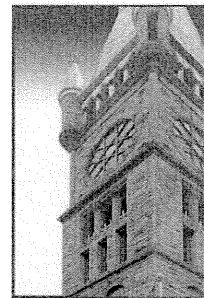


Department of  
Licensing, Inspections and Permits  
Bureau of Zoning

City Hall  
4<sup>th</sup> Floor  
340 North Washington Avenue  
Scranton, Pennsylvania 18503  
Tel: (570) 348-4193 x7  
Fax: (570) 348-4171  
www.scrantonpa.gov



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## APPLICATION PROCEDURES FOR ZONING HEARING BOARD

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**\*Please fill out application in full: If any section is not filled out entirely, the application will be returned to you:**

Applicant name(s), address, landowner name/address (landowner authorization, if needed), project cost (if any), present/proposed use/address of property; dimensions of lot; names and addresses of **all** property owners abutting, adjoining and across the street from the property in question (info can be found at [www.lackawannacounty.org/](http://www.lackawannacounty.org/) (assessor's office site))

Reason for the request, giving as much detail as possible; existing/proposed no. of parking spaces, description of existing & proposed use(s) of the property, including no. of dwelling units, min. sq ft of proposed units, plans for buffer zone, if applicable. Also, plot plan and/or pictures; Setback information (if applicable).

\*Application must be notarized. (See Angela in Zoning)

\***Nine (9) copies** of any plans/drawings etc.(if applicable) must be provided to the Zoning Bureau by the deadline written below.

\*See attached fee schedule for appropriate fee. (Section 104.A.5)

**Application fee is non-refundable.**

\*You will be notified of the date and time of the Zoning Hearing by **certified mail**. Neighbors will be notified by mail, the property will be posted (Applicant is responsible to ensure the notice remains posted until the hearing) and it will be advertised twice.

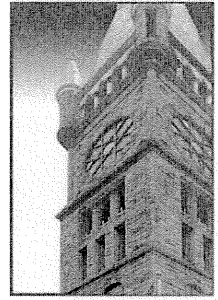
\*If you have any questions, please call Angela at 348.4193 x7, or email: [anole@scrantonpa.gov](mailto:anole@scrantonpa.gov).

**Deadline for application:** \_\_\_\_\_

**Date of Hearing:** \_\_\_\_\_

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## Zoning Hearing Board Fee Schedule

*Section 104 (A)(5), as amended:*

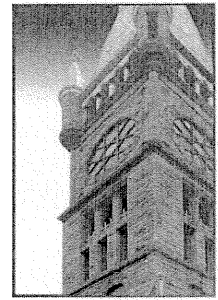
Fees for submittal to the Zoning Hearing Board for a variance or special exception or to the City Council as a conditional use shall be as follows:

<u>Construction/Alteration Cost</u>	<u>Permit Charge</u>
\$0-\$150,000	\$400.00
\$150,000-\$1,000,000	\$750.00
\$1,000,001-	\$750.00 per million dollars of construction cost or fraction thereof up to a maximum fee of \$5,000

Special hearings requested require a filing fee of \$800.00, and if over \$1,000,000, then \$800 per million

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## RULES FOR THE ZONING HEARING BOARD OF THE CITY OF SCRANTON

- 1.) **APPLICATIONS** All applications for zoning relief shall be filed with the Secretary to the Zoning Hearing Board not less than twenty-one (21) days prior to the hearing date for which the application will be placed on the agenda. No application will be accepted by the Secretary which is incomplete and does not contain all of the required information including a listing of all abutting land owners and their addresses, a brief statement concerning the justification for the zoning relief requested and the citations to the applicable provisions of the Zoning Ordinance.
- 2.) **CONTINUANCES** Any request for a continuance for any hearing scheduled before the board **shall be in writing and received by the Secretary to the Zoning Hearing Board not less than seventy-two (72) hours prior to the hearing.** The continuance requested shall contain a brief statement concerning the reason therefore. All continuance requests shall be reviewed by the Zoning Hearing Board on a case by case basis and the decision of the Zoning Board will be communicated not less than forty-eight (48) hours prior to the scheduled hearing. No continuance shall be granted unless authorized by the Zoning Hearing Board pursuant to these rules. In approving a request for a continuance, the Zoning Hearing Board may require the applicant to pay an administrative fee not to exceed **One Hundred (\$100.00) Dollars** to defray any additional expenses incurred by the Zoning Hearing Board in any case where a continuance is granted.
- 3.) **SPECIAL HEARINGS** The Zoning Hearing Board shall meet on the second Wednesday of each month at 6:00 pm in Scranton City Hall Chambers to conduct hearings on all applications for zoning relief. To the extent practicable, no special hearings will be scheduled or conducted by the Zoning Hearing Board unless authorized by the Zoning Hearing Board. Any request for a special hearing shall be in writing and attached to the application. No special hearing shall be granted unless authorized by the Zoning Hearing Board pursuant to these rules. In approving a request for a special hearing, the zoning hearing board may require the applicant to pay an **administrative fee not to exceed Eight Hundred (\$800.00) Dollars** to defray the expenses incurred by the Zoning Hearing Board in conducting a special hearing.
- 4.) **ZONING OFFICER ATTENDANCE AT HEARINGS.** The Zoning Officer shall attend all hearings before the Zoning Hearing Board to assist the Board from time to time in its consideration of any application on the agenda.