

*Jefferson Township - Lackawanna County-*

487 Cortez Road

Jefferson Township, PA 18436

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

**ZONING HEARING BOARD APPLICATION FOR  
APPEAL AND HEARING**

*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.*

Action requested:  VARIANCE  SPECIAL EXCEPTION  INTERPRETATION  
 CHALLENGE  CHANGE IN ZONING DISTRICT  
 CURATIVE AMENDMENT  APPEAL OF ZONING OFFICERS DECISION  
OTHER ACTION \_\_\_\_\_

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 ZONING HEARING BOARD APPLICATION**

As mandated in ARTICLE 14 – ZONING HEARING BOARD  
of the Jefferson Township Zoning Ordinance.

- Copy of Zoning Application denial for a Zoning Permit and/or Notice of Violation (if applicable) being appealed.  
Section 1409.1 requires that “the applicant submits an application for a Zoning Permit to the Zoning Officer in accordance with Section 1202.1 of this Ordinance” before submitting a Zoning Hearing Board application
- Copy of Zoning Hearing Board Application for Appeal and Hearing
- Read Article 14 SECTION 1406 HEARINGS in the Jefferson Township Zoning Ordinance.  
Provide information from applicant - as needed to the Zoning Hearing Board.  
Understand the responsibilities of the property owner / applicant and be prepared to comply accordingly.  
Also: see Resolution 2025-2 as it mandates that once a public hearing is scheduled that;  
“Applicant provide written notice of the date, time, and location of the hearing to each adjacent property owner.”
- If requesting a use classified as a “SPECIAL EXCEPTION”:  
Read in ARTICLE 6 - SPECIAL EXCEPTIONS  
SECTION 603 - PLANS, INFORMATION AND PROCEDURES FOR A SPECIAL EXCEPTION USE in the Jefferson Township Zoning Ordinance.  
Provide the required information from applicant - as needed to the Zoning Hearing Board.  
Understand the responsibilities of the property owner / applicant and be prepared to comply accordingly.

Payment:

- Appeal and Hearing application fee – check for \$750.00 payable to “Jefferson Township”