



ZONING PERMIT APPLICATION

105 Government Center Way
Pocono Pines, PA 18350
Phone: 570-646-1212
Fax: 570-646-9025
www.tobyhannatownshipa.gov

PROPERTY OWNER INFORMATION

Property Owner: _____
Mailing Address: _____ City: _____
State: _____ Zip Code: _____ Phone: _____
Cell: _____ Email: _____

APPLICANT INFORMATION

Applicant: _____
Mailing Address: _____ City: _____
State: _____ Zip Code: _____ Phone: _____
Cell: _____ Email: _____

CONTRACTOR INFORMATION

Contractor: _____
Mailing Address: _____ City: _____
State: _____ Zip Code: _____ Phone: _____
Cell: _____ Email: _____

PROPERTY INFORMATION

Physical Address of Property: _____
Development: _____ Tap Map ID No.: _____

Zoning District: RR R1 R2 OS C CI PRD Preserve

Please Circle One: Primary Home Vacation Home

INCLUDED WITH THIS APPLICATION SHALL BE THE FOLLOWING:

1. Complete, dimension, drawn-to-scale plot plan of the lot showing proposed work and/or existing structure and building setback lines.
2. Dimensioned floor plans of proposed structure and four (4) elevation views showing the height of the proposed structure. NOTE: For sheds, please have a picture of the proposed shed.
3. Stormwater calculations (if applicable).

PROPOSED WORK

Erect a Structure: _____ Add a Structure: _____ Repair/Replace: _____ Raze: _____ Other: _____

Description of Proposed Work: _____

Total sq. ft. of Newly Constructed Area: _____ (include floor space, decks, porches, garages, basements)

Total sq. ft. of Living Area: _____ Decks/Porches: _____ Garage: _____ Shed: _____

Cost of Construction: \$ _____ Stories: _____ Height: _____ ft.

Present Use of Property: _____

Basement: Yes No Crawl Space: Yes No HVAC System: Yes No

Number of Bedrooms: _____ Bathrooms: Full: _____ Half: _____

Off Street Parking Spaces: _____ Street Access: State Township Private

Lot Area sq. ft.: _____ Driveway sq. ft.: _____

Lot Coverage: Existing sq. ft.: _____ Proposed sq. ft.: _____ (lot area covered by a building or buildings, include all areas circumscribed by all building lines)

Will there be any filling or encroachment into wetland?: Yes No

Is the structure in a designated flood plain district?: Yes No

RAZING ONLY

Were all service providers called to disconnect utilities from the structure? Please provide confirmation/work order numbers and date of disconnect.

Electric Confirmation/Work Order No.: _____ Disconnect Date: _____

Cable Confirmation/Work Order No.: _____ Disconnect Date: _____

Gas Confirmation/Work Order No.: _____ Disconnect Date: _____

Sewer Confirmation/Work Order No.: _____ Disconnect Date: _____

Water Confirmation/Work Order No.: _____ Disconnect Date: _____

PLEASE NOTE

The issuance of a Zoning Permit is based upon the facts stated and representations made in this application. A Zoning Permit may be revoked if the use and/or structure for which is has been issued violates any applicable Township, County, State, or Federal law or regulation, including but not limited to the Tobyhanna Township Zoning Ordinance. A Zoning Permit may also be revoked if it has been issued in error or if issuance was based upon misrepresentations or errors contained in the application or otherwise made by the applicant.

The Zoning Officer does not guarantee to give opinions related to the proposed construction under the Permit and does not warrant compliance with applicable laws or regulations by the issuance of a Zoning Permit. The applicant bears all responsibility for ensuring compliance with all applicable laws and regulations, including but not limited to compliance with the Tobyhanna Township Zoning Ordinance, the Tobyhanna Township Stormwater Management Ordinance, the Tobyhanna Township Subdivision and Land Development Ordinance, and any and all regulations governing wetlands and/or other natural resources, and all other Township, County, State, and/or Federal laws and regulations.

The issuance of a Zoning Permit does not guarantee that the property is a buildable lot.

Notice is hereby given that if the property described in the permit will require access to a highway under the jurisdiction of the Pennsylvania Department of Transportation, a Highway Occupancy Permit is required pursuant to the State Highway Law before driveway access to a state highway is permitted. Access to a state highway shall be only as authorized by the Highway Occupancy Permit, issued by the Pennsylvania Department of Transportation.

I hereby authorize the designated Tobyhanna Township Official to investigate, inspect, and examine the property set forth herein, including land and structures, to determine compliance with the Tobyhanna Township Zoning Ordinance.

