JIM THORPE BOROUGH

SIDEWALK PERMIT APPLICATION PACKET- Submission Checklist

Application and determination fees paid to Borough

☐ Application completed in ink and signed by the Applicant and Property Owner, if the Applicant is not the Property Owner or provide written authorization from the Owner to act as their Agent.

Completed plot plan with all required information attached (Please refer to sample provided).

☐ All Property lines and proposed location of pathways must be marked on the plot plan prior to submitting the application.

Size (length and width) of proposed and existing (if applicable) sidewalks.

Proposed sidewalk cross section including information on the materials to be used.

Contact person, including phone number and email address.

☐ Copy of Driveway Permit (if required).

Parcel ID number and property address.

Highway Occupancy Permit (if required).

County Conservation District Approval (if required).

RECEIVED
SEP - 8 2025
Initial:

Jim Thorpe Borough
101 East Tenth Street, Jim Thorpe, PA 18229, (570) 325-3025

www.barryisett.com

BARRY ISETT & associates INC
MULTI-DISCIPLINE ENGINEERS AND CONSULTANTS

**** OFFICE USE ONLY ****

Date Received: _____
Zoning District: _____
Tax Parcel No.: _____
Zoning Permit No.: _____
UCC Permit No.: _____

SIDEWALK PERMIT APPLICATION

Application is hereby made for a permit in conformity with requirements of the PA UCC, Pennsylvania Municipalities Planning Code, Borough of Jim Thorpe Streets and Sidewalks Ordinance and any amendments thereto for the following described work.

I. PROPERTY INFORMATION

Proposed Work Site Street Address:

City: State: Zip: Tax Parcel ID:

II. CONTACT INFORMATION

Applicant:

Mailing Address: City: State: Zip:

Phone: Fax: Email:

(If different than Applicant)
Property Owner:

Mailing Address: City: State: Zip:

Phone: Fax: Email:

Applicant's Engineer: Company:

Mailing Address: City: State: Zip:

Phone: Fax: Email:

III. CONSTRUCTION

Check all that apply:

- ☐ Construct new sidewalk
- ☐ Widen existing sidewalk
- ☐ Replace existing sidewalk (same footprint)
- ☐ Repair existing sidewalk
- ☐ Construct curb
- ☐ Construct driveway(s)
- ☐ Along a public roadway
- ☐ Along a private roadway
- ☐ Public pathway (not road-adjacent)
- ☐ Along a PennDOT roadway
- ☐ Construct pedestrian ramp(s)
- ☐ Other: _____

IV. PROJECT DESCRIPTION *Provide a narrative which explains the proposed project based upon the items checked in the previous section (III)*

