

# EXETER BOROUGH

## ZONING PERMIT APPLICATION

Questions or Additional Information Call: Exeter Borough  
Zoning Officer, Dominick Pepe at (570) 654-3001 Extension 3

ZONING PERMIT NUMBER Z \_\_\_\_\_

1. ADDRESS/ LOCATION OF PROPERTY

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2. ZONING DISTRICT IN WHICH THE PROPERTY IS LOCATED: \_\_\_\_\_

3. APPLICANT'S NAME, ADDRESS and PHONE NUMBER:

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4. OWNERS NAME, ADDRESS and PHONE NUMBER (if not applicant)

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5. APPLICATION IS HEREBY MADE TO:

- |   |                                    |   |
|---|------------------------------------|---|
| <input type="checkbox"/> ERECT A STRUCTURE                | PRINCIPAL <input type="checkbox"/> | ACCESSORY <input type="checkbox"/>      |
| <input type="checkbox"/> ADD TO A STRUCTURE               | PRINCIPAL <input type="checkbox"/> | ACCESSORY <input type="checkbox"/>      |
| <input type="checkbox"/> CHANGE THE USE OF TO A STRUCTURE |                                    | ERECT A FENCE <input type="checkbox"/>  |
| <input type="checkbox"/> INSTALL A SWIMMING POOL          | <input type="checkbox"/> IN-GROUND | <input type="checkbox"/> ABOVE - GROUND |

APPLICATION IS HEREBY MADE TO: (CONTINUED)

- INSTALL OFF STREET PARKING AREA.  ERECT A SIGN
- ESTABLISH A HOME OCCUPATION
- USE OF LAND WITHOUT ANY STRUCTURE
- NEW PROPRIETOR IN AN EXISTING BUILDING
- APPEAL OF VIOLATION NOTICE
- OTHER (PLEASE LIST) \_\_\_\_\_

6. PROVIDE A NARRATIVE WHICH EXPLAINS AND THE PROPOSED USE OF THE PROPERTY BASED UPON THE ITEM CHECKED UNDER 5.

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

7. SIZE OF LOT

8. SIZE OF PROPOSED STRUCTURE

_____	WIDTH	_____	WIDTH	_____	HEIGHT
_____	DEPTH	_____	DEPTH		
_____	SQUARE FEET	_____	SQUARE FEET		

9. TOTAL SQUARE FEET OF ALL STRUCTURES ON LOT, INCLUDE PORCHES, DECKS, SWIMMING POOLS, SHEDS AND GARAGES. SQUARE FEET = \_\_\_\_\_

10. PROVIDE THE LOCATION OF PROPOSED STRUCTURE/USE ON LOT, INCLUDING ADDITION IF APPLICABLE.

\_\_\_\_\_ FEET TO FRONT YARD, \_\_\_\_\_ FEET TO REAR YARD, \_\_\_\_\_ SIDE YARD  
\_\_\_\_\_ SIDE YARD (B)    MAXIMUM HEIGHT OF STRUCTURE \_\_\_\_\_

11. PERCENT OF LOT COVERGE \_\_\_\_\_ SUM OF THE SQUARE FEET OF ALL STRUCTURES, EXISTING AND PROPOSED, DEVIDED BY THE TOTAL SQUARE FOOTAGE OF LOT.

11. PER SECTION 1402.2 (A) OF THE EXETER BOROUGH ZONING ORDINANCE, ATTACH A SITE PLAN DRAWN TO SCALE WHICH ACCURATELY ILLUSTRATES AS APPLICABLE TO THE EXISTING AND PROPOSED DEVELOPMENT, INCLUDING BUT NOT LIMITED TO THE LOT SIZE, DIMENSION OF EXISTING AND PROPOSED STRUCTURES, SETBACK DISTANCES TO PROPERTY LINES AND OFF-STREET PARKING.

THE SITE PLAN SHALL BE CONSIDERED PART OF THE APPLICATION FAILURE TO PROVIDE AN ACCURATE SITE PLAN WILL RESULT IN YOUR APPLICATION BEING DEEMED INCOMPLETE AND IT WILL BE RETURNED TO YOU

**PLEASE REFER TO THE ATTACHED SAMPLE DRAWING**

I HERBY CERTIFY THAT THE INFORMATION CONTAINED WITHIN THIS APPLICATION IS TRUE, CORRECT AND ACCURATE TO THE BEST OF MY KNOWLEDGE. IT IS UNDERSTOOD AND AGREED THAT AN ERROR, MISTATEMENT OR MISREPRESENTATION OF MATERIAL FACT, EITHER WITH OR WITHOUT INTENTION ON THE PART OF THIS APPLICANT, SHALL CONSTITUTE SUFFICIENT GROUNDS FOR THE REVOCATION OF THE APPROVAL OF THIS PERMIT.

