

Newport Township

ZONING PERMIT APPLICATION PACKET

Submission Checklist

- Application Fee Payable to NEWPORT TOWNSHIP (See Fee Schedule below)
- Application completed in ink and signed by applicant and property owner if the applicant is not the property owner or provide written authorization from the owner to act as their agent.
- Completed plot plan with all required information attached. (Please refer to sample provided)
- Building Plans, as applicable. Include a floor plan and elevation plan for all new construction, including additions and decks.
- Contractor Certificate of Insurance naming NEWPORT TOWNSHIP as certificate holder
- Height and size of structure specified on application where indicated.
- Parcel ID number and property address
- Contact person and phone number
- Copy of recorded deed (if required)
- Copy of Septic Permit (if required)
- Copy of Water Supply Approval/Permit (if required)
- Copy of Driveway Permit (if required)
- Highway Occupancy Permit (if required)
- All Property lines and proposed location of structure(s) must be marked on the site prior to submitting the application.

Zoning Fees:

Residential Uses- New construction, additions, accessory structures and uses. - \$100.00

Nonresidential Uses- Including new construction and/or use of property without structures. -\$1,250.00

Nonresidential Uses- Uses of existing structures and additions and accessory structures and/or uses. -\$625.00

Signs- \$100.00

Newport Township Zoning Officer Suzanne Popko
351 W Kirmar Ave
Nanticoke, PA 18634

(ph)570- 829-9775 (fax) 570-735-5595

Newport Township Municipal Building
351 W Kirmar Ave
Nanticoke, PA 18634
Zoning Officer/BHW Suzanne Popko
Tele. 570-829-9775; Fax- 570-735-5595



**** OFFICE USE ONLY ****
Date Received: _____
Zoning District: _____
Permit Number: _____

APPLICATION FOR ZONING PERMIT

Application is hereby made for a permit in conformity with requirements of the Pennsylvania Municipalities Planning Code, Current Local Zoning Ordinance and any amendments thereto for the following described work:

I. PROPERTY INFORMATION

Municipality: _____ Development: _____

Address/Lot No.: _____ Tax Parcel ID: _____

Lot Width: _____ Lot Depth: _____ Acres/Square Feet: _____

*Located in a Floodplain Yes No If Yes, Market Value of Property: _____

Zoning District _____ Residential _____ Commercial _____ HOA? Yes No

IF yes- Association name _____

II. APPLICANT & OWNER INFORMATION

Applicant Name: _____ Phone: _____

Mailing Address: _____ Email: _____

(If different than Applicant)

Owner Name: _____ Phone: _____

Mailing Address: _____ Email: _____

III. CONTRACTOR INFORMATION

Contractor Name: _____ Phone: _____

Mailing Address: _____ Email: _____

IV. CONSTRUCTION

Erect a Residential Structure Principal Accessory Size: _____ (L x W x H)

Erect a Commercial Structure Principal Accessory Size: _____ (L x W x H)

Change of Use Existing Use: _____ Proposed Use: _____

Erect a Fence Install a Swimming Pool In-ground Above-ground

Erect a Sign (Provide sign proof along with plot plan) Sign Copy Change (Provide sign proof)

Driveway Establish a Home Occupation

Other (Please Specify): _____

V. PROJECT DESCRIPTION

Provide a narrative which explains the proposed project based upon the item checked in the previous section (IV):

