

# DALLAS TOWNSHIP, LUZERNE COUNTY PENNSYLVANIA

Questions or Additional Information: Contact the Zoning Officer, Russ Coolbaugh at:

Phone: (570) 674-2000 Ext. 105

Fax: (570) 674-3827

Email: [rcoolbaugh@dallastwp.org](mailto:rcoolbaugh@dallastwp.org)

PERMIT NO. \_\_\_\_\_ - \_\_\_\_\_

Dallas Township Municipal Bldg.

105 Lt. Michael Cleary Drive

Dallas, Pa 18612

All checks made Payable to: **Dallas Township Zoning Hearing Board (ZHB)**

## ZONING PERMIT APPLICATION

**[A Zoning Permit Application must be filed prior to the Building Permit Application]**

*This application is being made for a permit to use land or a structure, or construct, alter, or demolish a structure in the location shown on the attached sketch plan. The information and the sketch plan that follow are considered part of this application. Any error, misstatement or misrepresentation of material fact in this application or the location, size or use of land or structure, whether intentional or not, that, if known by the Zoning Officer at the time of issuance of the zoning permit would result in denial of the application, shall constitute a reason for the issuance of a stop work order and revocation of the zoning permit.*

### SECTION 1. PROPERTY LOCATION AND OWNERSHIP INFORMATION:

A. Property Address and Location: \_\_\_\_\_

\_\_\_\_\_

B. Deed Owner and Address: \_\_\_\_\_

\_\_\_\_\_

Contact Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

C. Deed Book: \_\_\_\_\_ Page: \_\_\_\_\_ Property Identification No. \_\_\_\_\_

D. Zoning District: \_\_\_\_\_

### SECTION 2. APPLICANT INFORMATION, IF DIFFERENT THAN OWNER:

A. Applicant's Name and Address: \_\_\_\_\_

\_\_\_\_\_

Contact Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

B. Interest in Property:

- Record Owner       Tenant       Buyer Under Agreement of Sale  
 Option Holder       Other \_\_\_\_\_

**SECTION 3. CONTRACTOR INFORMATION, IF SOMEONE OTHER THAN OWNER IS DOING THE WORK:**

A. Contractor's Name and Address:

\_\_\_\_\_  
\_\_\_\_\_

Contact Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

B. Insurance Information:

- Proof of worker's compensation insurance is attached.  
 Notarized affidavit verifying no employees is attached.  
 Proof of general liability insurance is attached.

C. Pennsylvania Contractor Registration No. \_\_\_\_\_

D. Dallas Township Contractor's Registration No. \_\_\_\_\_

**SECTION 4. PRESENT USE OF PROPERTY:**

A. Type of Use:

- Vacant Land       Agricultural       Commercial       Industrial  
 Single-Family Dwelling       Two-family Dwelling       Multi-family Dwelling  
 Other \_\_\_\_\_

B. Size and Type of Existing Lot:

Width: \_\_\_\_\_ Length/Frontage: \_\_\_\_\_ Acres/Square Feet: \_\_\_\_\_

Corner Lot: Yes \_\_\_\_\_ No \_\_\_\_\_

C. Number of Existing Buildings and Structures on Lot: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SECTION 5. PROPOSED USE OF PROPERTY:**

A. Type of Work, Structure and Use (check those that are applicable):

Type of Work	Type of Structure	Type of Use
<input type="checkbox"/> New	<input type="checkbox"/> Single-family Dwelling	<input type="checkbox"/> Residential
<input type="checkbox"/> Addition	<input type="checkbox"/> Two-family Dwelling	<input type="checkbox"/> Commercial
<input type="checkbox"/> Repair/Alteration/Change	<input type="checkbox"/> Multi-family Dwelling	<input type="checkbox"/> Industrial
<input type="checkbox"/> Demolition	<input type="checkbox"/> Manufactured Home	<input type="checkbox"/> Agricultural
<input type="checkbox"/> Other _____	<input type="checkbox"/> Accessory Structure <input type="checkbox"/> Sign <input type="checkbox"/> Shed <input type="checkbox"/> Garage <input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Non-residential Building	
	<input type="checkbox"/> Other _____	

