

*Jefferson Township - Lackawanna County-*

487 Cortez Road

Jefferson Township, PA 18436

Phone: 570-689-7028 email: [secretary@jeffersontwplackawanna.gov](mailto:secretary@jeffersontwplackawanna.gov)

## **APPLICATION FOR A CONDITIONAL USE**

**APPLICATION IS HEREBY MADE FOR ACTION AT A PUBLIC HEARING IN CONFORMITY WITH REQUIREMENT  
ZONING ORDINANCES OF JEFFERSON TOWNSHIP AND ANY AND ALL AMENDMENTS THERETO.**

NAME OF APPLICANT \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

INTEREST OF APPLICANT \_\_\_\_\_

LOCATION OF SUBJECT PROPERTY \_\_\_\_\_

ZONING DISTRICT \_\_\_\_\_ TAX ASSESSMENT NUMBER \_\_\_\_\_ EXISTING USE \_\_\_\_\_

DETAILS OF ACTION SOUGHT \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR SEEKING ACTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE APPLICANT HEREBY AGREES THAT ALL MATERIAL SUBMITTED WITH THIS APPLICATION SHALL BE MADE A PART THEREOF AND DOES BECOME AN INTEGRAL PART OF THE RECORDS OF JEFFERSON TOWNSHIP AND SHALL NOT BE RETURNED TO SAID APPLICANT AND ALSO CERTIFIES AND STATES THAT TO THE BEST OF HIS KNOWLEDGE AND BELIEF ALL DATA, STATEMENTS AND INFORMATION SUBMITTED ON OR WITH THIS APPLICATION ARE TRUE AND CORRECT.

SIGNATURE OF APPLICANT: \_\_\_\_\_

### **CERTIFICATION OF OWNERSHIP AND ACKNOWLEDGEMENT OF APPLICATION**

Commonwealth of Pennsylvania

County of Lackawanna

On this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I (we) deposes and says that I (we) are owners of the property described in this application and that the said application was made with my (our) full knowledge and/or direction and does hereby agree with the said application and to the submission of the same as provided by law.

Property owner(s) \_\_\_\_\_

Date \_\_\_\_\_, 20\_\_\_\_\_

### **BELOW FOR TOWNSHIP USE**

DATE RECEIVED \_\_\_\_\_ FEES \$ \_\_\_\_\_, DATE FEES RECEIVED \_\_\_\_\_  
PUBLICATION DATES \_\_\_\_\_ AND \_\_\_\_\_ APPLICANT NOTIFICATION DATE \_\_\_\_\_  
TWP PLANNING COMMISSION DATE \_\_\_\_\_ ACTION RECOMMENDATION \_\_\_\_\_  
COUNTY PLANNING COMMISSION DATE \_\_\_\_\_ ACTION RECOMMENDATION \_\_\_\_\_  
HEARING DATE \_\_\_\_\_ TIME \_\_\_\_\_ ORDER OF BOARD \_\_\_\_\_

Zoning Officer \_\_\_\_\_

*Jefferson Township*  
*-Lackawanna County-*  
487 Cortez Road  
Jefferson Township, PA 18436

Phone: 570-689-7028  
Fax: 570-689-7863

## **CHECKLIST FOR SUBMITTING A CONDITIONAL USE APPLICATION**

As mandated in Article 7 of the Jefferson Township Zoning Ordinance, provide:

- Eight (8) copies the complete application for a Conditional Use, including all items listed below.
- Read Article 7 SECTION 703 PLANS, INFORMATION AND PROCEDURES FOR CONDITIONAL USES in the Jefferson Township Zoning Ordinance.  
Provide information from applicant
- Narrative; as described in Section 703 A - 14
- Site Plan (Survey Map) to scale as required in Section 703 A
- Copies of all required permits (DEP, PENNDOT, Lackawanna County Conservation District, PA Department of Labor and Industry, etc.)
- If applicable, Sewage Planning Module, Stormwater Drainage & Management / Soil Erosion and Sedimentation Plan and/or NPDES Permit
- If applicable, an Impact Analysis –report - see definition in Article 2
- Electronic Format – In addition to submitting the application in paper format, The application shall be submitted on a compact disk in PDF or other format approved by the Zoning Officer.
- For the public hearing, provide names and mailing addresses for owners of adjoining or contiguous property boundary with the subject property. See Article 14 section 1406 B for Hearings and understand your responsibility for posting the official written notice of the hearing.  
Understand the responsibilities of the property owner / applicant and be prepared to comply accordingly.
- Once a public hearing is scheduled the applicant shall provide written notice of the date, time, and location of the hearing to each adjacent property owner.” As mandated in Resolution 2025-2

Payment:

- Conditional Use application fee – check for \$750.00 payable to “Jefferson Township”