

**INSTRUCTIONS  
for  
COMPLETION of an  
APPLICATION  
to the  
ATHENS BOROUGH ZONING HEARING BOARD/FLOODPLAIN  
CONSTRUCTION**

It is suggested you read the entire instruction sheet before beginning to complete the application. Questions may be directed to the Zoning Officer at telephone number (570-888-2120) or email at [christopherhutchinson@athensboroughpa.org](mailto:christopherhutchinson@athensboroughpa.org)

**SECTION A: APPLICANT(S)**

- ITEMS 1, 2, 3: Enter the complete name(s), current mailing address, and current telephone number (including area code) of the applicant(s).
- ITEM4 ,5: An appearance before the ZONING HEARING BOARD is a hearing before three board members, the board's solicitor, and a court recorder. Applicants often choose to be accompanied by legal representation. If you wish to have a chosen legal representative notified of published hearing information, please include the name, address, and telephone number of your representative.

**SECTION B: SUBJECT PARCEL**

- ITEM 1: The complete address assigned by the United States Post Office must be provided. If the subject parcel is a vacant lot for which no Post Office address has been assigned write "none" and proceed to item 2.
- ITEM2: Tax Map Number: This number can be obtained from two locations:  
A. The tax bill you receive from the Bradford County Assessor  
B. At the Bradford County Tax Assessor's Office in Towanda, PA (telephone 570-265-1714)
- ITEM3 Deed Reference: Book Number and Page Number  
This information can be obtained at the Bradford County Assessment Office at (570) 265-1712 or Bradford County Recorder's Office (570) 265-1702.
- ITEM4: Parcel Identification Number.  
This information can be obtained at the Bradford County Assessment Office
- ITEM 5, 6: Provide the complete name and address of the legal owner of the subject parcel. If the owner is not the same as the applicant, then legal written authorization must be included authorizing the applicant to apply to the board on the owners behalf.
- ITEM7: Zoning District:  
This may be obtained from the official Zoning Map located at the Borough Office. It can also be obtained by asking the Zoning Officer (telephone: 570-888-2120).
- ITEMS: Existing Use
- ITEM9: Type of Use  
This information can be most easily obtained by asking the Zoning Officer telephone 570-888-2120 (recommended method). The information can also be obtained by researching and cross-referencing the Zoning Ordinance, property file, and other municipal records.
- ITEM 10: Floodplain Zone  
This information can be most easily obtained by asking the Floodplain Administrator telephone 570-888-2120 (recommended method). The information can also be obtained by researching and cross-referencing the Floodplain Ordinance,

### **SECTION C: TYPE OF USE**

Please indicate the proposed use change for the property.

### **SECTION D: STRUCTURAL CHARACTERISTICS AND DIMENSIONS FOR PROPOSED IMPROVEMENTS.**

Building and yard dimensions (exterior)

Structural and Site information (for proposed improvements)

**\*To calculate lot coverage contact Code/Zoning Office for assistance at (570)888-2120**

### **SECTION E: CONSTRUCTION INFORMATION.**

Obtain information from contractor

### **SECTION F: TYPE OF RELIEF REQUESTED**

Check only those items you are requesting and are applicable to the application.

IMPORTANT: If you are not sure what to request, seek legal advice.

If you are applying for a variance, carefully read and provide the necessary information related to the five (5) items listed.

### **SECTION G: REASON(S) FOR REQUESTED RELIEF**

This is self-explanatory.

### **SECTION H: REQUIRED DOCUMENTATION CHECKLIST:**

This section is provided to help you insure the necessary information is included with your application. Check off items as you complete them. If you believe a portion is not required it is suggested you discuss it with the Zoning Officer before you submit the application.

Incomplete applications will be returned to the applicant. Current fee schedules are posted in each municipality and the appropriate fee must accompany the application.

### **SECTION I: CERTIFICATION & SIGNATURE**

Carefully read this section. You **MUST** sign and date the application. Applications received without a proper, legible signature will be returned without action.