B. Describe the type of work in detail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C. Site plan. A site plan drawn to scale including the following must be attached to this application:

- (1) The exact size and location of existing and proposed structures on lot, including distances from structures to lot lines and other structures.
- (2) The number and type of structures on the lot.
- (3) The number and location of parking and loading spaces, if applicable.
- (4) The existing and proposed use of the lot.
- (5) The height of proposed structures.
- (6) The size and location of the lot and building setback lines and dimensions.
- (7) All streets and alleys bounding the lot.
- (8) All existing and proposed utilities, access drives, and easement, if any.

**FAILURE TO PROVIDE A SITE PLAN WILL RESULT IN YOUR APPLICATION BEING DEEMED INCOMPLETE AND IT WILL BE RETURNED TO YOU.**

D. Zoning Information. Please complete the following:

	Actual	Proposed
Zoning District		
Lot Size (square feet)		
Lot Width (feet)		
Lot Depth (feet)		
Building Setback (ft. & inches)		
Front Yard		
Rear Yard		
Side Yard (left side from front)		
Side Yard (right side from front)		
Building Height (feet)		
Number of off-street parking spaces		
Lot Coverage (percentage)		

- A. Use Information. Check whichever is applicable:
- Use of structure that has been altered, enlarged or moved
  - Use of vacant land
  - Change in use of land
  - Change in use of building or structure

**SECTION 6. OTHER CONSTRUCTION INFORMATION:**

- A. Type of sewer (attach a copy of the permit or approval):
- On-Lot
  - Central Sewage
  - Other: \_\_\_\_\_
- B. Stormwater Management (Plan Approval by Township Engineer prior to Work):  
Total area in square feet for new construction and impervious surface: \_\_\_\_\_
- C. Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_
- D. Construction Costs: \$ \_\_\_\_\_

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 are subject to penalties of 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.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**THE OWNER MUST SIGN THIS APPLICATION OR IT WILL BE DEEMED INCOMPLETE AND RETURNED TO APPLICANT.**

