

# SCOTT TOWNSHIP



ZONING DEPARTMENT  
PLANNING COMMISSION

R. R. #1 - Box 432D  
Olyphant, PA. 18447

COMMONWEALTH OF PENNSYLVANIA  
COUNTY OF LACKAWANNA

Tel: 570/ 254-6969 - EXT. 103  
FAX 570/ 254-9314

## 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 Township and promoting the general welfare and safety of its residents.
2. A Zoning Permit must be secured PRIOR to construction of a structure that requires one (Section 602 – Zoning Ordinance). Failure to obtain a required permit is a violation of the Ordinance and can result in fines and penalties under Section 606 and 607.
3. All Zoning Permits are issued by the Zoning Officer. An application and other appropriate forms made available by the Zoning Officer must be completed, reviewed and approved before a zoning permit can be issued. Upon request a denial permit can be issued if a zoning application does not meet the necessary requirements.
4. It is essential that the Zoning Officer be notified PRIOR TO THE START OF CONSTRUCTION to verify setback distances and to examine the construction site with regard to building size, location, access, and other applicable matters. 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.
5. Upon completion of an approved structure the Zoning Officer must be contacted to perform a final inspection. If all requirements are met a Certificate of Occupancy or Use is then issued.
6. A Zoning Permit for any structure that requires a septic system, water or traffic access will not be issued until an approved permit for any of these essential items is issued by DER, Penn DOT or Scott Township.
7. Permits are issued for a one-year period and expire if the structure is not started within that time. If additional time is required to complete a structure that has been started within that time. If additional time is required to complete a structure that has been started but not completed within the one-year period, extensions of up to three years can be granted for good cause. A new permit must be issued if the original is allowed to expire. A second fee will also be levied.

# APPLICATION ZONING PERMIT

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

<b>TAX MAP NUMBER</b>	<b>SUBDIVISION NAME:</b>
<b>PROPERTY OWNERS' NAME</b>	<b>PHONE #</b>
<b>ZONING DISTRICT</b>	
<b>ADDRESS AND LOCATION</b>	

