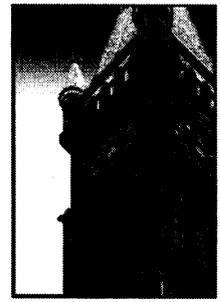


Department of
Licensing, Inspections and Permits
Bureau of Zoning

City Hall
4th Floor
340 North Washington Avenue
Scranton, Pennsylvania 18503
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SCRANTON

PROCEDURE FOR ENCROACHMENT ORDINANCE

Submit plans to Zoning Officer:

Plans to include:

- Address of property;
- location and dimensions of encroachment on right of way with drawing;
- number of tables and patrons to be served;
- public walkway must remain minimum of 4 feet.

Plans are reviewed by the zoning and building inspectors for compliance. They are then submitted to the City law department who then drafts an ordinance to Council. Council will read the ordinance at three (3) consecutive meetings.

The entire process may take sixty (60) days. Please plan accordingly.