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
DATE

.....  
**OFFICIAL USE ONLY**

\*\*\*\*\*

Date Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Permit No. \_\_\_\_\_

APPROVED

DENIED

Date: \_\_\_\_\_

**IF APPROVED, THE APPROVAL IS SUBJECT TO THE FOLLOWING CONDITIONS:**

**STORMWATER MANAGEMENT PLAN APPROVAL AND BUILDING PERMIT FROM BUILDING INSPECTOR.**

**IF DENIED, THE REASONS FOR DENIAL ARE AS FOLLOWS (ATTACH A COPY OF THE DENIAL LETTER TO THIS APPLICATION):**

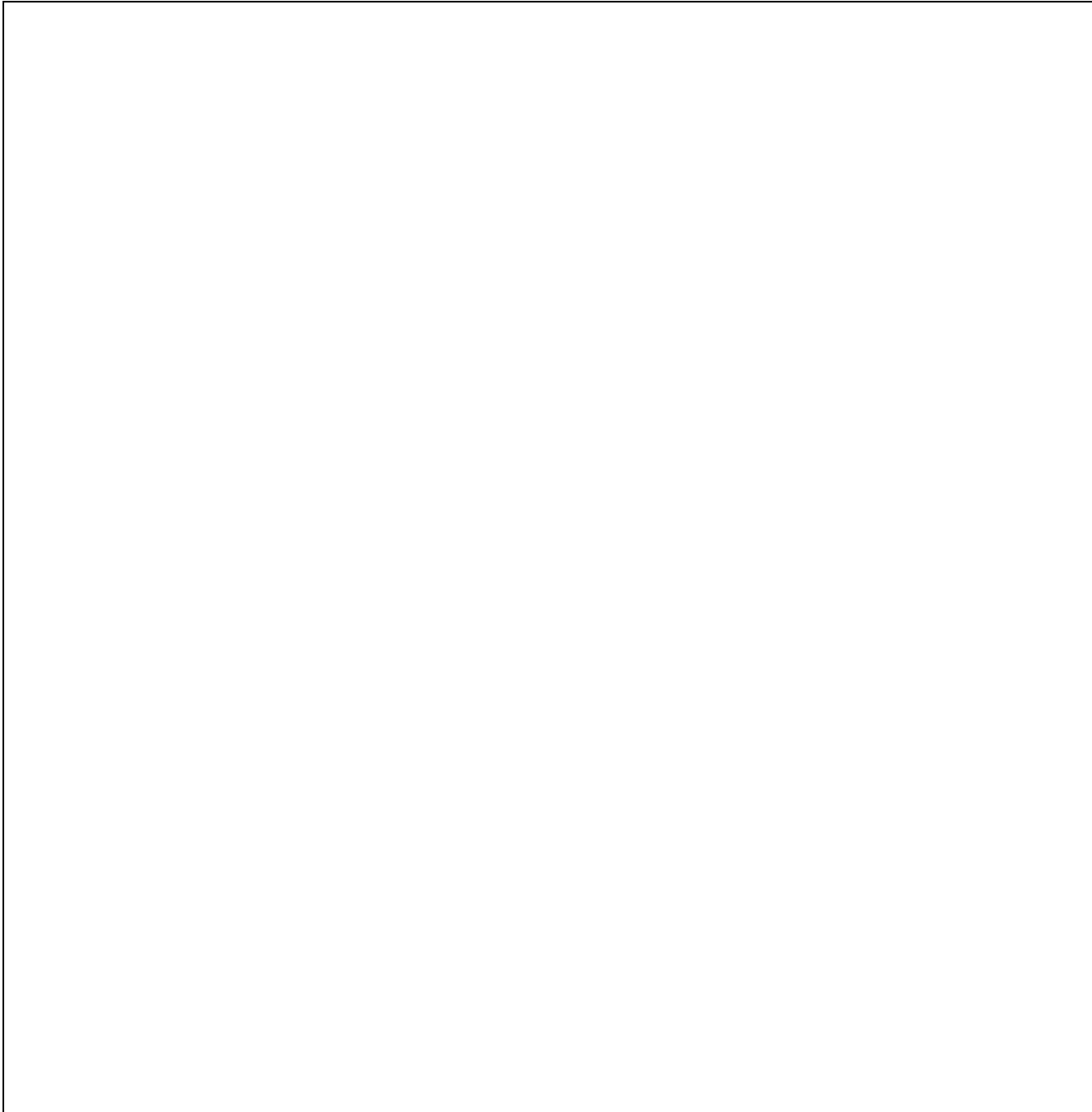
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**ZONING OFFICER**

**SKETCH PLAN**

**Indicate North**





I will have the structure built and located in accordance with the dimensions indicated above.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
DATE

**DALLAS TOWNSHIP**  
**Luzerne County, Pennsylvania**

**WHEREAS**, Dallas Township Ordinances provide that the Board of Supervisors shall establish a schedule of fees for applications, permits, other services or items specified in the ordinances.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF DALLAS TOWNSHIP THAT THE BOARD ADOPTS THE FOLLOWING SCHEDULE OF FEES:**

### **SUBDIVISION AND LAND DEVELOPMENT ORDINANCE**

Minor Subdivision: \$250.00 plus \$25 per lot

Major Subdivision: \$500.00 plus \$50 per lot

Minor Subdivision Escrow: \$500.00

Major Subdivision Escrow: \$2,000.00

Minor Land Development: \$250.00 plus \$25 per building

Major Land Development (Residential): \$500.00 plus \$50 per building

Major Land Development (Nonresidential): \$500.00 plus \$50 per occupant

Minor Land Development Escrow: \$500.00

Major Land Development Escrow: \$2,000.00

Manufactured Home Parks: \$500.00 plus \$50 per mobile home on site

Appeals to the UCC Appeal Board: \$500.00

SALDO Booklet: Per cost of booklet

### **ZONING ORDINANCE**

#### **ZONING PERMITS**

Residential Uses - New Construction including mobile homes and/or manufactured housing:  
\$100.00