The applicant is aware that prior to the occupancy or use of the property for which this Zoning Permit Application has been made, the applicant must apply, in writing, for a Certificate of Use and Occupancy.

By signing the application, I certify that all facts set forth within the application and all accompanying documentation are true and correct. This application is being made by me to induce official action on the part of Tobyhanna Township. I understand that any false statements made herein are subject to the penalties of 18Pa. C.S. 4904 relating to unsworn falsification to authorities.

Property Owner or Authorized Representative

Print Name: _____

Signature: _____ Date: _____

If the applicant is someone other than the owner, authorization notarized by the legal owner designating that the applicant is acting as representative on behalf of the owner must accompany this application.

Contractor

I hereby certify that I have read and intend to comply with the requirements set forth in the "All Construction Activities" section of the Construction Industry Guidance issued on April 23, 2020.

Print Name: _____

Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE—FOR TOWNSHIP USE ONLY

Date Application Received: _____ Receipt Number: _____ Amount: \$ _____

Zoning Permit No.: _____ Fee: \$ _____

Certificate of Occupancy: _____ Fee: \$ _____

Razing Permit No.: _____ Fee: \$ _____

Porta Potty Permit No.: _____ Fee: \$ _____

Sewage Permit No.: _____ Date Issued: _____ Fee: \$ _____

HOP Permit No.: _____ Encroachment: _____ Fee: \$ _____

Assessment Fee: \$ _____ Tapping Fee: \$ _____ Connection Fee: \$ _____

Approved: _____ Denied: _____ Zoning Officer: _____ Date: _____

Reason for Denial: _____

Comments: _____

IRC/IBC PERMIT REQUIRED: _____ Please contact Bureau Veritas at 570-894-2801 with any building-related questions.

Completing Your Plot Plan

Plot Plans are required for any new construction, including but not limited to: Homes, decks, accessory structures, additions etc. All plot plans are required to be drawn to scale and include the following:

Lot Size:

Width and depth of your lot
Square footage of lot

Improvements:

Location & dimensions of home
Location & dimensions of home and addition
Location of & dimensions of home and accessory structure
Location of Septic and drain field

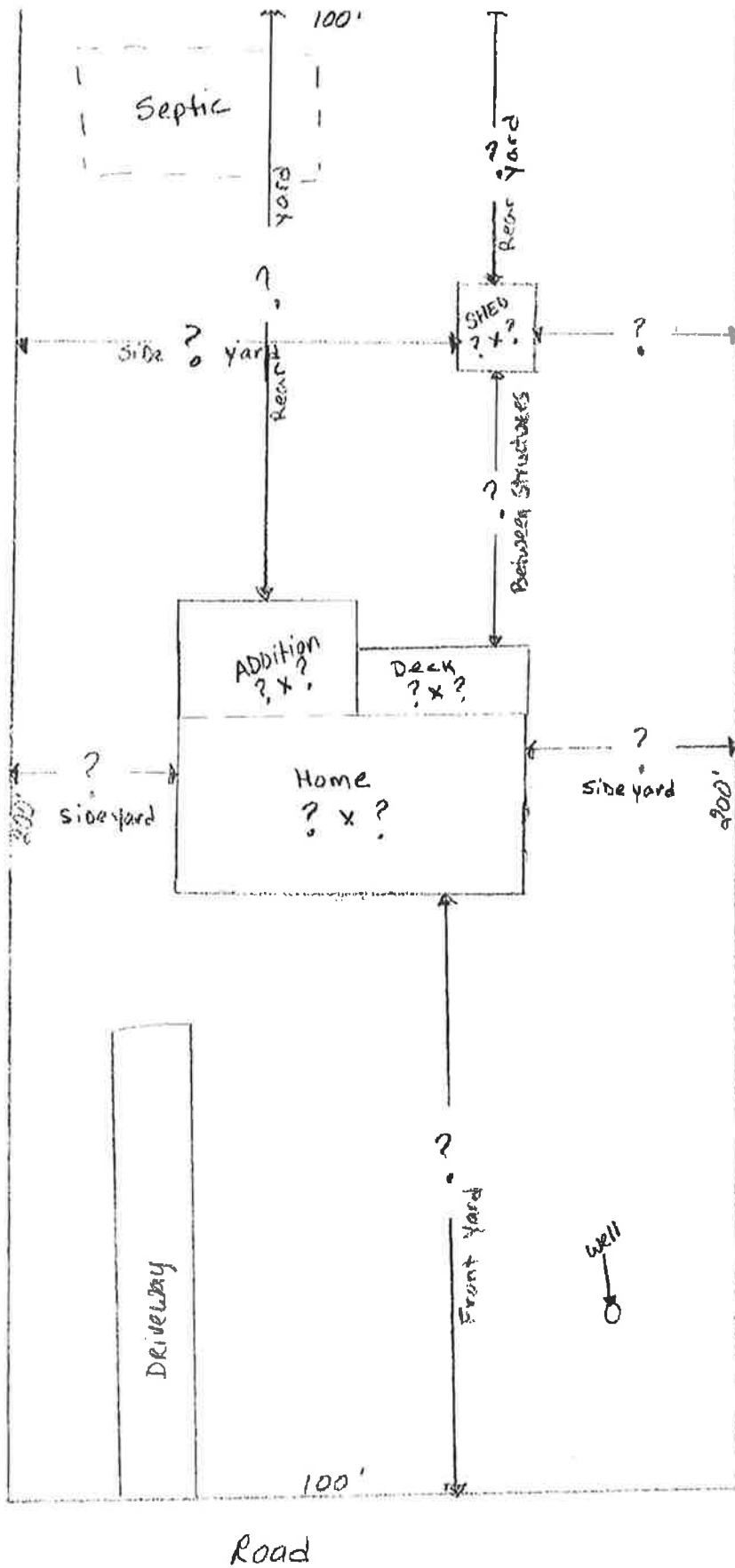
Set-backs:

Clearly marked distances from property line to new structure or addition:

- Front Property Line
- Side Property Lines
- Rear Property Line
- (If an accessory structure) distance to any surrounding structures on property

Stormwater calculations and specifications: Required for all new structures of 200 sq. ft. or more

- Show Stormwater retention location and size
- Calculations used to determine retention (shown on plot plan or separate sheet)



Lot sq.Ft. = 20,000

Total Lot Coverage =

Note: IF New structure has a foot print of 200 sq.ft. Need stormwater Retention & calculation

Example

1/16" = 1'



Monroe County Conservation District
8050 Running Valley Road, Stroudsburg, PA 18360

Technical
 Section
 570-629-3060

Website: mccconservation.org
 Email: monroccd@ptd.net
 Fax: 570-629-3063

BASIC CHECKLIST FOR PUBLIC INFORMATION REGARDING PERMIT & PLAN REQUIREMENTS
RELATED TO EARTH DISTURBANCE ACTIVITIES IN PENNSYLVANIA

1. Will the project involve an earth disturbance activity? (circle one) **YES NO**

If YES, continue:

2. What is the approximate area of the proposed earth disturbance activity? _____ Sq. Ft.

3. Is the earth disturbance activity greater than or equal to 5000 square feet? **YES NO**

4. Is the earth disturbance activity in a Special Protection Watershed? (*regardless of acreage*)
YES NO

5. Is there a municipal requirement for MCCD approval of Erosion and Sediment Control Plan (E&S) (i.e., timber harvest, zoning requirement etc.) **YES NO**

If YES to 3, 4 or 5 a written E&S Plan is required.

6. Is the earth disturbance activity greater than one (1) acre (43,560 sq.ft.) over life of the project?
YES NO

If YES, an NPDES Stormwater Permit is required.
(Contact the Conservation District to set up a pre-application meeting).

7. Is the earth disturbance activity in, along or adjacent to Waters of the Commonwealth?
YES NO

If YES, contact the Conservation District for Chapter 105 Permit requirements.

Definitions – Taken from the 25 Pa Code Chapter 102 and 93 (Erosion and Sediment Control regulations):

Earth disturbance activity – Construction or other human activity which disturbs the surface of the land, including but not limited to; clearing and grubbing, grading, excavations, embankments, land development, agricultural plowing or tilling, timber harvesting activities, road maintenance activities, mineral extraction, and the moving, depositing, stockpiling, or storing of soil, rock or earth materials.

E&S Plan—Erosion and Sediment Control Plan — A site-specific plan consisting of both drawings and a narrative that identifies BMPs to minimize accelerated erosion and sedimentation before, during and after earth disturbance activities.

Special Protection Watershed – High Quality (HQ) and Exceptional Value (EV) Surface waters as described in 25 Pa Code Chapter 93. Please refer to <http://www.depgis.state.pa.us/wave/> or <http://www.depgis.state.pa.us/emappa/> for water classifications.

Waters of the Commonwealth - Rivers, streams, creeks, rivulets, impoundments, ditches, watercourses, storm sewers, lakes, dammed water, wetlands, ponds, springs, and other bodies or channels of conveyance of surface and underground water, or parts thereof, whether natural or artificial, within or on the boundaries of this Commonwealth.

