

Jefferson Township - Lackawanna County-

487 Cortez Road

Jefferson Township, PA 18436

Phone: 570-689-7028 email: secretary@jeffersontwplackawanna.gov

APPLICATION FOR A CONDITIONAL USE

APPLICATION IS HEREBY MADE FOR ACTION AT A PUBLIC HEARING IN CONFORMITY WITH REQUIREMENT ZONING ORDINANCES OF JEFFERSON TOWNSHIP AND ANY AND ALL AMENDMENTS THERETO.

NAME OF APPLICANT _____ PHONE # _____

ADDRESS _____ ZIP _____

INTEREST OF APPLICANT _____

LOCATION OF SUBJECT PROPERTY _____

ZONING DISTRICT _____ TAX ASSESSMENT NUMBER _____ EXISTING USE _____

DETAILS OF ACTION SOUGHT _____

REASON FOR SEEKING ACTION: _____

THE APPLICANT HEREBY AGREES THAT ALL MATERIAL SUBMITTED WITH THIS APPLICATION SHALL BE MADE A PART THEREOF AND DOES BECOME AN INTEGRAL PART OF THE RECORDS OF JEFFERSON TOWNSHIP AND SHALL NOT BE RETURNED TO SAID APPLICANT AND ALSO CERTIFIES AND STATES THAT TO THE BEST OF HIS KNOWLEDGE AND BELIEF ALL DATA, STATEMENTS AND INFORMATION SUBMITTED ON OR WITH THIS APPLICATION ARE TRUE AND CORRECT.

SIGNATURE OF APPLICANT: _____

CERTIFICATION OF OWNERSHIP AND ACKNOWLEDGEMENT OF APPLICATION

Commonwealth of Pennsylvania

County of Lackawanna

On this, the _____ day of _____, 20____, I (we) deposes and says that I (we) are owners of the property described in this application and that the said application was made with my (our) full knowledge and/or direction and does hereby agree with the said application and to the submission of the same as provided by law.

Property owner(s) _____

Date _____, 20____

BELOW FOR TOWNSHIP USE

DATE RECEIVED _____ FEES \$ _____, DATE FEES RECEIVED _____

PUBLICATION DATES _____ AND _____ APPLICANT NOTIFICATION DATE _____

TWP PLANNING COMMISSION DATE _____ ACTION RECOMMENDATION _____

COUNTY PLANNING COMMISSION DATE _____ ACTION RECOMMENDATION _____

HEARING DATE _____ TIME _____ ORDER OF BOARD _____

Zoning Officer _____

Jefferson Township
-Lackawanna County-

487 Cortez Road
Jefferson Township, PA 18436

Phone: 570-689-7028

Fax: 570-689-7863

CHECKLIST FOR SUBMITTING A CONDITIONAL USE APPLICATION

As mandated in Article 7 of the Jefferson Township Zoning Ordinance, provide:

_____ Eight (8) copies the complete application for a Conditional Use, including all items listed below.

_____ Read Article 7 SECTION 703 PLANS, INFORMATION AND PROCEDURES FOR CONDITIONAL USES in the Jefferson Township Zoning Ordinance.
Provide information from applicant

_____ Narrative; as described in Section 703 A - 14

_____ Site Plan (Survey Map) to scale as required in Section 703 A

_____ Copies of all required permits (DEP, PENNDOT, Lackawanna County Conservation District, PA Department of Labor and Industry, etc.)

_____ If applicable, Sewage Planning Module, Stormwater Drainage & Management / Soil Erosion and Sedimentation Plan and/or NPDES Permit

_____ If applicable, an Impact Analysis –report - see definition in Article 2

_____ Electronic Format – In addition to submitting the application in paper format, The application shall be submitted on a compact disk in PDF or other format approved by the Zoning Officer.

_____ For the public hearing, provide names and mailing addresses for owners of adjoining or contiguous property boundary with the subject property. See Article 14 section 1406 B for Hearings and understand your responsibility for posting the official written notice of the hearing.
Understand the responsibilities of the property owner / applicant and be prepared to comply accordingly.

_____ Once a public hearing is scheduled the applicant shall provide written notice of the date, time, and location of the hearing to each adjacent property owner.” As mandated in Resolution 2025-2

Payment:

_____ Conditional Use application fee – check for \$750.00 payable to “Jefferson Township”