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SIGNATURE OF APPLICANT

DATE

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SIGNATURE OF OWNER

DATE

IF YOU ARE BOTH THE APPLICANT AND THE OWNER OF THE PROPERTY, SIGN BOTH OF THE ABOVE LINES, THE OWNERS SIGNATURE IS ALWAYS REQUIRED FAILURE TO PROVIDE OWNERS SIGNATURE WILL RESULT IN YOUR APPLICATION BEING DEEMED INCOMPLETE AND WILL BE RETURNED TO YOU.

FAILURE TO COMMENCE THE WORK / IMPROVEMENTS APPROVED UNDER THIS PERMIT WITHIN ONE YEAR SHALL RENDER THE APPROVAL AS NULL AND VOID.

APPROVED

DENIED

PENDING

ZONING OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

Dominick R. Pepe

**ALL INFORMATION BELOW TO BE COMPLETED  
BY THE BOROUGH ZONING OFFICER**

A. IF THE PERMIT IS DENIED, THE ZONING OFFICER SHALL NOTE THE APPLICABLE SECTION/S OF THE ZONING ORDINANCE BASIS OF DENIAL BELOW.

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B. A COPY OF THE ZONING OFFICERS LETTER OF DENIAL SHALL BE ATTACHED TO THIS PERMIT.

C. HAS THE APPLICANT / OWNER REQUESTED AN APPEAL OF THE ZONING OFFICER'S DECISION TO THE ZONING HEARING BOARD?

- YES       NO       UNDECIDED / PENDING

D. IF APPLICABLE, DATE OF WRITTEN REQUEST OF APPEAL \_\_\_\_\_

ATTACH A COPY OF APPLICANT / OWNERS WRITTEN REQUEST FOR APPEAL TO ZONING HEARING BOARD AND OR A COMPLETED APPLICATION FOR THIS APPEAL TO THE ZONING HEARING BOARD.