**DO NOT WRITE IN THE OFFICIAL USE ONLY SECTION**

**ZONING PERMIT / FLOODPLAIN  
APPLICATION TO  
ATHENS BOROUGH**  
(Please Print Only)

**SECTION A: APPLICANT(S)**

1. Names(s): \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_
3. Telephone #: \_\_\_\_\_ email: \_\_\_\_\_
4. Attorney's Name: \_\_\_\_\_
5. Address/Phone/email: \_\_\_\_\_

**SECTION B: SUBJECT PROPERTY**

1. Property Address: \_\_\_\_\_
2. Tax Map Number: \_\_\_\_\_
3. Deed Reference: Book Number \_\_\_\_\_ Page Number \_\_\_\_\_
4. Parcel Identification Number: \_\_\_\_\_
5. Name of property owner: \_\_\_\_\_
6. Address of property owner: \_\_\_\_\_
7. Zoning District: \_\_\_\_\_
8. Existing Use: \_\_\_\_\_
9. Type of Use: (check one) Conforming \_\_\_\_\_ Nonconforming \_\_\_\_\_
10. Floodplain Zone: \_\_\_\_\_

**SECTION C: TYPE OF USE**

TYPE OF ACTIVITY	PROPOSED USE-RESIDENTIAL	PROPOSED USE-COMMERCIAL
NEW BUILDING	SINGLE FAMILY DWELLING	COMMERCIAL _____ SIGNAGE
ADDITION	MULTI-FAMILY (#OF UNITS)	INDUSTRIAL
ALTERATION	MOBILE HOMES	INSTITUTIONAL
RELOCATION	GARAGE OR CARPORT	RECREATIONAL
CHANGE OF USE		HOME BUSINESS
OTHER	OTHER	OTHER

**EXPLAIN IN DETAIL, THE PROPOSED WORK TO BE DONE IN ALL USES:**

---

---

---

---

**SECTION D: STRUCTURAL CHARACTERISTICS AND DIMENSIONS FOR PROPOSED IMPROVEMENTS**

1. BUILDING ANDYARD DIMENSIONS (EXTERIOR) \*VIEW FROM FRONT OF STRUCTURE

LENGTH AND WIDTH OF STRUCTURE \_\_\_\_\_ FT. \_\_\_\_\_ FT. TALLEST EXTERIOR HEIGHT \_\_\_\_\_ FT.

TOTAL LOT AREA \_\_\_\_\_ SQ. FT. TOTAL SQ. FT. OF FLOOR AREA \_\_\_\_\_

FRONT YARD \_\_\_\_\_ FT. SIDE YARD \_\_\_\_\_ FT AND \_\_\_\_\_ FT. FROM NEIGHBORING PROPERTIES

REAR YARD \_\_\_\_\_ FT. (REAR OF BUILDING TO PROPERTY LINE)

\* Measurements are from property boundary line to the structure.

2. STRUCTURAL AND SITE INFORMATIN (FOR PROPOSED IMPROVEMENTS)

FLOOR PLANS SUBMITTED/ATTACHED \_\_\_\_ YES \_\_\_\_ NO # OF STORIES \_\_\_\_ #OF BEDROOMS \_\_\_\_\_

SQUARE FT. OF EXISTING STRUCTURE ALL FLOORS \_\_\_\_\_ SQUARE FT. OF TOTAL IMPROVEMENT \_\_\_\_\_

SQUARE FT. OF FINISHED BASEMENT AREA \_\_\_\_\_ # OF BATHROOMS \_\_\_\_\_

% OF BASEMENT UNFINISHED \_\_\_\_\_ LIVING AREA \_\_\_\_\_ GARAGE \_\_\_\_\_ RECREATION \_\_\_\_\_

LOT COVERAGE AS IMPERVIOUS PERCENTAGE

\_\_\_\_\_ BUILDING % OF LOT \_\_\_\_\_ ALL SURFACES % OF LOT

\*\*FLOOD ELEVATION CERTIFICATE ATTACHED YES \_\_\_\_\_ NO \_\_\_\_\_

SEWAGE APPROVAL \_\_\_\_\_ WATER APPROVAL \_\_\_\_\_

SECTION E: CONSTRUCTION INFORMATION

ESTIMATED VALUE OF CONSTRUCTION \$ \_\_\_\_\_ MARKET VALUE \$ \_\_\_\_\_

CONTRACTOR NAME \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

EXPECTED DATE OF COMPLETION: \_\_\_\_\_

• MARKET VALUE IS BASED ON COUNTY ASSESSED VALUE OR INDEPENDENT APPRAISAL

SECTION F: TYPE OF REQUESTED RELIEF: (Check only those applicable items) If checking Variance, please Include 1-5 with documentation.