<b>TYPE OF IMPROVEMENT</b> <input type="checkbox"/> NEW BLDG <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REMOVAL <input type="checkbox"/> ACCESSORY STRUC <input type="checkbox"/> CONDITIONAL USE <input type="checkbox"/> OTHER	<b>PROPOSED USES</b> CHECK WHICH APPLY  <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>RESIDENTIAL:</b>  <input type="checkbox"/> 1 Family  <input type="checkbox"/> 2 Family  <input type="checkbox"/> Multi-family                # Units  <input type="checkbox"/> Residential                to Apts.  <input type="checkbox"/> Garden Apts.  <input type="checkbox"/> Townhouses                # Units  <input type="checkbox"/> Med. High- rise                Apartments  <input type="checkbox"/> Other  <b>Accessory Structures:</b>  <input type="checkbox"/> Garage   <input type="checkbox"/> Pool  <input type="checkbox"/> Carport   <input type="checkbox"/> Deck  <input type="checkbox"/> Shed       <input type="checkbox"/> Porch  <input type="checkbox"/> Fence      <input type="checkbox"/> Other         </td> <td style="width: 50%; vertical-align: top;"> <b>NON-RESIDENTIAL USES</b>  <input type="checkbox"/> HOTEL, MOTEL # UNITS _____  <input type="checkbox"/> RESORT FACILITY  <input type="checkbox"/> RESTAURANT  <input type="checkbox"/> SEASONAL COTTAGE  <input type="checkbox"/> GIFT SHOP  <input type="checkbox"/> RETAIL SALES BUSINESS  <input type="checkbox"/> WHOLESALE BUSINESS  <input type="checkbox"/> SERVICE ESTABLISHMENT  <input type="checkbox"/> VEHICLE SALES/REPAIR  <input type="checkbox"/> INDUSTRIAL USE  <input type="checkbox"/> OFFICE PROFESSIONAL USE  <input type="checkbox"/> CHURCH SOCIAL USE  <input type="checkbox"/> BANK  <input type="checkbox"/> FORESTRY ENTERPRISES  <input type="checkbox"/> AGRICULTURAL  <input type="checkbox"/> NATURAL RES. USE/PROCESSING  <input type="checkbox"/> OTHER         </td> </tr> </table>	<b>RESIDENTIAL:</b> <input type="checkbox"/> 1 Family <input type="checkbox"/> 2 Family <input type="checkbox"/> Multi-family # Units <input type="checkbox"/> Residential to Apts. <input type="checkbox"/> Garden Apts. <input type="checkbox"/> Townhouses # Units <input type="checkbox"/> Med. High- rise Apartments <input type="checkbox"/> Other <b>Accessory Structures:</b> <input type="checkbox"/> Garage <input type="checkbox"/> Pool <input type="checkbox"/> Carport <input type="checkbox"/> Deck <input type="checkbox"/> Shed <input type="checkbox"/> Porch <input type="checkbox"/> Fence <input type="checkbox"/> Other	<b>NON-RESIDENTIAL USES</b> <input type="checkbox"/> HOTEL, MOTEL # UNITS _____ <input type="checkbox"/> RESORT FACILITY <input type="checkbox"/> RESTAURANT <input type="checkbox"/> SEASONAL COTTAGE <input type="checkbox"/> GIFT SHOP <input type="checkbox"/> RETAIL SALES BUSINESS <input type="checkbox"/> WHOLESALE BUSINESS <input type="checkbox"/> SERVICE ESTABLISHMENT <input type="checkbox"/> VEHICLE SALES/REPAIR <input type="checkbox"/> INDUSTRIAL USE <input type="checkbox"/> OFFICE PROFESSIONAL USE <input type="checkbox"/> CHURCH SOCIAL USE <input type="checkbox"/> BANK <input type="checkbox"/> FORESTRY ENTERPRISES <input type="checkbox"/> AGRICULTURAL <input type="checkbox"/> NATURAL RES. USE/PROCESSING <input type="checkbox"/> OTHER
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<b>COST ESTIMATE</b> \$ _____	Explanation: _____  Slope at site ____% Any work on slope > 15% __yes __no <b>BUILDING CHARACTERISTICS</b> – ATTACH A FLOOR PLAN AND/OR PLOT PLAN OF SITE WITH ROAD ACCESS, SETBACKS, SEPTIC SYSTEM AND WELL. SKETCH IS ADEQUATE, IF NOT DRAWN TO SCALE.		
<b>START DATE</b>			
<b>COMPLETION DATE</b>			
<b>PERMIT NO.</b> _____			
<b>COST OF PERMIT</b>			
<b>BASIC FEE</b> _____			
<b>CERT OF USE</b> _____			
<b>\$4/1000</b> _____			
<b>TOTAL FEE</b> _____			

<b>BUILDING and LAND DEMENTIONS</b>	<b>FOUNDATION</b>	<b>SETBACK DISTANCES:</b>																								
OVERALL _____ Floor area 1 _____ “ “ 2 _____ Ave. Height _____ Land _____ Dimention _____ Nonconforming lot of record?? Y _____ N _____ Deed may be required	Material _____ Pier size _____ Other _____	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Required</th> <th style="width: 20%; text-align: center;">Actual</th> </tr> </thead> <tbody> <tr> <td>Street Side</td> <td></td> <td></td> </tr> <tr> <td>Measurements must be from <b>Right of Way</b></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Street Side (if corner lot)</td> <td></td> <td></td> </tr> <tr> <td>Measurements must be from <b>Right of Way</b></td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Adj. Prop Line</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Adj. Prop Line</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Rear Prop Line</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>		Required	Actual	Street Side			Measurements must be from <b>Right of Way</b>	_____	_____	Street Side (if corner lot)			Measurements must be from <b>Right of Way</b>	_____	_____	Adj. Prop Line	_____	_____	Adj. Prop Line	_____	_____	Rear Prop Line	_____	_____
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<b>USE INFORMATION</b>	<b>SEWAGE HANDLING:</b>	<b>WATER SUPPLY:</b>	<b>Commercial off street parking</b>
BEDROOMS # _____ BATHROOMS: FULL _____ HALF _____	<input type="checkbox"/> Individual On-Lot Sys. Permit # _____ <input type="checkbox"/> Community Subsurface <input type="checkbox"/> Central Collection	<input type="checkbox"/> Individual Well Existing _____ Proposed _____ Distance to on-lot sys _____ <input type="checkbox"/> Community Well <input type="checkbox"/> Water Co. <input type="checkbox"/> Other	YES _____ NO _____  Chimney? _____ Material _____