Cost of Construction: _____

Sewage Disposal: *Public Sewer On-lot *See Below

Lot Coverage (Sq. Ft.): _____

Water Supply: Public Water Well

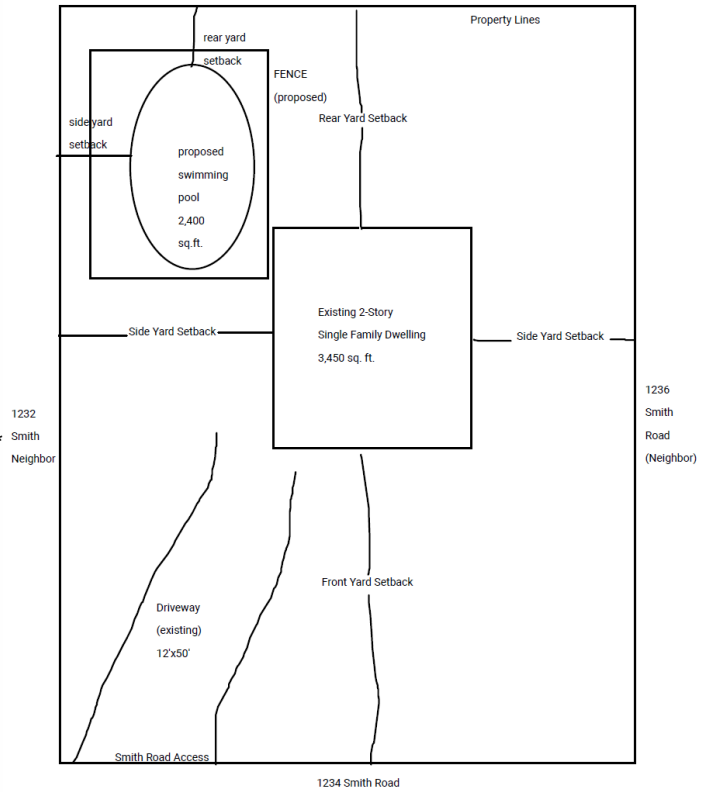
Max. Height of Structure: _____

Street Access: Municipal State Other

VI. PLOT PLAN MUST BE INCLUDED WITH THIS APPLICATION

PLEASE INCLUDE THE FOLLOWING:

1. Existing area of square footage (dwelling and/or accessory)
2. Proposed area square footage (dwelling and/or accessory)
3. Lot Dimensions/Coverage/Size
4. Locate and Identify any Buildings and Structures (including walls, fences, pools and driveways, etc.)
5. Setbacks (front, side and rear)
If corner lot-front setback applies to all road frontage
6. Identify any and all surrounding streets: whether private, state or municipal
7. Locate and identify property lines



PLOT PLAN

* A survey or other prepared plot plan can be attached, in lieu of this sketch sheet.

Name: _____ Address: _____

OFFICE USE ONLY

Approved by: _____ Date: _____ Permit No.: _____

If you are erecting a new structure, creating a new use for the property, changing the use of the property or creating a new point of access to your property, you will need to secure approval for access into the adjoining road or street.

- If the road is a state highway, you will need to secure approval of a highway occupancy permit from PennDOT.
- If the road is a township road, you will need to secure approval of a driveway permit from Newport Township and/or Luzerne County Road and Bridge Department.

YOUR ZONING PERMIT CANNOT BE PROCESSED WITHOUT IT.

If you are grading/excavating or filling a site, provide the following information:

Area of:
 Excavation (sq. ft.) _____
 Fill (sq. ft.) _____
 Type of Fill Material _____
 Depth at deepest point of either fill or excavation (ft.) _____
 Proposed Times of Operation (day, start time, finish time) _____

***IF "YES" NO BUILDING OR ZONING APPLICATION WILL BE ACCEPTED BY NEWPORT TOWNSHIP WITHOUT PROPER DOCUMENTATION.**

The payment for the Zoning Application is a separate payment from the Building Permit.
 Any additional zoning fees due are payable to NEWPORT TOWNSHIP upon issuance of permit.
 Should you have any questions please call 570-829-9775 Monday-Friday 7:30-3:30.

THE OWNER/APPLICANT IS RESPONSIBLE TO OBTAIN ALL NECESSARY APPROVALS REQUIRED BY THE DEVELOPMENT IN WHICH THE PROPERTY IS LOCATED.

Applications must be completed in ink. Return the original completed application and application fee along with all applicable documents to:

**Newport Township
 C/O Zoning Officer
 351 W Kirmar Ave
 Nanticoke, PA 18634
 570- 829-9775**

I hereby authorize the Municipality Staff to perform inspections related to this application as may be required between the hours of 8 AM and 8 PM. The applicant understands and agrees to comply with the Pennsylvania Municipal Planning Code and Zoning Ordinance, as amended. All information supporting this application shall become part of the records of the Municipality, cannot be returned and may be examined by the public at any time during the normal working hours of the Municipal Office.

Application is hereby made for a permit to erect or alter a structure which shall be located as shown on the attached diagram/plot plan and/or to use the premises for the purposes herewith. The information which precedes, together with the plot plan/diagram, is made part of this application by the undersigned. It is understood and agreed by the applicant that any error, misstatement or misrepresentation of material, fact, either with or without intention on the part of this applicant, such as might of would operate to cause a refusal of this application or any change in the location, size or use of structure or land made subsequent to the issuance of this permit without approval of the Zoning Officer, shall constitute sufficient ground for the revocation of this permit.

Applicant's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____
(If different than applicant)

.....
All items below this line to be completed by Code Official

Meeting Dates (if applicable)

ZHB: _____ Approved: Yes No
Planning: _____ Approved: Yes No
Other: _____ Approved: Yes No
_____ Approved: Yes No

Action Taken Approved Denied

Zoning Officer Signature: _____ Date: _____

Zoning Fee: _____

Balance Due: _____ Date Paid: _____

If the permit is denied, the zoning officer shall note the applicable sections/basis of denial below:

A copy of the zoning officer's official letter of denial shall be attached to this application.