115 East 10th Street
Jim Thorpe, PA 18229

Phone: 570-325-3025
Fax: 570-325-8154

BOROUGH OF JIM THORPE

www.jtborough.org

ZONING PERMIT APPLICATION

Property Owner Information

Property Owner:_____

Mailing Address: _____City_____

State: _____Zip: _____Phone: _____Fax: _____

Cell: _____ Email: _____

Contractor Information

Business Name: _____ Contact: _____

Mailing Address: _____ City: _____

State: _____ Zip: _____ Phone: _____ Fax: _____

Cell: _____ Email: _____

Property Information

Physical Address of Property: _____

Development: _____ Zoning District: _____

Tax Parcel (PIN) No.: _____ Control No. _____

Property Size (Acre/Sq. Ft.): _____ WETLAND: ___ YES ___ NO FLOOD ZONE ___ YES ___ NO

Existing Use of Property (i.e., Residential Home, Vacation Home, Undeveloped Residential/ Commercial Lot, Commercial Building etc.): _____

Sewage Disposal (____) On-Lot (____) Community System

Road Access (____) Private Road (____) Township Road (_____) State Road (____)

INCLUDED WITH THIS APPLICATION SHALL BE THE FOLLOWING:

1. Complete, dimension, drawn-to-scale plot plan of the lot showing proposed work/ and or existing structures and building setback lines.
2. Dimensional Plans of the proposed structure(s) and elevations showing the height of the proposed structure.

Proposed Work

Erect a Structure (____) Addition (___) Raze (___) Other (___)

Description of Proposed Work: _____

_____

Total sq. ft. of Newly Constructed Area (Including floor space, decks, garages, porches, basements) _____ Proposed Building Height: _____ Building Dimension: Width ____ x ____ Length

Existing No. of Bedrooms: _____ Proposed No. of Bedrooms: _____

Existing No. of Bathrooms: _____ Proposed No of Bathrooms: _____

Basement (YES) (NO) Crawl Space (YES) (NO) Cost of construction: $_____

PLEASE NOTE:

Zoning permits are required prior to construction of the following (but not limited to): buildings, additions, alterations to existing structures affecting the footprint of the building of usage of the space, fences, retaining walls, garages, swimming pools (above and in-ground), storage sheds, decks, patio rooms, porches, signs etc. Initially, Zoning applications are reviewed for completeness. (If your application does not have all the required documentation, it may delay the processing of your application until the required information is received.) ***NO work can begin until a Zoning Permit is issued. Zoning Permit fees are non-refundable. The issuance of a Zoning Permit does not guarantee that the property is a buildable lot.***

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 of Federal laws or regulations, including but not limited to the Borough of Jim Thorpe Zoning Ordinance. A Zoning Permit may also be revoked if it has been issued in error or if issuance was based upon misrepresentations or errors contained in the application or otherwise made by the applicant.

The Zoning Officer does not guarantee to give opinions related to the proposed construction under the Permit and does not warrant compliance with applicable laws or regulations by the issuance of the Permit. The applicant bears all responsibility for ensuring compliance with all applicable laws and regulations, including but not limited to compliance with the Borough of Jim Thorpe Zoning Ordinance, the Borough of Jim Thorpe's Subdivision and Land Development Ordinance and any and all regulations governing wetlands and/or other natural resources, and all other Township, County, State and/or Federal laws and Regulations.

Notice is hereby given that if the property described in the permit will require access to a highway under the jurisdiction of the PA Dept. 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 at state highway shall be only as authorized by the Highway Occupancy Permit, issued by the PA Dept. of Transportation.

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

APPLICANT/ OWNER CERTIFICATION

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

Applicant(s) Signature: _____ Date: _____

Note: If the applicant is not the owner, written permission from the owner(s) is required.

Zoning Officer Use Only

Date Application Received: _____ Fee: $_____ Check/Cash: _____

( ) Application Complete ( ) Application Incomplete; Reason(s) _____

_____

_____

Zoning Permit No. _____ Date: _____

Sewage Permit No. _____ Date: _____

HOP Permit No. _____ Date: _____

Encroachment: _____ Date: _____

Approved: _____ Denied: _____ Reason for Denial: _____

_____

Comments: _____

_____

Zoning Officer Signature: _____ Date: _____

IRC/IBC Permit Required YES (_____) NO (_____)

Certificate of Occupancy- Upon completion of the structure and prior to occupancy or use, a final inspection is required verifying that the work was completed as per the approved Zoning Permit. A Certificate of Occupancy form must be completed prior to the final inspection. If the final inspection is approved, a Certificate of Occupancy will be issued.