

**BOROUGH OF WEST HAZLETON
APPLICATION FOR ZONING**

Application Fees:	
Residential Use:	\$55.00
Commercial / Industrial Use:	\$125.00
New Business Application:	\$125.00
ALL FEES ARE NON-REFUNDABLE	

Enclosed is the Zoning Application for the Borough of West Hazleton. Please type or print clearly all required information. Valid government-issued photo identification must accompany this application, which we will photocopy for our records. You may also be asked for proof of ownership of the property in question (for example, a copy of your deed). The Borough of West Hazleton reserves the right to reasonably require other licenses, documentation, letters, affidavits, or notarized forms not specifically mentioned on this application for the purposes of verification of the information you provide.

If you are not the owner of the property, you must have **WRITTEN permission from the owner to act on their behalf**

This application must be submitted COMPLETELY and CORRECTLY with all fees paid to West Hazleton Borough Code Enforcement / Zoning Office (100 S. 4th St, West Hazleton PA 18202), along with all applicable drawings and other required documentation.

Please take careful note of the following:

- Every Business, Pool, New Fence, Off Street Parking, New Shed, Garage, Home, Building and Additions need Zoning Approval.
- Any applicant whose application is denied has the right to appear in front of the Zoning Hearing Board to request a zoning variance. Appeals MUST be filed within THIRTY (30) days of the denial.
- All applications for Subdivision, Land Use, or Parking Lots must have Borough of West Hazleton Planning Commission approval before any work can start.
- Residential and Commercial construction projects require inspections by West Hazleton Borough and/or third-party inspectors before Occupancy Certificates can be issued.
- **Zoning approval alone does not immediately grant permission to begin a construction project** – there may be subdivision, planning, PA UCC construction permits, business licenses, or other required approvals, inspections, permits, or documentation required before construction may commence and/or before a business may open. Failure to obtain all necessary permissions and permits WILL result in work being halted and fines issued through the courts.
- Per **PA Title 53 PA Cons Stat § 6131 (2016) – Municipal Permit Denial**, Zoning approval may be DENIED for:
 - unpaid garbage, sewer, or water bills, unpaid taxes, liens, or other delinquent accounts, unless the unpaid bills/accounts are under appeal or are being contested in the courts or an administrative process.
 - Serious and uncorrected (within 6 months after the issuance of a Notice of Violation) violations of a Pennsylvania law, building code, or local ordinance if the violations resulted in the imposition of fines or compliance orders by a Magisterial District Judge or higher court, unless a stay of enforcement has been ordered by a higher court.
 - Zoning approval cannot be denied if the application is being made for the purposes of CORRECTING an outstanding violation.

APPLICATION FOR ZONING

FOR OFFICIAL USE ONLY	
ZONING DISTRICT _____	APPLICATION NUMBER _____
APPLICATION DATE _____	FEE _____ PAID BY _____

INCOMPLETE OR MISSING INFORMATION WILL CAUSE APPLICATION TO BE RETURNED AND DELAY PROCESSING. ALL APPLICABLE INFORMATION MUST BE PROVIDED.

PROPOSED WORK (CHECK APPROPRIATE BOX):

<input type="checkbox"/> New Building	<input type="checkbox"/> Addition	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Sub-division	<input type="checkbox"/> Sign
<input type="checkbox"/> Conversion	<input type="checkbox"/> Fence	<input type="checkbox"/> Garage	<input type="checkbox"/> Land Use/Development	<input type="checkbox"/> New Business
<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Carport	<input type="checkbox"/> Shed	<input type="checkbox"/> Occupancy	<input type="checkbox"/> Other (describe below)

Property Owner:	Phone Number:
Home Address:	
City, State, Zip:	
Applicant (if not the owner):	Phone Number:
Address:	
City, State, Zip	
Address / Location of Property:	
Tax Parcel # (if known):	
Purpose of application:	
Type of Business:	
Proposed Days and Hours of Operation:	

If applicable, do you have required and current state/professional licenses: _____ YES _____ NO	
If applying for new business / new apartment(s), describe OFF STREET parking arrangements and number of available OFF STREET parking spaces:	
If applying for a sign, what type and what size:	
If Daycare, How Many Children:	
Lot Size (square feet):	
Size of Existing Structures on Lot:	
Size of New Structure/Addition/Sign:	
Lot Coverage (%) – Current:	Proposed:
Estimated Cost of Construction:	

Attestation: By signing below, the applicant and owner verify that the information contained in this application and the documents attached are true and correct to the best of his/her/their knowledge, information and belief. The applicant and owner understand that false statements made herein may result in the revocation of zoning permissions and are subject to prosecution under **18 Pa. C.S.A. Section 4904** relating to unsworn falsification to authorities. If the application is not signed by the owner, the applicant certifies that the applicant is authorized by the owner to make this application and the applicant agreed to inform the owner of the approval (with conditions if any) or denial of the application.

