



# ZONING PERMIT APPLICATION

105 Government Center Way  
Pocono Pines, PA 18350  
Phone: 570-646-1212  
Fax: 570-646-9025  
[www.tobyhannatownshippa.gov](http://www.tobyhannatownshippa.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: \_\_\_\_\_ Tax 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: \_\_\_\_\_ 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

**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: \$ _____
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

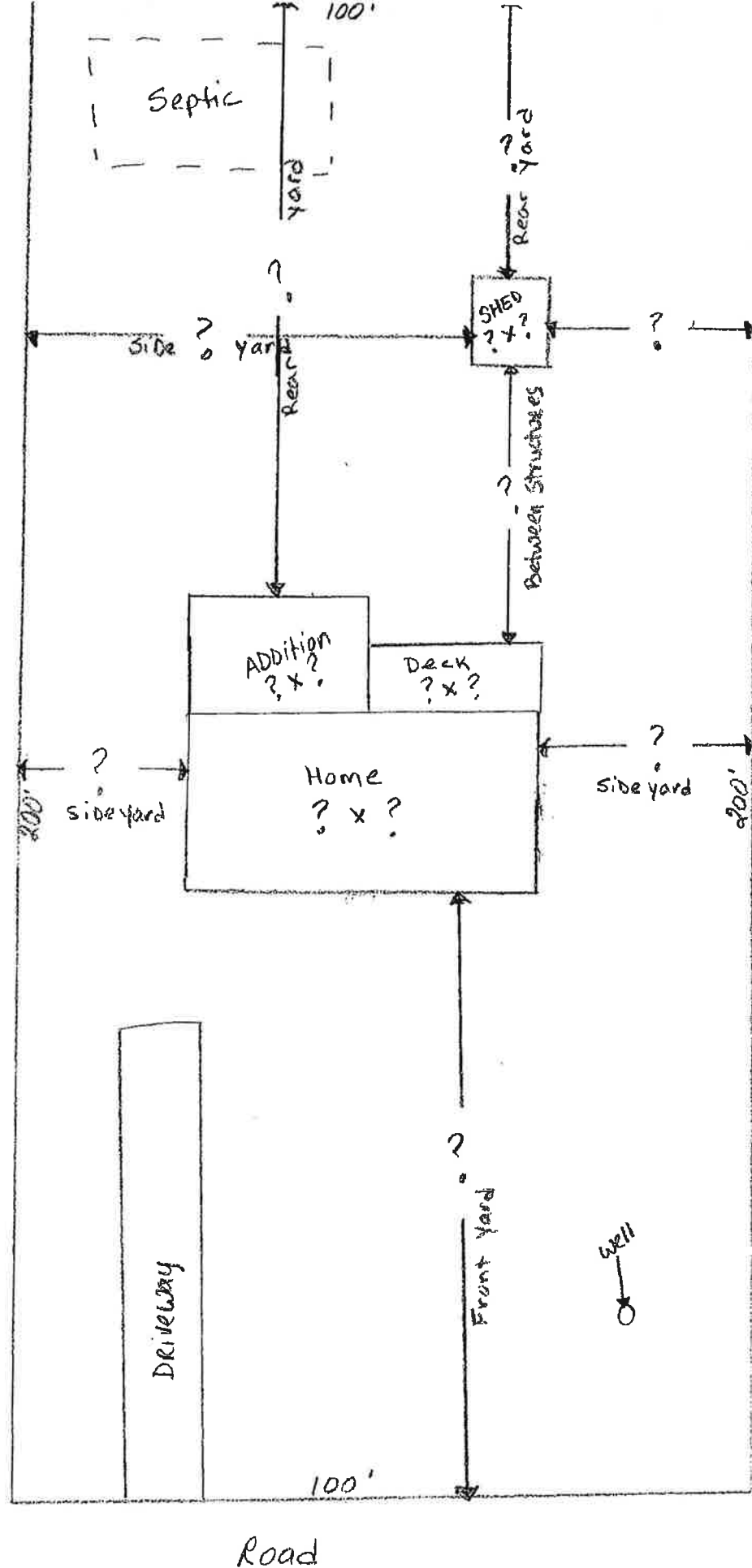
### Set-backs:

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

$\frac{1}{16}'' = 1'$

# Guidance for Businesses in the Construction Industry Permitted to Operate During the COVID-19 Disaster Emergency

*Issued July 15, 2020, Updated November 23, 2020*

## 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. 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 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.

## 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, 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.
- 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).
- Effective 10/9/2020, maximum occupancy for indoor and outdoor events is determined using the maximum occupancy calculator. (See frequently asked questions.) 6-foot social distancing and universal masking, 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. For counties in the green phase, workers may share a vehicle to travel to the job site, as long as the vehicle's occupancy is no more than 50% its occupancy load and face masks are worn by the vehicle's occupants.
- 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.

## Non-residential or Commercial Construction and Residential 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.

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.

Previous limits to the number of persons on a job site earlier in the pandemic no longer apply. However, 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](mailto:RA-LIBOIS-BUILDINGS@pa.gov).

See answers to [Frequently Asked Questions for Businesses Operating During the COVID-19 Disaster Emergency](#).

Businesses in the construction industry may wish to refer to [PennDOT's COVID-19 Construction and Maintenance page](#).

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](#).

## 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](#).



# CERTIFICATE OF OCCUPANCY REQUEST FORM

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

To be faxed, emailed, or mailed to Tobyhanna Township when ready for final inspection

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Tax Map ID No.: \_\_\_\_\_ Zoning Permit No.: \_\_\_\_\_

Newly Constructed Structure: \_\_\_\_\_

<u>The following has been complied with:</u>	YES	NO	N/A
Sewer Permit (alarm on, ready for final)	___	___	___
Zoning Permit	___	___	___
International/Residential Building Code	___	___	___
Act 167 (Watershed Stormwater Management)	___	___	___
Encroachment/HOP Permit	___	___	___
Subdivision & Land Development Ordinance	___	___	___
Sign Regulations	___	___	___

**By signing this application, I certify that I am aware that structures within the Township of Tobyhanna MAY NOT be used and/or occupied prior to receiving the Certificate of Occupancy. Failure to obtain said certificate PRIOR TO occupancy shall be subject to fines upon conviction in a summary proceeding.**

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE—FOR TOWNSHIP USE ONLY**

Zoning: Passed: \_\_\_\_\_ Failed: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Re-Inspection: Passed: \_\_\_\_\_ Failed: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Zoning Officer: \_\_\_\_\_ Date: \_\_\_\_\_