- |                               |  |
|-------------------------------|--|
| 1. Variance _____             | 8. Change of Nonconforming Use _____           |
| 2. Special Exception _____    | 9. Appeal of Administrative Decision _____     |
| 3. Home Occupation _____      | 10. Other Relief Allowed per PA MPC _____      |
| 4. Conversion _____           | 11. Appeal from Floodplain Determination _____ |
| 5. Multi-family housing _____ | 12. Driveway _____                             |
| 6. Subdivision _____          | 13. Request for curative amendment _____       |
| 7. Sign _____                 | 14. Request for zoning change _____            |

The Pennsylvania Municipalities Planning Code and the Codes of the Borough of Athens, PA require that for a variance to be granted the applicant must prove to the Zoning Hearing Board the following items are true: (please attach documentation for these items separately)

1. That there are unique physical circumstances or conditions, including irregularity, narrowness or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that the unnecessary hardship is due to such conditions, and not the circumstances or conditions generally created by the provisions of the ordinance in the district which the property is located.

2. That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the Zoning Ordinance and that the authorization of a variance is therefore necessary to enable the reasonable use of the property.
3. That such unnecessary hardship has not been created by the appellant.
4. That the variance, if authorized, will not alter the essential character of the district in which the property is located, nor substantially or permanently impair the appropriate use or development of adjacent property, nor be detrimental to the public welfare.
5. That the variance, if authorized, will represent the minimum variance that will afford relief and represent the least modification possible of the regulation in issue. In granting any variance, the Zoning Hearing Board may attach such reasonable conditions and safeguards as it may deem necessary to implement the purposes of this Ordinance.

---

**SECTION G: REASON (S) FOR THE REQUESTED RELIEF:**

A statement, including the section of the Code of the Borough in which the Zoning Hearing will take place, under which the appeal or application requested may be allowed and reasons why it should be granted; or a statement of the section of this chapter governing the situation in which the alleged erroneous ruling is being appealed, and reasons for the appeal. (If more space is needed, please use additional sheet and attach.)

---

---

---

---

---

---

**SECTION H: REQUIRED DOCUMENTATION CHECKLIST:**

The following documentation must be drawn to scale and submitted in triplicate at the time of application. These plans must include dimensions and actual shape of the parcel, the exact size and locations of existing buildings on the lot, the locations and dimensions of proposed buildings or alterations, and any natural or topographic peculiarities of the parcel in question. The location of all of the setbacks on the property shall be drawn on the plan including the front, rear, and side yard setbacks. If the request is for a sign the dimensions of the sign shall be included.

The existing and intended use of part of the building, the number of families or dwelling units, the building is designed to accommodate, and such other information as may be necessary to determine compliance with the Zoning Ordinance and the parking requirements.

**INSTRUCTIONS: THE LOCATION SKETCH SHOULD SHOW/NOTE SCALE: NOTE EXISTING OR PROPOSED ITEMS.**

1. THE RELATIONSHIP OF THE LOT TO ADJOINING PROPERTIES AND ROADS (PROVIDE ROUTE/STREET NAME)
2. THE LOCATION OF BUILDING ON THE PARCEL; DIMENSIONS OF THE LOT LINES
3. THE APPROXIMATE LOCATION OF ANY WELL/WATER LINES OR SEWAGE SYSTEM/SEWER LINES
4. THE LOCATION OF ANY OTHER MAJOR LOT FEATURES-DRIVEWAYS, GARAGE OR EXISTING BUILDINGS, TREES OR WOODS.

**Applications received without the required documentation will be returned without action.**

1. Site Plan or Survey if available \_\_\_\_\_
  2. Building Plans (including floor and elevation drawings) \_\_\_\_\_
  3. Parking Plans (include storm water and lighting systems) \_\_\_\_\_
  4. Any other pertinent data required by the Zoning Hearing Board,  
Borough Council and/or Zoning Officer \_\_\_\_\_
  5. Refuse Containment Plan (multi-family/commercial only) \_\_\_\_\_
- 

If Zoning Applicant requires a Hearing:

Application Fee: **\$750.00** payable to the "**Borough of Athens**" \_\_\_\_\_  
Upon completion of the application review by the Code Office and  
the Solicitor if needed for Section C. and Section F. Items 1 thru 12;  
(Appeal) Section F Items 13 & 14 are \$1500. (Request for Zoning Change and  
Request of curative amendment)

**Please provide a diagram in the space provide below:(or attach additional sheet)**

## \*SUBSTANTIAL IMPROVEMENT WORKSHEET FOR FLOODPLAIN CONSTRUCTION

### For additions, rehabilitations, improvements, or damage repairs

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

Address: \_\_\_\_\_

Permit No. \_\_\_\_\_ Tax Map \_\_\_\_\_ Block \_\_\_\_\_ Parcel \_\_\_\_\_ Lot \_\_\_\_\_

