



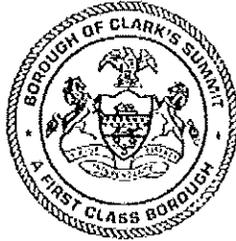
## Borough of Clarks Summit

304 South State Street, Clarks Summit PA 18411

Phone 570.585.4811 Fax 570.586.3024 Email [cscodofficer@epix.net](mailto:cscodofficer@epix.net)

### ZONING PERMIT INFORMATION

1. Zoning permits are used as a control and monitoring device of the Zoning Ordinance for the purpose of regulating land use and development within the Borough and promoting the general health, safety and welfare of its residents.
2. A zoning permit must be secured for all regulated activity. (Section 27-1100.3). Failure to obtain a required permit is a violation of the Ordinance and can result in fines and penalties (Section 27-1117).
3. The zoning officer issues all zoning permits. Applications are obtained through the zoning officer. The application must be filled out completely, signed and returned to the zoning officer with the appropriate fee(s). Two copies of the site plan are required if action by the Zoning Hearing Board or Borough Council is not required. The zoning officer will then review the application and either deny or approve. If a zoning application does not meet the necessary requirements of the Ordinance, the application will be denied. (Section 27-1102). The zoning officer shall issue or deny a permit for a principal permitted or accessory use within a maximum of ninety (90) days after a complete, duly filed application and fees are submitted. (27-1102.C)
4. It is essential that the zoning officer is notified **PRIOR TO THE START OF CONSTRUCTION** to allow sufficient time to verify setback distances and lot coverage and to examine the construction site with regard to the plan submitted and any other applicable matters deemed required. The property lines should be marked as well as the proposed project (Ex. marking paint or ribbon). Failure to adhere strictly to this procedure could lead to unnecessary delays or more serious problems in the event that a structure is located incorrectly on the site (27-1104.2)
5. A zoning permit for any project that requires a sewer system, storm water or earth disturbance controls or traffic access will not be issued until DEP, Penn DOT or Clarks Summit Borough issues an approved permit for any of these essential items.
6. Permits are issued for a one-year period and expire if the project is not started within that time. If additional time is required to start and/or complete the project, an extension of six (6) months can be granted for good cause if requesting in writing. A new permit must be issued if the original is allowed to expire. A second fee will also be levied (Section 27-1109).
7. Please note it is recommended that applicants wait 30 days, from issue date of permit, to start construction. There is a 30-day appeal period that others may appeal the approved decision (27-1111).
8. Upon completion of an approved project the zoning officer must be contacted to perform a **FINAL INSPECTION**. The original permit should be returned to the office. If all requirements have been met a Certificate of Occupancy or Use is then issued (27-1102.7).



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## ZONING PERMIT APPLICATION

### INSTRUCTIONS TO APPLICANTS

When submitting an Application for a Borough Zoning Permit, the following are required:

1. A completed application form.

It is not necessary that you "squeeze" the "Plot plan of proposed project" into the space provided. You may use an attachment with the drawing. The drawing must include:

- Lot size/dimensions
  - Location and measurements of existing structures (All impervious surfaces, i.e. driveway, sidewalks)
  - Front, Rear and Side yard setbacks
  - The proposed structure/addition, etc. represented in a dotted line.
2. A copy of the current deed to the property to verify property owners, square footage of the lot(s) and additional pertinent information.
  3. A copy of any decision or actions by the Borough Zoning Hearing Board, and/or Planning Commission, and/or Council, if applicable.
  4. The following contractor information:

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Federal ID# \_\_\_\_\_

Plus a copy of the Certificate of Insurance of having general liability and workman's compensation insurance. This can be faxed to the Borough office at (570)586-3024. In lieu of not having workman's compensation insurance, contractor must complete and have the form notarized. The coverage information form is attached.

5. The Borough and/or any authorized agent may request/require additional items or information while reviewing this application.

(Please refer to Section 27-1103.3 of the Clarks Summit Borough Zoning Ordinance 2002-01 for requirements)

DATE RECEIVED: \_\_\_\_\_

REC. BY: \_\_\_\_\_

**ZONING PERMIT APPLICATION**

(In accordance with the Clarks Summit Zoning Ordinance)

**Property Owners Information:**

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

Address: \_\_\_\_\_

(Street)

(City)

(State)

(Zip)

Phone #: \_\_\_\_\_

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**Project information:**

( ) Erect a new: \_\_\_\_\_ (single family dwelling, commercial bldg,  
E&S program, etc)

( ) Erect a detached: \_\_\_\_\_ (pool, accessory structure, fence, etc)

( ) Construct an attached addition : \_\_\_\_\_ ( garage, room deck, etc.)

( ) Renovation of: \_\_\_\_\_ ( kitchen, bathroom, living room, etc.)