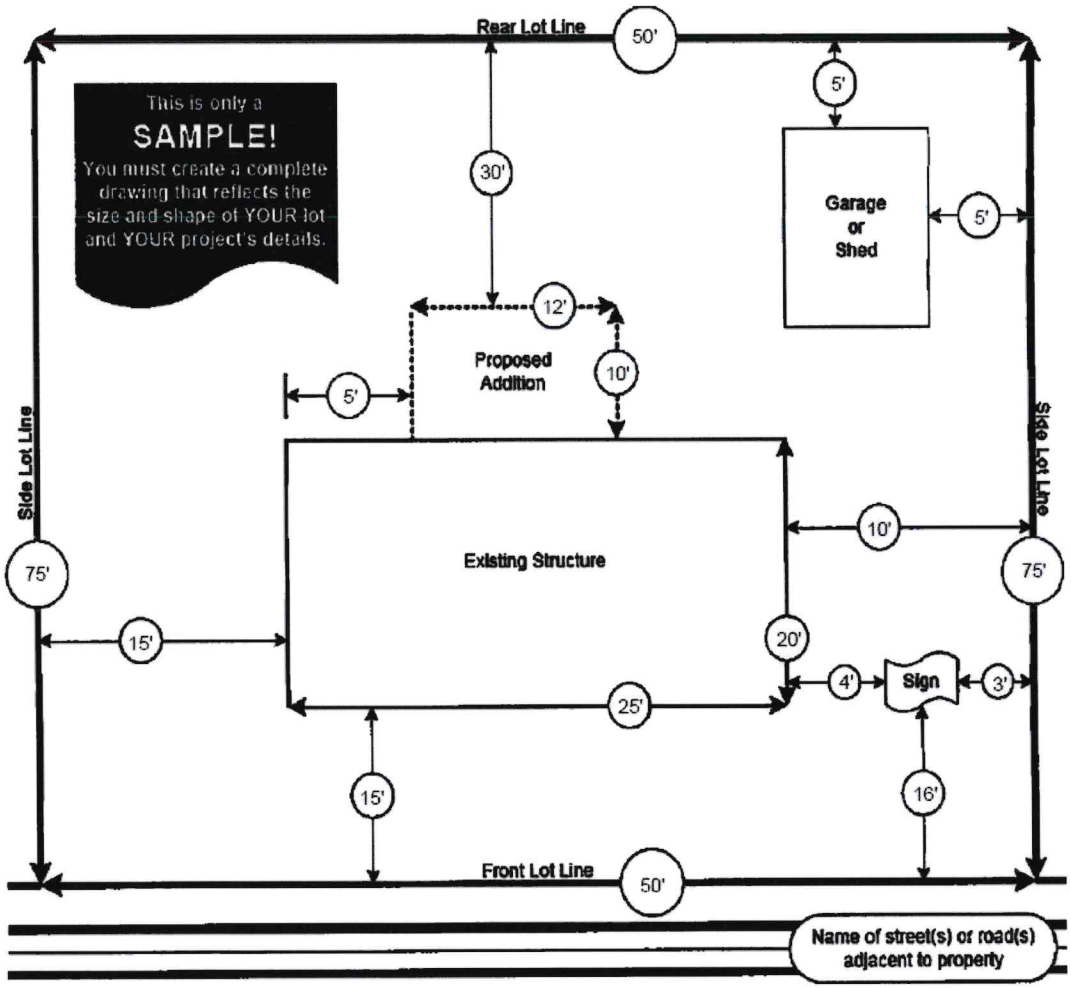
RECEIVED
SEP 8 2025
Initial: _____

Street access: ☐ State ☐ Local ☐ Other **Pathway Width (typical):** _____ **Pathway Length:** _____

V. PLOT PLAN

PLEASE INCLUDE THE FOLLOWING:

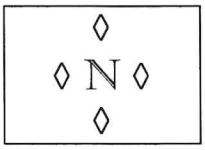
1. Identify the names and widths of roadways.
2. Identify all right-of-way and property lines.
3. Show all existing structures with dimensions to property lines.
4. Show all existing and proposed sidewalks, pathways, driveways, curb, and pedestrian ramps.
5. Identify all existing drainage structures (inlets, culverts, swales, etc.).
6. Show proposed and existing grading and limits of disturbance.



IMPERVIOUS COVERAGE

Proposed:_____*(Sq.ft.)* Existing:_____*(Sq.ft.)*

Address: _____



Scale: 1"= _____

PLOT PLAN

** A survey or other prepared plot plan can be attached, in lieu of this sketch sheet.*

Approved by:_____ Date:_____ Permit No.: _____

VI. APPLICANT'S CERTIFICATION

I hereby authorize the Borough Staff to perform inspections related to this application as may be required between the hours of 8 AM and 8 PM. The applicant understands and agrees to comply with the Pennsylvania Municipal Planning Code, Zoning Ordinance and Streets and Sidewalks Ordinance, as amended. All information supporting this application shall become part of the records of the Municipality, cannot be returned and may be examined by the public at any time during the normal working hours of the Municipal Office.

Application is hereby made for a sidewalk or public pathway which shall be located as shown on the attached diagram/plot plan and/or to use the premises for the purposes herewith. The information which precedes, together with the plot plan/diagram, is made part of this application by the undersigned. It is understood and agreed by the applicant that any error, misstatement or misrepresentation of material, fact, either with or without intention on the part of this applicant, such as might or would operate to cause a refusal of this application or any change in the location, size or scope of work made subsequent to the issuance of this permit without approval of the Borough, shall constitute sufficient ground for the revocation of this permit.

Applicant Signature: **Date:**

Applicant Name (Printed):

Owner Signature: **Date:**

Owner Name (Printed):

***BOTH SIGNATURES ARE REQUIRED IF APPLICANT IS DIFFERENT THAN OWNER**

**** OFFICE USE ONLY ****

Sidewalk Permit Required: ☐ Yes ☐ No

Action Taken: ☐ Approved ☐ Denied

Permit Fee: _____ Application Fee Paid: ☐ Yes ☐ No

Balance Due: _____

Borough Engineer Signature: _____ Date: _____