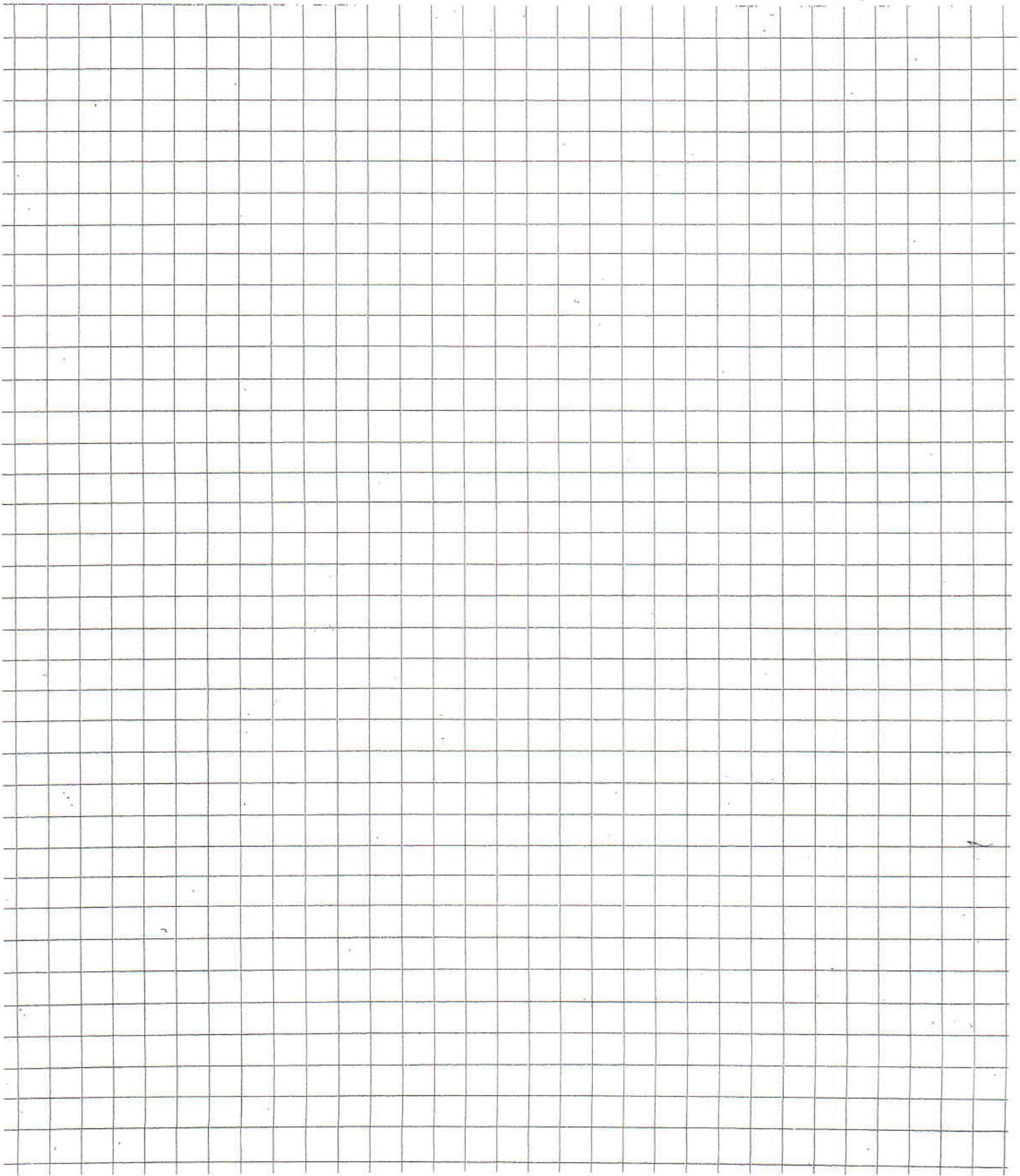
E. IF APPLICABLE, DATE OF SCHEDULED ZONING HEARING BOARD

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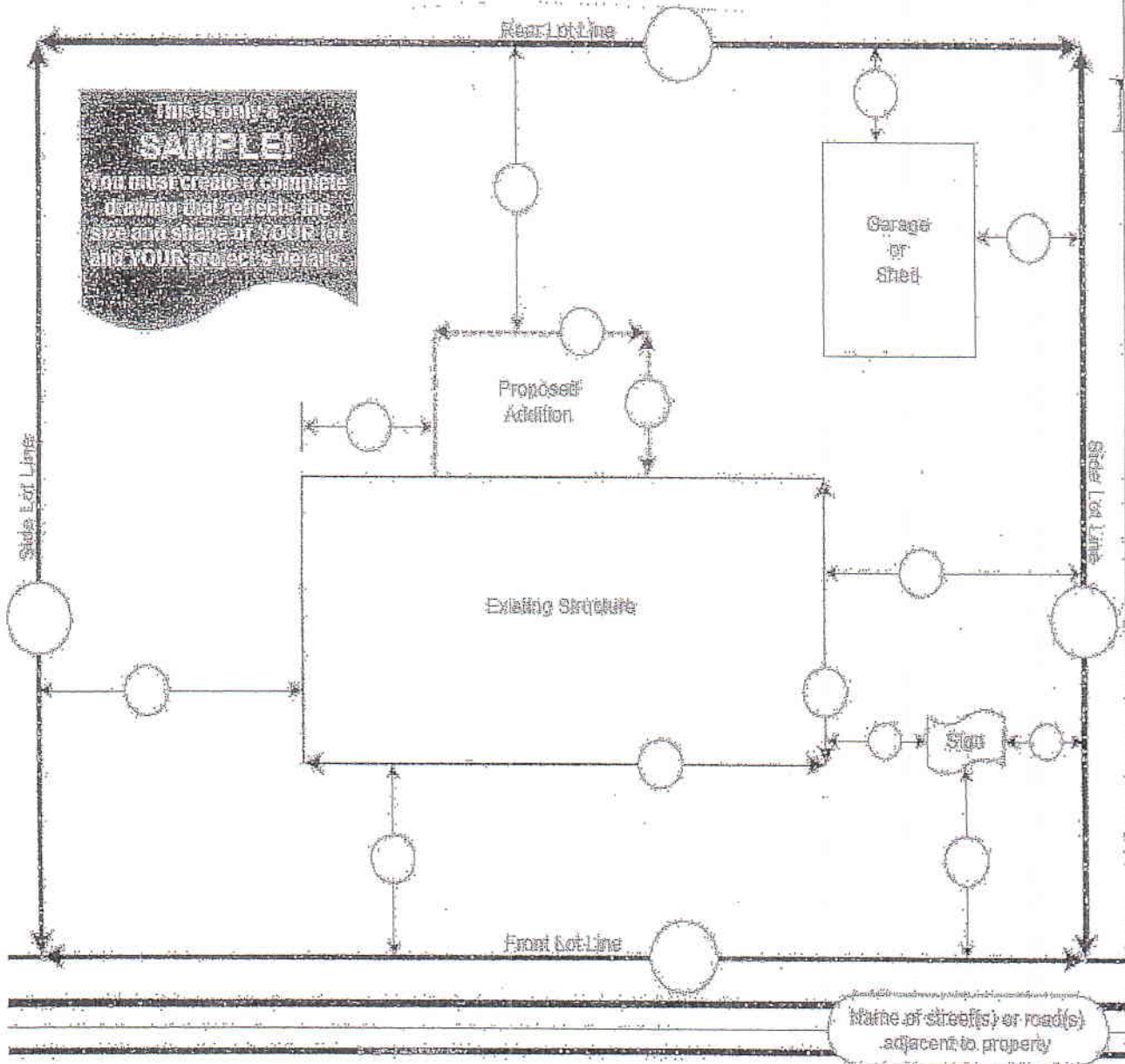
Name: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_

