u>Side</u>	
<u>APCP</u>	25	24	12	25	5	9	R3
<u>Arrowhead Lakes</u>	25	40	12	25	5	12	R3
<u>Bush Mountain</u>	40	50	20	40	5	20	R1
<u>Carriage Estates</u>	40	50	20	40	5	20	R2
<u>Green Rd. Estate</u>	40	50	20	40	5	20	R1
<u>Greenwood Forest</u>	40	50	20	40	5	20	R2
<u>Lake Watawga</u>	25	40	12	25	5	12	R3
<u>Leigh River Estates</u>	25	40	12	25	5	12	R3
<u>Lexington Woods</u>	40	50	20	40	5	20	R2
<u>Locust Lake Village</u>	25	40	12	25	5	12	R3
<u>Mushroom Farms</u>	25	40	12	25	5	12	R3
<u>Phoenix Estates</u>	40	50	20	40	5	20	R2
<u>Pobar Estates</u>	40	50	20	40	5	20	R2
<u>Pocono Farms East</u>	25	40	12	25	5	12	R3
<u>Pocono Farms</u>	25	40	12	25	5	12	R3
<u>Pocono Forest</u>	25	40	12	25	5	12	R3
<u>Pocono Summit Lake</u>	25	40	12	25	5	12	R3
<u>Riverside Estates</u>	40	50	20	40	5	20	R2
<u>Ryan's Landing</u>	40	50	20	40	5	20	R2
<u>Sterling Estates</u>	25	40	12	25	5	12	R3
<u>Simpsons Glen</u>	40	50	20	40	5	20	R2
<u>Stillwater Lake Civic</u>	25	40	12	25	5	12	R3
<u>Stillwater Lake Estates</u>	25	40	12	25	5	12	R3
<u>Summit Point</u>	25	40	12	25	5	9	R3
<u>Timber Trails</u>	40	50	20	40	5	20	R2
<u>T.O.M.A</u>	40	50	20	40	5	20	R1
<u>Whispering Glen</u>	25	40	12	25	5	12	R3

**SCHEDULE OF DEVELOPMENT STANDARDS 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