Application must be signed by owners and applicant. By signing this application as owner and/or applicant, I/we hereby represent that the forgoing answers and information are true and correct. We hereby request that a permit be issued in reliance upon the information set forth in this application. We agree to comply with the Zoning Ordinance of 1987 and amendments thereto and will immediately inform the Zoning Enforcement Officer of Scott Township of any change in the plans and specifications that were presented for consideration and issuance of this permit. We agree that no construction will take place of any deviation from the approved plans submitted unless subsequent approval has been granted by the zoning officer for any changes. If, in the opinion of the Zoning Officer, construction changes are made or are subsequently requested in the plans which violate any Zoning Ordinance, amendment, other Regulation or conditions of approval, the Zoning Officer may invalidate or revoke your permit if you fail to comply. If a permit is invalidated or revoked for any reason, it must be surrendered to the Township immediately. Any and all work on the project must cease upon notification of revocation or invalidation regardless of whether or not the permit is surrendered. Work authorized by an issued permit not started within one (1) year shall thereby void the permit. If work is started and not completed in that period, the applicant must contact the Zoning Enforcement Officer to request an extension. ONCE CONSTRUCTION IS COMPLETE I CERTIFY THAT I WILL NOTIFY THE Zoning Officer TO REQUEST A CERTIFICATE OF OCCUPANCY OR USE THIS PERMIT MAY ALLOW.

PLEASE PRINT	NAME	ADDRESS	PHONE #
OWNER (S)			
Applicant			

PLEASE Sign	Signatures	Date
OWNER (S)		
Applicant		

Contractor's Name	Address	Phone
Workers Comp carrier	Policy #	Fed/State & Id #

**\*\*Proof in the form of a copy of contractor's certificate of insurance is required**

**\*\*\*Contractors with no employees must have signed and notarized affidavit attached.**

**your application is not considered complete until all information and required documentation is submitted and cannot be processed.**

**Owner Constructed Declaration:**

I \_\_\_\_\_ as owner/applicant for a Scott Township building permit do declare, certify and affirm that all work authorized by this permit will be performed by me and that I will not hire or pay a contractor or anyone else to perform any work allowed by this permit. In the event I do hire someone to perform any work, prior to them performing any work I will inform the Zoning Officer and provide all necessary insurance information as required

