

COOLBAUGH TOWNSHIP

5550 MEMORIAL BLVD., TOBYHANNA, PA. 18466

Ph: (570) 894-8490 Fax: (570) 894-8413

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 350 square feet or less - **\$35.00.**

For a structure greater than 350 square feet (including basements, decks, sheds and garages) - **\$0.20 per square foot.**

For each **reinspection** 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.

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(continued)

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 27 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.

APPLICATION FOR CERTIFICATE 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:

1. **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.
2. **Certificate of Occupancy** - A copy of the Certificate of Occupancy issued by the Building Official under the Coolbaugh Township Building Code must be provided.
3. **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.)
4. **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.)

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.

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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):

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 §27-1201.1 and §27-1205 of the Coolbaugh Township Code of Ordinances.

Signature of Applicant/Owner

Printed Name

Address

Telephone Number

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