Job: \_\_\_\_\_



# EXETER BOROUGH



A site plan is a 2 dimensional "bird's eye" view of the entire property. The site plan must show the location and dimensions of the property lines, easements, adjacent streets, and all existing and proposed construction. In addition, the site plan must indicate the distances between buildings on the property and the distance from each building to each property line. The square footage of all new and existing buildings, driveways, garages, sheds, carports, swimming pools, etc. must also be shown or labeled upon the site plan.

EXETER BOROUGH

SCHEDULE OF ZONING FEES

1. ZONING PERMITS

A. RESIDENTIAL USES - NEW CONSTRUCTION, INCLUDING MOBILE HOMES AND/OR MANUFACTURED HOUSING.

\$150.00

B. RESIDENTIAL USES AND ADDITIONS, ACCESSORY STRUCTURES AND/OR USES, INCLUDING, BUT NOT LIMITED TO SWIMMING POOLS

\$50.00

C. NONRESIDENTIAL USES, INCLUDING NEW CONSTRUCTION AND/OR USE OF PROPERTY WITHOUT STRUCTURES

\$200.00

D. NONRESIDENTIAL USES OF EXISTING STRUCTURES AND ADDITIONS AND ACCESSORY STRUCTURES AND/OR USES.

\$50.00

E. SIGNS

Commercial/Industrial .....	\$100.00
Institutional .....	\$25.00
Public/Semipublic Uses .....	\$25.00
Billboards .....	\$200.00

The above fees under Item E. apply to the construction of a new sign or a replacement of an existing sign.

2. CERTIFICATE OF NONCONFORMITY

Residential Uses .....	\$50.00
Nonresidential Uses .....	\$75.00

3. APPLICATIONS TO ZONING HEARING BOARD (Filing Fee)

All Uses ..... \$550.00

In addition to the above referenced fees, the applicant shall be responsible for costs incurred by Exeter Borough for 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 Zoning Hearing Board or by the party requesting that transcripts be provided.

4. CONDITIONAL USE PERMIT (Filing Fee)

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 and/or Principal Structure	\$1,000.00 plus \$25.00 per Dwelling

In addition to the above referenced filing fees, the applicant shall be responsible for costs incurred by Exeter Borough 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 Borough Council or by the party requesting that transcripts be provided.

5. AMENDMENTS

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

In addition to the above referenced fees, the applicant shall be responsible for costs incurred by Exeter Borough 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 Borough Council or by the party requesting that transcripts be provided.



## GENERAL INFORMATION SHEET FOR ZONING HEARINGS

The Zoning Hearing Board shall conduct hearings and render decisions in accordance with the following:

- A. Notice of hearings before the Board shall be by public notice; a notice published once a week for two (2) successive weeks in a newspaper of general circulation in the Borough. Such notice shall state the time and place of the hearing and the particular nature of matters to be considered at the hearing by the Board. The first publication shall not be more than thirty (30) days and the second publication shall not be less than seven (7) days from the date of the hearing. (*Applicant is responsible for advertising costs*)
- B. Written notice of all hearings before the Board shall be conspicuously posted on the affected property not less than one week prior to the hearing.
- C. Written notice shall be given to the Zoning Officer, to the applicant, to the owner of record of the subject property before the Board, if different than that of the applicant, to the owner of record of any property which has an adjoining or contiguous property boundary with the subject property subject property before the Board and to the owner of record of any property within two hundred (200) linear feet of the subject property before the Board. An adjoining or contiguous property boundary shall be deemed to also include such properties which have any amount of opposite front, rear or side yard areas including those properties that are separated from the subject property before the Board by a public or private street, road, alley and/or similar right-of-way. In cases of a corner property subject to a hearing before the Board, in addition to the owners of record with an adjoining or contiguous property boundary, notice shall also be given to any owner of record of any property which has frontage along the intersection of the public or private streets or roads in question.

The applicant shall be responsible for providing the Zoning Officer with the names and addresses of the true and correct owners of record based upon the records contained in the Luzerne County Tax Assessor's Office. While it shall be the intent of the Exeter Borough Zoning Hearing Board to provide written notice to property owners which have an adjoining or contiguous property boundary with the subject property before the Board and to the owner of record of any property within two hundred (200) linear feet of the subject property before the Board, failure to do so, shall not represent a basis for appeal or otherwise invalidate a decision and/or finding of the Zoning Hearing Board.