Applicant's Name (Printed)

Property Owner's Name (Printed)

Applicant's Signature / Date

Property Owner's Signature / Date

APPROVAL

Use of the above property as described by the Applicant, Owner / Agent for the indicated by same is APPROVED subject to conformity with the minimum requirements of the Zoning Ordinance as amended.

CONDITIONS AND REQUIRMENTS:

****Notes**** Permit for Residential Use does not include a Home Occupation, Boarding or Lodging House, or any other Business activity unless specifically authorized above.

Approved By: _____

Date: _____

DENIAL

Indicated Use of the above-described property is DENIED because it conflicts with the provision of the Zoning Ordinance and as amended in the following:

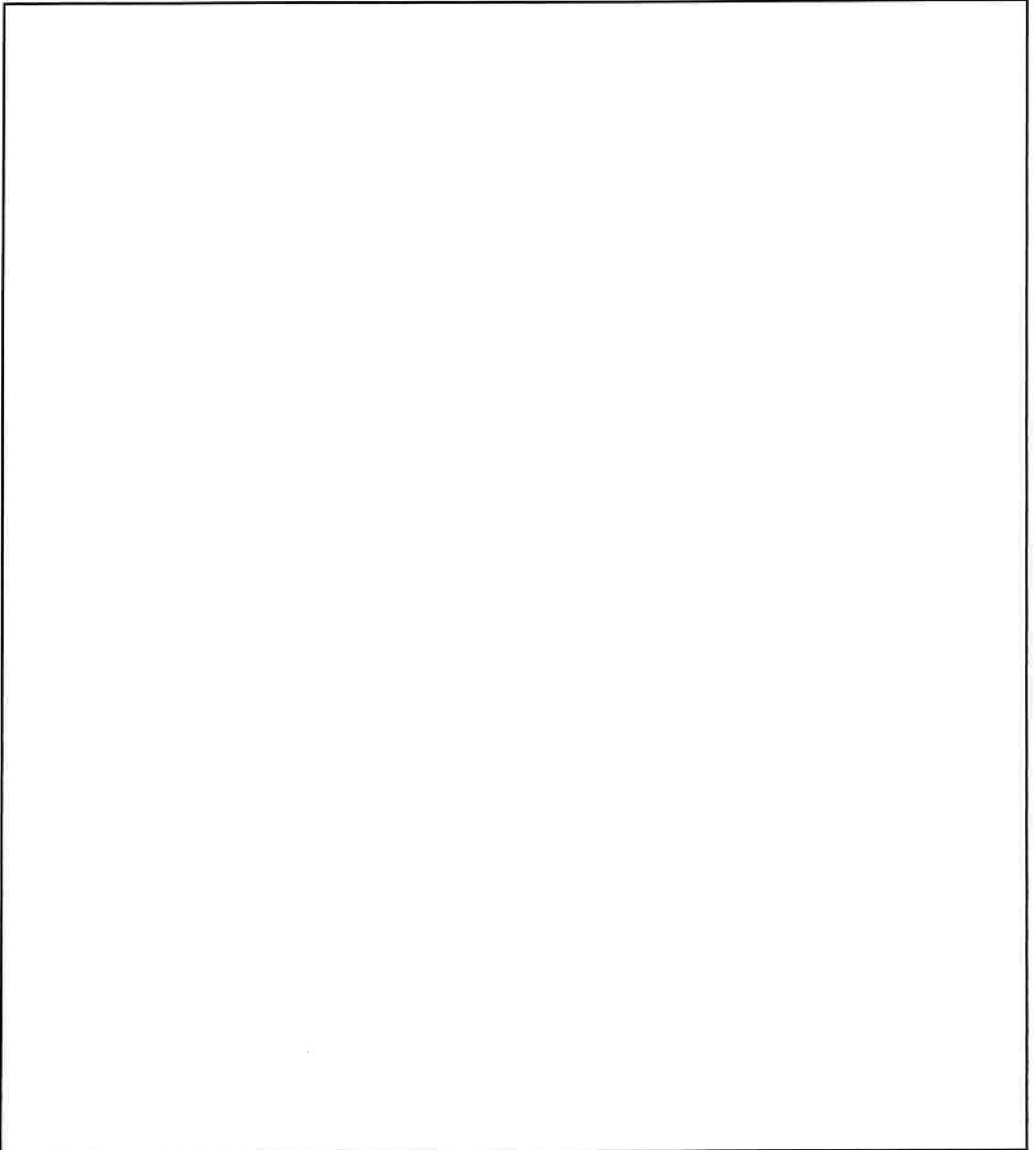
****NOTE**** All decisions of the Zoning Officer may be appealed within Thirty (30) days of the date hereof to the Zoning Hearing Board. See the Zoning Officer for further information and assistance.

