COOLBAUGH TOWNSHIP
Codes & Zoning Department

5520 Municipal Drive, Tobyhanna, PA 18466
570-894-8490 Fax 570-894-8413
www.coolbaughtwp.org

NEW CONSTRUCTION DWELLING REQUIREMENTS

Each property proposing a single-family dwelling is required to use the following process:

- Apply for a Sewage Permit through our portal on the website.
- Visit https://coolbaughtwp.org/ and click on Permit Submissions.
- Or if property is to be supplied by public sewer acquire a "will serve" letter or permit from the sewage authority.
- Apply for a Zoning Permit through the portal on the township website and attach the following documents:
    - Full set of plans of the entire project
    - Stamped Survey showing the following:
        - Correct setbacks for the property
        - Proposed sewage bed/tanks or sewage line and connection if public sewer.
        - Driveway location (driveways must be a minimum of 10' from all side property lines).
        - Driveway Permit (if property enter onto a township road).
        - Proposed location of the structure.
- Once all documents are received and are verified to be correct a Zoning Permit will be issued.
- Instructions will be provided to apply for a Building Permit through the Building Dept.
    - Building Permit Application is available here https://coolbaughtwp.org/departments/building-codes/

Prior to a Dwelling being occupied a "Final Zoning Certificate" is required.

Instructions on how to obtain a Final Zoning Certificate.

- Provide an "As Built Survey" showing the following:
    - All setback lines with correct dimensions.
    - Dimensions from the driveway to property lines (must be a minimum of 10').
    - Dimensions from the furthest point of the main structure to all property lines (front, rear, sides).
    - Location of On-lot septic system and connections/Public sewer connection.
    - Location of Well/Public water connection.
- A copy of a Final Sewage Certificate.
- A copy of a Final Building Passing Certificate.
- A copy of a Final Driveway Certificate (if property enters onto a township road).

As per 400-121(G)(2) This office is permitted 10 days to issue a final zoning certificate upon receipt of all the required documents.

Only when a Final Zoning Certificate is issued may a property be occupied.