Owner Signature	Date	WITNESS	DATE

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

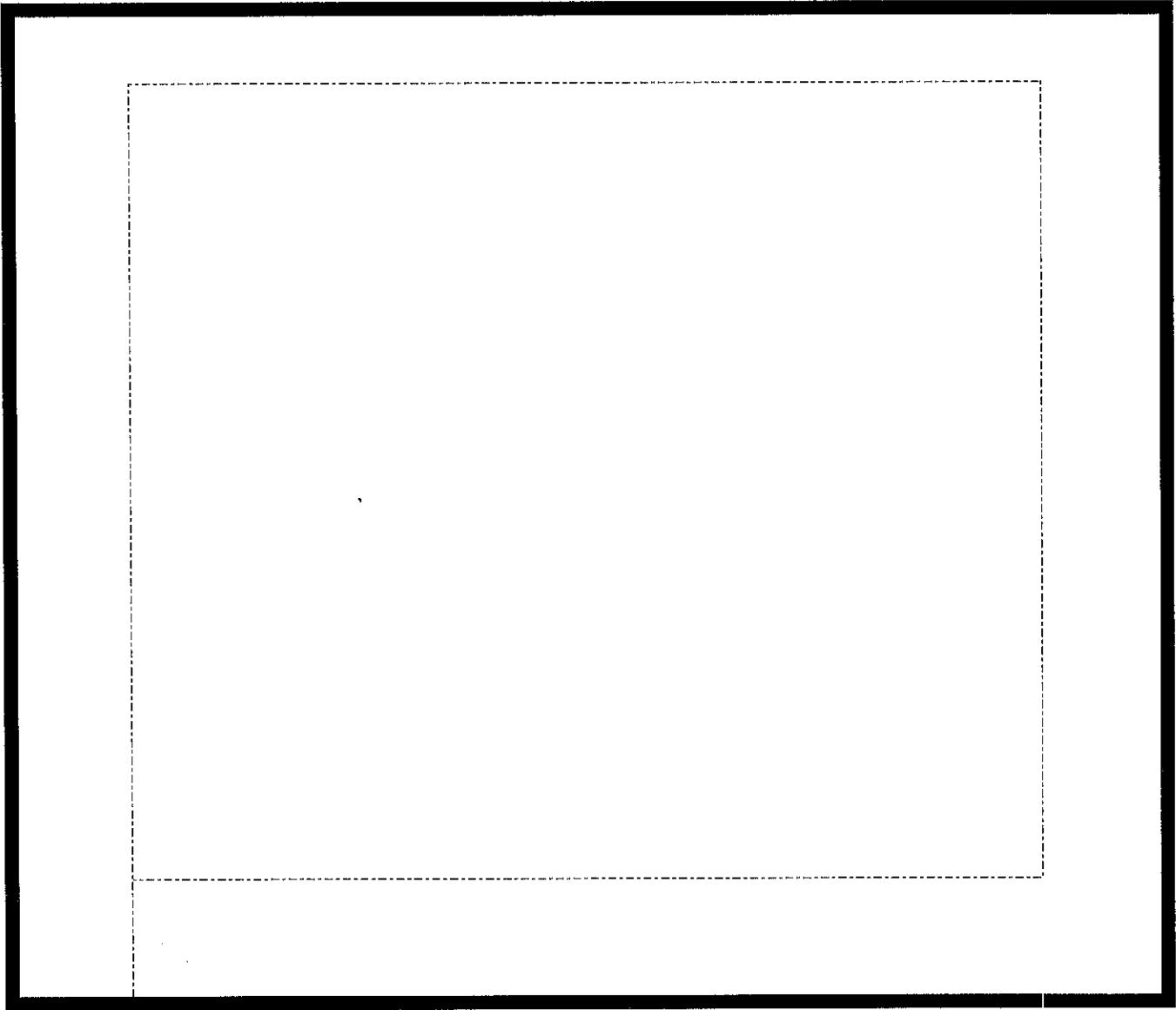
Received by: \_\_\_\_\_

**ZONING OFFICER ACTION:**

ON THIS DATE \_\_\_\_\_ THIS APPLICATION FOR A BUILDING/ZONING PERMIT HAS BEEN GRANTED DENIED

REASON FOR DENIAL \_\_\_\_\_

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



### INSTRUCTIONS

1. Prepare in sketch form and label all existing and new structures, additions, and alterations. Include dimensions of buildings and distances from each other and septic system. Sketch does not have to be prepared to scale.
2. Identify all streets adjacent to property.
3. Show distance of front, side and rear setbacks. Setback requirements are located on the back of this form as well as additional information.

**NOTE:** IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONSULT WITH THE ZONING OFFICER WHENEVER CLARIFICATION IS REQUIRED.

**\*\*\*AN APPLICATION IS INCOMPLETE UNTIL ALL REQUIRED INFORMATION AND DOCUMENTATION ARE SUBMITTED. DO NOT PROCEED UNTIL A PERMIT IS IN YOUR HAND AND POSTED AT YOUR PROPERTY.**