Residential Uses and Additions, Accessory Structures: \$50.00

Nonresidential uses including New Construction and/or Use of Property without Structures:  
\$200.00

Nonresidential Uses of Existing Structures and Additions and Accessory Structures and/or Uses:  
\$50.00

#### **Signs:**

Commercial/Industrial: \$50.00

Institutional: \$50.00

Public/Semipublic Uses: \$50.00

Billboards: \$200.00

The sign fees apply to the construction of a new sign or a replacement of an existing sign. There is also a building permit required for a new or replacement sign.

**CERTIFICATE OF NONCONFORMITY**

Residential Uses: \$50.00  
Nonresidential Uses: \$100.00

**APPLICATIONS TO ZONING HEARING BOARD (WHEN USE IS DENIED BY ZONING OFFICER)**

Residential (Dimensional Variances regarding structures valued at under \$3,000): \$500.00  
Residential (All Others): \$750.00  
Nonresidential Uses: \$1,000.00

In addition to the above referenced fees, the applicant shall be responsible for costs incurred by Dallas Township for public notice and advertising costs, necessary administrative overhead connected with the hearing and one-half of the appearance of the stenographer. The cost of the original transcript, when required or requested shall be paid by the party appealing a decision of the Zoning Hearing Board or by the party requesting that transcripts be provided.

**CONDITIONAL USE PERMIT**

Residential: \$1,000.00 plus \$25.00 per Dwelling Unit or Mobile Home  
  
Nonresidential Uses: \$1,000.00 plus \$50.00 per Structure or per acre if there are no structures.  
  
Planned Residential Development: \$1,000.00 plus \$25.00 per Dwelling and/or Principal Structure

In addition to the above referenced fees, the applicant shall be responsible for costs incurred by Dallas Township for public notice and advertising costs, necessary administrative overhead connected with the hearing and one-half of the appearance fee of the stenographer. The cost of the original transcript, when required or requested, shall be paid by the party appealing a decision of the Dallas Township Board of Supervisors or by the party requesting that transcripts be provided.

**AMENDMENTS**

Amendment to Text of Ordinance \$500.00  
Amendment to Zoning Map \$1,000.00  
Amendment Submitted as a Curative Amendment \$1,000.00



**DEMOLITION PERMITS**

Residential Structure: \$50.00

Nonresidential Structure: \$100.00

**CERTIFICATE OF NONCONFORMITY**

Residential Uses: \$50.00

Nonresidential Uses: \$100.00

**OTHER**

Appeals to the UCC Appeal Board: \$500.00

Change of Use: \$50.00

Manufactured Home Parks: \$500.00 plus \$50 per mobile home on site

Zoning Changes/Rezoning of Property: \$400.00

Zoning Ordinance Booklet: Per cost of booklet

Zoning Maps: Per cost of printing

**STORMWATER MANAGEMENT ORDINANCE**

**Permit Application**

Level 1: \$50.00

Level 2: \$400.00

Level 3: \$500.00

Level 4: \$750.00

Stormwater Ordinance Booklet: Per cost of booklet

**PEDDLING AND SOLICITING ORDINANCE**

Soliciting Door to Door: \$50 per person per 30-day period

**CONSUMER FIREWORKS**

Consumer Fireworks Permit per Pennsylvania Fireworks Law, 35 P.S. §1271 et seq., as amended: \$50.00

**ALL ORDINANCES & RESOLUTIONS**

Returned Check Fee: Actual bank charge

ENACTED BY THE BOARD OF SUPERVISORS OF DALLAS TOWNSHIP this 4<sup>th</sup> day of August 2020.

DALLAS TOWNSHIP BOARD OF SUPERVISORS

  
\_\_\_\_\_  
William J. Grant, Chairman

  
\_\_\_\_\_  
Robert J. Wagner, Vice Chairman

  
\_\_\_\_\_  
Elizabeth A. Martin

Attest:   
\_\_\_\_\_  
K. Gary Kirk, Secretary/Treasurer