( ) Yard Sale: \_\_\_\_\_ ( date and time)

Proposed Pool, Structure or Fence (dimensions): \_\_\_\_\_

Estimated Construction cost: \_\_\_\_\_

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**Property Information:**

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

Zoning District: \_\_\_\_\_ Tax Map #: \_\_\_\_\_

Lot (dimensions): \_\_\_\_\_ X \_\_\_\_\_ Sq.- Ft: \_\_\_\_\_

Existing Buildings (dimensions): \_\_\_\_\_ X \_\_\_\_\_ Sq.-Ft: \_\_\_\_\_

Front Setback: \_\_\_\_\_ Side Setback: \_\_\_\_\_ Rear Setback: \_\_\_\_\_

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I [we] hereby represent that the information provided herein submitted is true, correct and agree to obey all of the Ordinances and Laws of the Borough of Clark Summit and the Commonwealth of Pennsylvania concerning Building and Zoning Regulations.

\_\_\_\_\_  
Owner's signature

**APPLICANT INFORMATION:**

NAME: \_\_\_\_\_

ADDRESS (STREET, PO BOX): \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

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**PLOT PLAN SKETCH**

Rear Footage



S  
I  
D  
E  
  
F  
O  
O  
T  
A  
G  
E

Front Footage

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**Borough Use Only**

Fee: **\$50.00+\$5 for every \$1,000 est. construction cost** \$ \_\_\_\_\_ total

Denied/Issued: \_\_\_\_\_ Date: \_\_\_\_\_

Permit #: \_\_\_\_\_ Code Enforcement Officer: \_\_\_\_\_

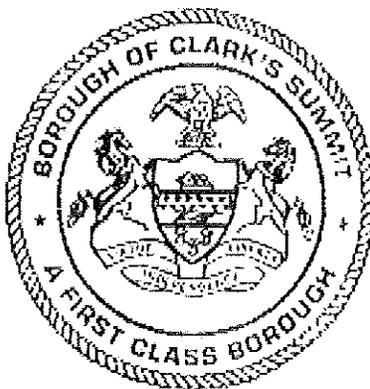
Reason for Denial: \_\_\_\_\_

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## IMPERVIOUS SURFACE BREAKDOWN CHART

ADDRESS \_\_\_\_\_

LOT SIZE (SQ. FT.) \_\_\_\_\_

HOUSE (SQ. FT.) \_\_\_\_\_

DRIVEWAY (SQ. FT.) \_\_\_\_\_

WALKWAY(S) (SQ. FT.) \_\_\_\_\_

PATIO, MISC. (SQ. FT.) \_\_\_\_\_

TOTAL EXISTING IMPERVIOUS SURFACE % \_\_\_\_\_ SQ. FT. \_\_\_\_\_

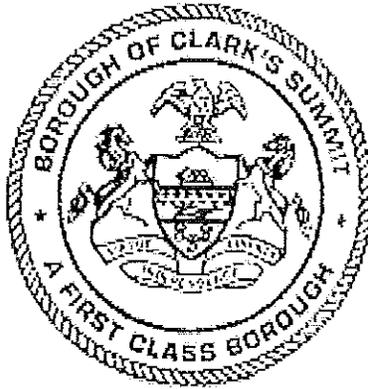
PROPOSED CONSTRUCTION \_\_\_\_\_ SQ. FT. \_\_\_\_\_

TOTAL IMPERVIOUS SURFACE EXISTING AND PROPOSED: % \_\_\_\_\_

SQ. FT. \_\_\_\_\_

Note: (a.) IMPERVIOUS SURFACE – Area covered by roofs, concrete, asphalt or other man-made cover which has a coefficient of runoff of 0.7 or higher. The Borough Engineer shall decide any dispute over whether an area is “impervious”. Areas of land paved for the sole purpose of noncommercial tennis courts, trails or basketball courts or closely similar active outdoor recreation may be deleted from impervious surfaces for the purposes of determining permitted impervious coverage, unless those areas would also be used for non-recreational uses (such as parking).

(b.) IMPERVIOUS SURFACE RATIO – The total area of all impervious surfaces within a lot divided by the gross lot area.