RESOLUTION 00-4-27A

SCOTT TOWNSHIP  
PERMIT FEE SCHEDULE  
BUILDING/ZONING

1. BASIC ZONING PERMIT
  - A. PRINCIPAL PERMITTED USE \$50.00 PLUS \$4.00 PER THOUSAND OF ESTIMATED VALUE. AFTER COMPLETION, CERTIFIED COST OF CONSTRUCTION WILL BE PROVIDED BY THE APPLICANT
  - B. ACCESSORY STRUCTURE \$35.00 PLUS \$4.00 PER THOUSAND OF ESTIMATED VALUE AFTER COMPLETION CERTIFIED COST OF CONSTRUCTION WILL BE PROVIDED BY THE APPLICANT.
2. CERTIFIED COST OF CONSTRUCTION WILL BE PROVIDED BY THE APPLICANT AND CONFIRMED BY THE ZONING OFFICER.
3. CONDITIONAL USE APPLICATION  
\$500.00 with a refundable balance, for a public hearing and related costs exclusive of professional and attorney's fees if required. Costs exceeding the basic fee shall be paid as a condition of approval whether or not stated at the meeting as such.
4. CERTIFICATE OF USE
  - a. Following new construction \$15.00
  - b. New use or a change of use \$35.00
5. CERTIFICATE OF NON-CONFORMANCE \$50.00
6. SIGN PERMITS
  - a. Sign having dimensions of 4 square feet or less \$35.00
  - b. Larger than four square feet \$50.00
7. REQUEST FOR ZONING AMENDMENT AND CURATIVE AMENDMENT  
\$500.00 for public hearing and related costs. Any professional costs incurred for the review shall be paid as a condition of the approval.
8. ZONING HEARING BOARD MATTERS \$500.00 plus basic permit fees.
9. CONTINUANCE OF A ZONING HEARING \$250.00

HIGHWAY OCCUPANCY PERMIT ORDINANCE

1. Fee for a highway occupancy permit shall be \$30.00
2. Pave cuts \$30.00

ROAD ORDINANCE

3. The basic fee for any road application shall be \$300.00 plus \$1.00 per ten (ten) lineal feet of road constructed. The applicant shall also pay an additional fee of \$500.00 for any request which requires a public hearing.

The Development Standards which apply to each District include minimum lot sizes, minimum average widths, minimum lot depth, yard requirements, maximum lot coverage for buildings, and maximum height. These standards vary among Districts and are so depicted in the Schedule of District Regulations which follows. Supplementary regulations (Article IV) may establish additional or differing standards as they apply to specific uses.

SCHEDULE OF DEVELOPMENT STANDARDS

ZONING DISTRICT	RU	RD	DD	NB	ID
MINIMUM LOT AREA (ACRES)	1	1	1	1	1
MINIMUM AVG LOT WIDTH (FT)	150	150	150	150	150
MINIMUM AVG LOT DEPTH (FT)	150	150	150	150	150
MINIMUM FRONT YARD (FT)	35	35	50	35	50
MINIMUM SIDE YARD (FT)	20	20	25	25	25
MINIMUM REAR YARD (FT)	20	20	25	25	25
MAXIMUM BUILDING HEIGHT (FT)	35	35	35	35	35
MAXIMUM LOT COVERAGE (%)	25	25	50	25	50

## NOTES:

A. In the RD District, if central water supply and central sewage disposal facilities are provided, the minimum lot size may be reduced to 30,000 square feet and the minimum average width and minimum depth both may be reduced to 100 feet.

B. Central water and central sewage facilities are required for any recreational vehicle park, campground, mobile home park, cluster development, or multi-family housing development.

C. Standards for recreational vehicle parks, campgrounds, and mobile home parks shall conform to the Scott Township Subdivision and Land Development Ordinance and the supplemental standards contained in Section 403 of this Ordinance.

D. The standards contained on this Schedule are modified in certain instances by standards applying to specific uses (i.e., multi-family housing developments). See Supplementary Regulations.

E. The average lot depth of a lot shall not exceed a ratio of 4 to 1 to average lot width unless no more than 3 such lots are to be created.

F. Maximum lot coverage in the DD District may be increased to a maximum of 75 percent as a conditional use and provided on-site retention of stormwater meeting the requirements set forth in Section 308 of the Scott Township Subdivision and Land Development Ordinance is provided.

G. Lot coverage for non-conforming lots in the NB District shall be as follows:

1. 50% for lots 0.5 acre or less.
2. 35% for lots more than 0.5 acre and less than 1.0 acre.

H. Height regulations shall not apply to spires, belfries, cupolas, domes, not used for human occupancy, nor to chimneys, ventilators, monuments, masts and aeriels, television antennae, public utility structures that are not buildings, silos and other agricultural structures, chimneys, ventilators, and parapet walls extending not more than four (4) feet above the limiting height of the building, skylights, bulkheads, and ornamental or necessary mechanical appurtenances. Any such structure (excluding agricultural structures) proposed to be a height in excess of sixty (60) feet shall be treated as a conditional use. Antennae shall be governed by Section 422.

I. The minimum road frontage for all newly created lots shall not be less than seventy-five (75) feet.