

# Application to the Athens Township

## Instructions For Completion of an Application

(It is suggested you read all of the instruction sheets before beginning to complete the application. Questions may be directed to the Zoning Officer at telephone number (570)-888-2325

### Section A: Applicant(s)

Item 1, 2, 3, 4 : Enter the complete name(s), current mailing address, email address, and current telephone number (including area code) of the applicant(s)

### 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.

Item 2: TAX MAP NUMBER: This number can be obtained from (3) locations:  
A. The tax bill you receive from The Bradford County Assessor.  
B. At the Bradford County Tax Assessor’s Office at Bradford County Court House Towanda PA. Telephone (570)-265-1714.  
C. From Athens Township Zoning Officer.

Item 3: Deed Reference: Book number & Page number: This information can be obtained at The Bradford County Recorder’s office.

Item 4: Provide the complete name and address of the legal owner of the subject parcel. If the owner is not the same as applicant, then written authorization must be included authorizing the applicant to apply to the board on the owners behalf.

Item 5: Flood Plain District:

This may be obtained from the official Flood Plain Map located at the Township Building. It can also be obtained by asking Athens Township Zoning Officer.

Item 6: Type of Use:

This information can be most easily obtained, by asking the Zoning Officer at (570)-888-2325 (recommended method). The information can also be obtained by researching and cross-referencing the Zoning Ordinance and other municipal records.

**Section C: Type of relief requested**

Check only those items you are requesting and are applicable to the application. **IMPORTANT!!!!** If you are not sure about what to request, seek legal advice.

If you are applying for a variance carefully read and provide the necessary information related to the (6) items listed. **IMPORTANT!!!** Failure to provide this information may result in adverse legal decisions concerning your application.

**Section D: Reason(s) for the requested relief**

(This is self – explanatory)

**Section E: 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. Current fee schedules are included in The Township Ordinance and the appropriate fee must accompany the application.

**Section F: Certification & Signature**

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

**Do not write in the official use only section.**

**APPLICATION TO THE ATHENS TOWNSHIP**

(Please type or print)

**Section A: APPLICANT(S)**

1. Name(s): \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
3. Telephone number: \_\_\_\_\_  
Cell Phone number: \_\_\_\_\_
4. Email Address: \_\_\_\_\_
5. Attorney's name: \_\_\_\_\_  
Address & Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Section B: SUBJECT PARCEL**

1. Post Office Address: \_\_\_\_\_
2. Tax Map Number: \_\_\_\_\_
3. Deed Reference: Book # \_\_\_\_\_ Page No. \_\_\_\_\_
4. Instrument # \_\_\_\_\_
5. Name & Address of the parcel owner \_\_\_\_\_  
\_\_\_\_\_
6. Flood Plain District: \_\_\_\_\_
7. Type of Use: (check one)    Conforming            \_\_\_\_\_  
   Nonconforming            \_\_\_\_\_

**Section C: TYPE OF REQUIRED RELIEF:** (check only those applicable items)

1. Variance: \_\_\_\_\_
2. Appeal of Administrative Decision: \_\_\_\_\_
3. Special Exception: \_\_\_\_\_
4. Conditional Use: \_\_\_\_\_

- 5. Map Amendment: \_\_\_\_\_
- 6. Ordinance Amendment: \_\_\_\_\_

**Section D: REASON(S) FOR THE REQUESTED RELIEF:**

A statement, including the section of The Athens Township Zoning Ordinance, 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.

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**Section E: REQUIRED DOCUMENTATION CHECKLIST:**

The following documentation must be drawn to scale and submitted with six copies, at the time of application. These plans must include dimensions and shape of the parcel, the size and locations of existing buildings, the locations and dimensions of proposed buildings or alterations, and any natural or topographic peculiarities of the parcel in question. Applications received without the required documentation will be returned without action.

- 1. Site plan & Location Map
- 2. Building Plans (including floor and elevation drawings)
- 3. Parking plans (to include proposed storm water and lighting systems)
- 4. Application fee: \$\_500.00\_\_\_\_\_ (subject to change)
- 5. Any other pertinent data required by the Zoning Officer, as appropriate to their individual authorities set fourth in Athens Township Flood Ordinance.
- 6. Proof of ownership

**Section F: CERTIFICATIONS & SIGNATURES**

I certify the information contained in this application and its supplements are true and correct to the best of my knowledge, information and belief. 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 which I have applied and any other additional expenses will be paid upon demand. I understand application for other required permits shall be made separately from this application.

**Applicant's signature:**

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**ITEMS ON THIS PAGE ARE FOR OFFICIAL USE ONLY**

**Official date application was filed with the municipality:** \_\_\_\_\_

**Fee Paid:** \_\_\_\_\_

**Date of notice to parties of interest:** \_\_\_\_\_

**Date of notice in newspaper of record:** \_\_\_\_\_

**Date of hearing:** \_\_\_\_\_

**Signature of Zoning Officer:** \_\_\_\_\_