Location: \_\_\_\_\_

Description of Improvement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Present Market Value** of structure ONLY (final phased in full assessed valuation or market appraisal) BEFORE improvement, or if damaged, before the damage occurred:

\$ \_\_\_\_\_

For Cost of Improvement, take the greater of:

I. Actual cost of the construction:

\$ \_\_\_\_\_

2. Estimated building cost based on

\_\_\_\_\_ Square feet of construction

from a building cost information service

at \$ \_\_\_\_\_/sq ft (source: \_\_\_\_\_)

\$ \_\_\_\_\_

Ratio = Cost of Improvement (\$ \_\_\_\_\_) X 100 =  
Present Market Value (\$ \_\_\_\_\_)

\_\_\_\_\_ %

If 50% or greater (Substantial Improvement), entire structure (existing included) must be elevated; if less than 50%, it may be exempted unless an addition. For additions: (1) if substantial, but the existing structure is unaltered except for a doorway into the addition, the existing structure need not be elevated, only the addition; (2) if less than substantial but requires a State Waterway Construction Permit since it is in a non tidal floodplain, the addition, regardless of size, must be elevated.

Note:

1. Any costs directly associated with correcting health, sanitary, and safety code violations may be deducted from the Cost of improvement. The violations must have been officially cited prior to submission of the permit application.

2. Alterations to historic structures, provided the alterations will not preclude continued designation as a "Historic structure", may be exempted by variance.

Summary:

\_\_\_\_\_ Substantial Improvement-Elevation of entire structure.

\_\_\_\_\_ Exempt -Not Substantial Improvement.

\_\_\_\_\_ Addition -Only addition must be elevated.

\_\_\_\_\_ Other (attach explanation)

Determined by: \_\_\_\_\_

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

---

**SECTION 1: CERTIFICATION AND SIGNATURE**

I certify the information contained in this application and its supplements are true and correct. I further acknowledge I may be responsible for other additional costs such as, but not limited to, stenographic, advertising, duplication and mailing expenses resulting from the hearing for which I have applied and any additional expenses will be paid upon demand. I understand application for other required permits shall be made separately from this application.

**THE APPLICANT ACKNOWLEDGES ALL INFORMATION IS CORRECT AND ACCURATE TO THE BEST OF THEIR KNOWLEDGE. APPLICANT AGREES NOT TO INITIATE THE PROPOSED PROJECT UNTIL A MUNICIPALITY-ISSUED PERMIT IS OBTAINED. A LOCATION SKETCH MUST BE DRAWN ON THE OTHER SIDE OF APPLICATION**

THE APPLICANT UNDERSTANDS COMPLETION AND SUBMISSION OF THIS APPLICATION SHALL NOT RELIEVE THE APPLICANT FROM OBTAINING SUCH OTHER PERMITS THAT MAY BE REQUIRED BY OTHER LOCAL, COUNTY, STATE OR FEDERAL REGULATIONS OR LAWS. SUPPLEMENTAL FORMS MAY BE NECESSARY FOR FLOOD PLAIN MANAGEMENT REQUIREMENTS. ANY CHANGE TO THE PLANS MUST BE APPROVED BY THE ZONING OFFICER

SIGNATURE OF APPLICANT(S) \_\_\_\_\_  
\_\_\_\_\_

---

ITEMS BELOW THIS LINE ARE FOR OFFICIAL USE ONLY

**SECTION J: DISPOSITION**

A. ACTION: APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ ZONING OFFICER \_\_\_\_\_

DATE OF ISSUANCE \_\_\_\_\_

B. REASON FOR DENIAL BY ZONING OFFICER \_\_\_\_\_

C. ZONING HEARING BOARD \_\_\_\_\_

D. OFFICIAL DATE FILED WITH MUNICIPALITY \_\_\_\_\_

E. DATE FEE PAID \_\_\_\_\_

F. DATE OF NOTICE AND NEWSPAPER OF RECORD \_\_\_\_\_

G. DATE OF HEARING \_\_\_\_\_

H. DATE OF DECISION \_\_\_\_\_

I. ZONING BOARD'S DECISION: GRANTED \_\_\_\_\_ DENIED \_\_\_\_\_

J. ZONING BOARD CONDITIONS: \_\_\_\_\_

K. FLOODPLAIN: GRANTED \_\_\_\_\_ DENIED \_\_\_\_\_