Your signature signifies that the municipality has provided you with an Erosion and Sediment Control (E&S) checklist. This checklist was prepared by the Monroe County Conservation District (District). The checklist was developed in order to bring public awareness to the basic permit and plan requirements pertaining to earth disturbance activities in Pennsylvania.

Please note that the Conservation District has legal authority to enter upon properties to perform inspections of earth disturbance activities.

Property Address: _____

County Parcel # _____

Print name: _____

Signature: _____

Witnessed by: _____

Date: _____

The municipality should provide the applicant a copy of the signed document.

GUIDANCE FOR BUSINESSES IN THE CONSTRUCTION INDUSTRY PERMITTED TO OPERATE DURING THE COVID-19 DISASTER EMERGENCY

INTENT

The virus that causes Coronavirus 2019 Disease ("COVID-19") is easily transmitted, especially in group settings, and it is essential that the spread of the virus be slowed to safeguard public health and safety. Previously, the Governor and Secretary of Health ordered most construction projects to cease unless they were supporting life-sustaining businesses or activities. Recognizing that the construction industry is vital to Pennsylvania's economy, construction activities may resume in accordance with this guidance.

Businesses in the Commonwealth that have been permitted to maintain in-person operations during the disaster emergency, other than health care providers, must take several precautions to protect their employees, their employees' families, and members of their communities. Businesses that are permitted to maintain in-person operations are those authorized under the [Governor's and Secretary's Non-Life Sustaining Business Closure Orders](#), an exemption from those orders, or subsequent applicable order from the Governor and Secretary. All businesses (especially those that were originally closed and later permitted to re-open a portion of their operations) must review these guidelines and commit to ensuring the health and safety of their employees and the public, including construction businesses currently conducting in-person operations and those now able to resume activities.

BUSINESSES SUBJECT TO THIS GUIDANCE

Beginning May 1, 2020, all businesses in the construction industry in the Commonwealth, including those in new construction, renovation, and repair, as well as land subdivision and design-related field activities, are [permitted to maintain in-person operations](#) pursuant to the Governor's and Secretary of Health's April 20, 2020 amendments to the Business Closure Orders so long as their activities strictly adhere to this guidance. Construction projects previously granted an exemption to continue in-person operations may continue operations but must adhere to this guidance.

Prior to May 1, all businesses in the construction industry should continue to follow existing Administration orders and guidance, and may continue to maintain in-person operations to the extent authorized by any existing exemptions.

POLICY

It is the policy of the Administration to ensure that all businesses in the construction industry subject to this guidance conduct operations in the manner best designed to prevent or mitigate the spread of COVID-19 and ensure the safety of the employers, employees and the public as a whole.

All construction businesses authorized to conduct in-person operations in the Commonwealth must adhere to requirements of this guidance, as well as all applicable business and building safety orders issued by the Secretary of Health.

Local political units may elect to impose more stringent requirements than those contained in this guidance. In such instances, businesses must adhere to the more stringent requirements.

ALL CONSTRUCTION ACTIVITIES

All businesses and employees in the construction industry must do the following:

- Follow all applicable provisions of the Order of the Secretary of Health providing for business safety measures, issued April 15, 2020, including but not limited to provisions requiring that every person present at a work site wear masks/face coverings, and provisions requiring the establishment of protocols for execution upon discovery that the business has been exposed to a person who is a probable or confirmed case of COVID-19.
- Follow all applicable provisions of the Order of the Secretary of Health providing for building safety measures, issued April 5, 2020.
- Follow other applicable Department of Health (DOH) and Centers for Disease Control and Prevention (CDC) guidance.
- Require social distancing (6-foot minimum distance between workers) unless the safety of the public or workers require deviation (e.g. drywalling, team lifting).
- Provide hand wash stations at appropriate locations on the site such as building entrances, break areas, food truck areas, offices, trailers, and job site egress areas.
- Implement cleaning or sanitizing protocols at all construction sites and projects. Identify and regularly clean and disinfect areas that are at high risk for transmission (requirements to clean common areas and regularly trafficked spaces periodically).
- Ensure all gatherings are limited to no more than 10 people, maintaining 6-foot social distancing, when required to meet, even when conducted outside.
- Use virtual meetings, and disseminate information electronically to the extent feasible.
- Stagger shifts, breaks, work areas and/or stacking of trades where feasible to minimize workers on site.
- Limit tool sharing and sanitize tools if they must be shared.
- Employ jobsite screening based on CDC guidance to determine if employees should work. Prohibit from working any employees with any symptoms of COVID-19. Encourage sick employees to stay home.
- Prohibit unnecessary visitors to any project or work site, and limit supplier deliveries.
- Limit access to enclosed spaces to the extent feasible.
- Ensure workers are traveling to and from the job site separately. Wherever possible employees should not share a vehicle.
- Identify a "Pandemic Safety Officer" for each project or work site, or, if a large-scale construction project, then for each contractor at the site. The primary responsibility of the Pandemic Safety Officer will be to convey, implement, and enforce the social distancing and other requirements of this guidance for the protection of employees, suppliers, and other personnel at the site.