Denied by: _____

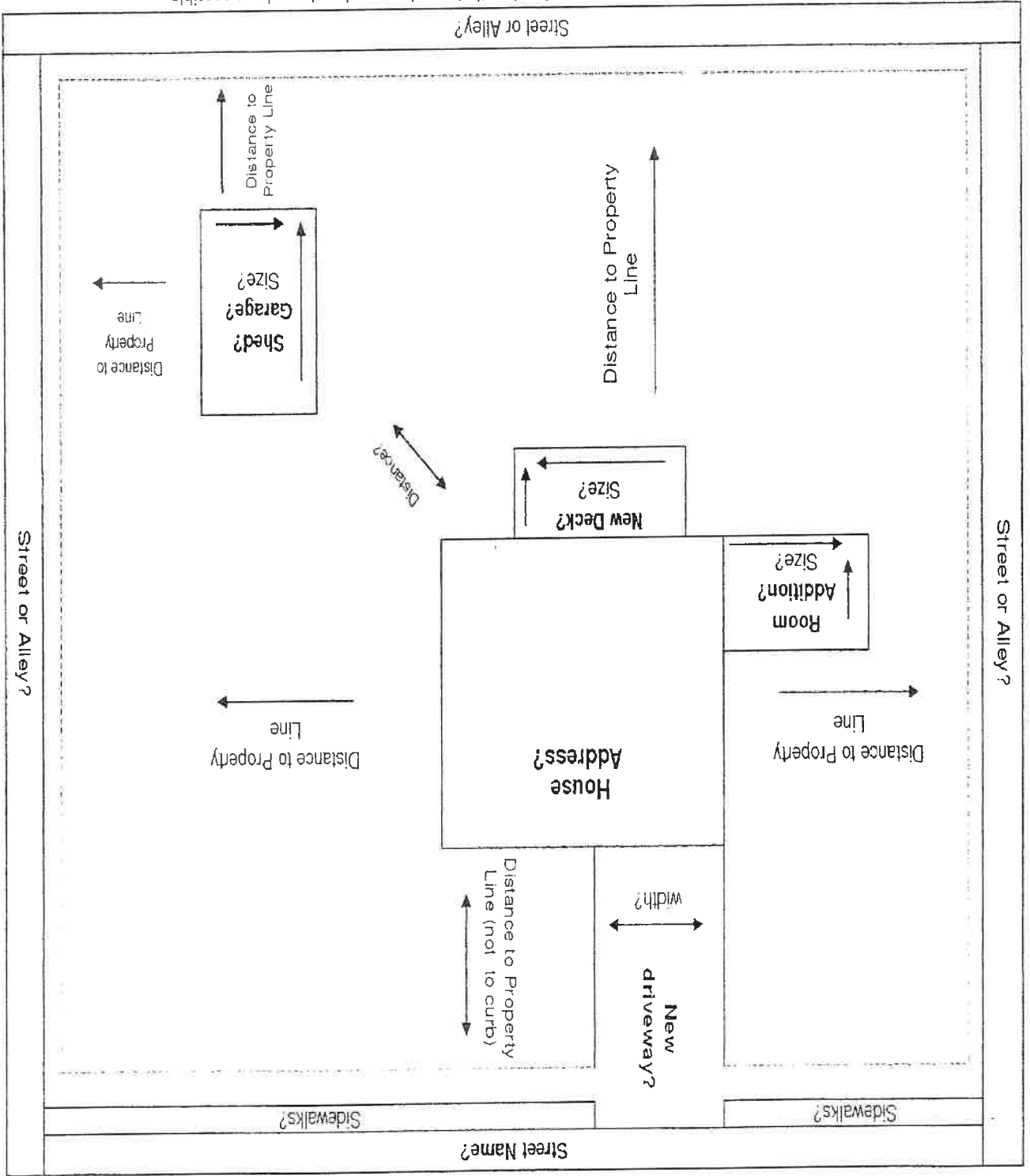
Date: _____

SITE PLAN

- Please provide a basic site plan for your project. An example of a site plan is shown on the following page.
- Be sure to indicate all applicable **setbacks and distance measurements** from streets, alleys, property lines, and from existing structures. All streets adjacent to your property must be named on the sketch.
- If adding new structures or fences, the **height** of the structure or fence must be listed.
- The **overall size** of your **lot** must be listed. The **size of existing structures** must be listed.
- The **dimensions** of any new structures, length and width, must be indicated on your sketch.
- Include any other details you believe may be relevant for the Zoning Officer's consideration.

A large, empty rectangular box with a thin black border, intended for the user to draw a site plan. The box occupies the majority of the lower half of the page.

How to Draw a Basic Site Plan



The Inspection Department recommends that when drawing a site plan, that you draw as close to scale as possible.