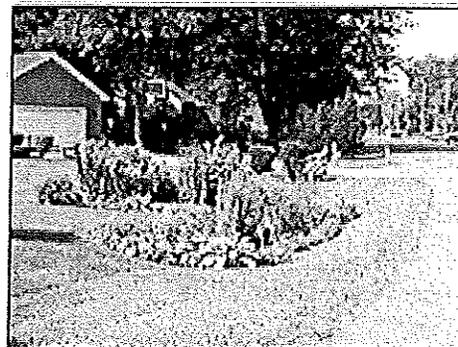
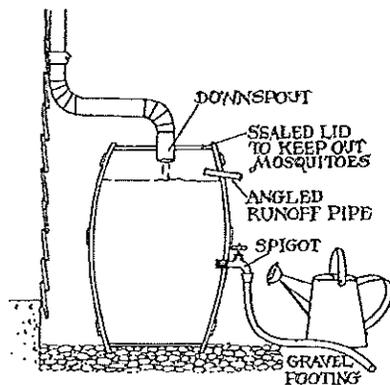
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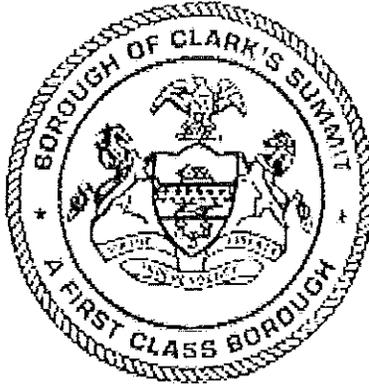
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## *Stormwater Management Begins in the Home*

The Borough of Clarks Summit is asking our residents to join us in our effort to help better manage stormwater. We need our neighbors to get involved with this issue.

Two suggestions we can offer are to use rain barrels and to install a rain garden. Rain barrels can be installed at the end of rain gutters to collect water after a storm. This water can be used in your home and garden. Rain barrels cost anywhere from \$89 to \$150 online. A rain garden is a small area in your yard that is designed to temporarily hold and soak in rain water that comes from a house roof, driveway or other open area. Rain gardens typically are planted with a mixture of perennial flowers, ornamental grasses and woody shrubs that are adapted to wet and dry conditions. Water collected in the rain garden slowly infiltrates into the soil to support plant growth. In a properly sited and designed rain garden standing water disappears in less than 48 hours. Rain gardens also provide many visual benefits including diverse plantings of flowers, grasses and ornamental plants; berms that add height, contrast, and texture to level areas; and texture to level areas; and the potential to include landscape features such as stone, or other features for a pleasing garden view. Rain garden costs will vary depending on the site preparation and the size of the plants selected.





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## Stormwater Certification

I/We \_\_\_\_\_ of \_\_\_\_\_ have/are making application to the Borough of Clarks Summit for a building and/or zoning permit.

The property is located at \_\_\_\_\_, and has assigned a Tax ID Number of \_\_\_\_\_

I/We are the true owners of said property and do hereby certify that the stormwater will be discharged per the requirements of the Clarks Summit Borough Ordinances.

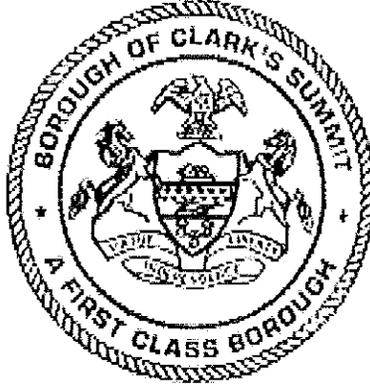
SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Clarks Summit Borough has Ordinances regulating and governing the conditions and maintenance of all property with the concern of water drainage. (Ordinance 2009-04 and section 407 of the SALDO) This regulation will ensure that neighboring properties are not adversely affected by run-off from down spouts, sump pumps, pools, swales, grading of new land for development, etc.

Upon securing building permits for residential or commercial construction/expansion said parties (owner, developer, builder) will sign and there in respect and adhere to directives listed below:

Water is to be directed by conduit *into* the nearest practical and adequate Borough storm drain system in the street.

Failure to comply will result in enforcement remedies listed in §105 of Ordinance 2009-04.



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### FLOOD ZONE CERTIFICATION

I/We \_\_\_\_\_ of  
\_\_\_\_\_ have/are making application to the Borough of  
Clarks Summit for a building and/or zoning permit.

The property is located at \_\_\_\_\_, and has  
assigned a Tax ID Number of \_\_\_\_\_

I/We are the true owners of said property and do hereby certify that this property IS or IS NOT  
within a flood zone as identified on the current floodway map for the Borough of Clarks Summit,  
County of Lackawanna, Commonwealth of Pennsylvania as published by the Federal Emergency  
Management Agency.

SIGNED: \_\_\_\_\_ DATE \_\_\_\_\_  
\_\_\_\_\_

#### Ordinance 99-01 – Floodplains §8-102.1 Applicability

It shall be unlawful for any person, partnership, business or corporation to undertake, or cause to  
be undertaken, any construction or development anywhere within the Borough of Clarks Summit  
unless a building permit has been obtained from the Codes Officer/Zoning Officer of the  
Borough.

#### §8-203 Application Procedures and Requirements

If any proposed construction or development is located entirely or partially within any identified  
floodplain area, applicants for building permits shall provided all the necessary information in  
sufficient detail and clarity.

#### §8-211.2 – Enforcement - Penalties