RESIDENTIAL CONSTRUCTION

The Uniform Construction Code (34 Pa. Code § 401.1) defines residential buildings as "detached one-family and two-family dwellings and townhouses which are not more than three stories above grade plane in height with a separate means of egress and their accessory structures."

- All residential construction projects including new construction, renovation, and repair are authorized to conduct in-person operations; however, such projects may not permit more than four persons on the job site at any time inclusive of employees of both prime and sub contractors, but not inclusive of delivery persons, code inspectors, or similar persons who require temporary access to the site and are not directly engaged in the construction activity.

NON-RESIDENTIAL OR COMMERCIAL CONSTRUCTION

The Uniform Construction Code (34 Pa. Code § 401.1) defines "Commercial construction" as "a building, structure or facility that is not a residential building." This definition includes multi-unit housing and student housing.

- All commercial construction projects including new construction, renovation, and repair are authorized to conduct in-person operations; however, enclosed projects or portions of enclosed projects, may not permit more than four persons on job sites of 2,000 square feet or less, and
- One additional person is allowed for each additional 500 square feet of enclosed area over 2,000 square feet. These numbers are inclusive of employees of both prime and sub contractors, but not inclusive of delivery persons, code inspectors, or similar persons who require temporary access to the site and are not directly engaged in the construction activity. Enclosed square footage shall include all areas under roof that are under active construction at the time.
- Commercial construction firms, including particularly those managing large-scale construction projects, should consider strongly establishing a written Safety Plan for each work location containing site specific details for the implementation of this guidance to be shared with all employees and implemented and enforced by the designated Pandemic Safety Officer.

PUBLIC CONSTRUCTION

Elected political subdivisions (or "local political units" as described in the Governor's guidance), and other public entities should continue to use best judgment in exercising their authority to conduct critical construction projects. All construction decisions should appropriately balance public health and safety while ensuring the continued safety of critical infrastructure. When possible, local political units and public entities should postpone non-essential projects and only proceed with essential projects when they can implement appropriate social distancing and cleaning/disinfecting protocols, and should adhere to this guidance on all construction projects.

Local political units and public entities should officially communicate to contractors whether their specific project will be resumed. Notwithstanding any general authorization to resume construction activities, contractors should not resume work on public construction projects until directed to do so by the applicable governmental unit.

Certain commonwealth agencies and independent commissions have already issued guidance for critical or essential projects that are continuing. Those specific agency or commission directives should be followed unless there is a direct conflict with these guidelines, in which case these guidelines control. Contractors working on public construction projects must follow construction restart or resumption plans established by that agency or commission.

INSPECTIONS AND APPRAISALS

Beginning May 1, 2020, in-person inspection and appraisals related to construction financing loans, and UCC building code plan review and inspection services may be conducted as necessary for all construction projects authorized under this guidance.

QUESTIONS AND FURTHER GUIDANCE

Businesses that have questions about whether this guidance applies to them may email the Department of Labor and Industry at RA-LIBOIS-BUILDINGS@pa.gov.

Answers to frequently asked questions involving application of the Employee Safety Order is available [here](#).

Businesses in the construction industry may wish to refer to PennDOT's COVID-19 Guidance for Restarting Construction Projects which provided a process for restarting construction projects that were suspended in response to COVID-19 mitigation. The guidance is available [here](#).

Help is available for people who are struggling with their mental or emotional health or feeling anxious or overly stressed contact the Crisis Text Line by texting PA to 741-741.

ENFORCEMENT

Enforcement actions against violators of the Governor's and Secretary of Health's Orders Closing Businesses That Are Not Life Sustaining commenced on March 23, 2020, and is ongoing.

Law enforcement officers should refer to Enforcement Guidance available online [here](#).

ADDITIONAL INFORMATION

For the most up-to-date, reliable information, please continue to refer to the Commonwealth of Pennsylvania's website for Responding to COVID-19 in Pennsylvania: <https://www.pa.gov/guides/responding-to-covid-19/>.