

WELCOME TO LOWER NAZARETH TOWNSHIP

Lower Nazareth Township is a great place to live, work, and play. Gently nestled in rich Eastern Pennsylvania farmland, it was originally part of the "Walking Purchase" of 1737. Purchased from William Penn, this area was originally known as "The Drylands". This 83 hundred-acre section was once thought to be doomed and was termed, "Barren". There was very little forest land as the Indians had burned all of the vegetation to drive the game into the open to hunt. This "Barren" appearance of the area gave rise to the popular superstition that no crops could be grown in this region as it was too "dry". Early residents held a rich religious heritage and named Lower Nazareth Township after the biblical town of Nazareth. In 1740 it was written, "The surface of the township is level; the soil limestone, and well improved by judicious course of crops, and careful culture, and very productive". In 1807, Lower Nazareth was created.

Lower Nazareth has experienced slow, controlled growth and established itself as a community of the 21st Century.

About Lower Nazareth Township's Government

Lower Nazareth Township was incorporated in 1807. The Township is defined as a Second Class Township, governed by a Board of five elected Supervisors in accordance with the Pennsylvania Second Class Township Code, enacted in 1933. Townships governed by elected Boards of Supervisors are the most common form of municipal government in Pennsylvania. Townships were the original governmental subdivisions of counties in Pennsylvania.

Local governing bodies like Lower Nazareth Township may only function within the frame work established by the state legislature.

Townships provide important community services which are generally unsuited to private enterprise. Lower Nazareth Township maintains local roads and has the ultimate responsibility for public safety, including police, firefighting, and emergency management. Township programs and services include recreation, zoning and building code regulations and land use planning.

The Board of Supervisors plays the central role in township government. The Board serves as the legislative body of the township, setting policy, enacting ordinances and resolutions, adopting budgets, and levying taxes. Other functions such as formulating the budget, enforcing ordinances, approving expenditures, and personnel matters are delegated by the Board of Supervisors to the Township Manager.

The Board of Supervisors also performs activities such as forming boards and commissions, processing subdivisions and land development applications in accordance with the Pennsylvania Municipalities Planning Code, Lower Nazareth Township

Subdivision and Land Development Ordinance, and Lower Nazareth Township Zoning Ordinance.

The only two (2) mandatory township appointed offices per the Second Class Code are the Secretary and the Treasurer. The Secretary and Treasurer may be appointed from the members of the Board of Supervisors, may be an outside individual or, in the case of treasurer, may be a financial institution. Other appointed positions, other than administrative positions, include the township solicitor and township engineer. The solicitor provides oversight of the legal matters of the township including bonds, real estate transactions, review and preparation of ordinances and actions in court. The Township Engineer reviews and provides comments on subdivision and land development projects before the Board of Supervisors. In addition, the Engineer is involved with the preparation of plans and specifications for Township public works programs including transportation, parks & recreation, and physical plant projects.

MUNICIPAL PROFILE

Excerpted from Lehigh Valley Planning Commission Municipal Profiles – 2012

Population	6922 (per 2020 census)
Square Mileage	13.57
Acreage	8681.4
Road Mileage	44.96 (Township), 14.34 (State)

TOWNSHIP DIRECTORY

MANAGER

Lori A. Stauffer	623 Municipal Drive Nazareth, PA 18064	(610) 759-7434 Email: LStauffer@lowernazareth.com
------------------	---	---

SECRETARY/TREASURER

Tammi M. Dravec	623 Municipal Drive Nazareth, PA 18064	(610) 759-7434 Email: TDravec@lowernazareth.com
-----------------	---	---

PLANNING & ZONING ADMINISTRATOR

Lori B. Seese	623 Municipal Drive Nazareth, PA 18064	(610) 759-7434 Email: LSeese@lowernazareth.com
---------------	---	---

ROAD DEPARTMENT

	623 Municipal Drive Nazareth, PA 18064	(610) 759-7436 Email: publicworks@lowernazareth.com
--	---	---

EARNED INCOME TAX COLLECTOR

Keystone Collections Group	546 Wendel Rd Irwin, PA 15642	(724) 978-0300 Fax: (724) 978-0339
----------------------------	----------------------------------	---------------------------------------

LOCAL SERVICES TAX COLLECTOR

Lorie L. Gyarmaty	623 Municipal Drive Nazareth, PA 18064	(610) 759-7434 Email: LGyarmaty@lowernazareth.com
-------------------	---	---

REAL ESTATE TAX COLLECTOR (NAZARETH AREA SCHOOL DISTRICT ONLY)

Berkheimer Associates	HAB-MISC PO Box 25144 Lehigh Valley, PA 18002	(610) 599-3143
Berkheimer Associates Tax Certification	HAB-RET 50 North 7 th Street Bangor, PA 18013	Fax: 610-599-8303

REAL ESTATE TAX COLLECTOR (TOWNSHIP ONLY)

Eric Mitcheltree	519 Mountain View Road Nazareth, PA 18064	(484) 291-1546 Fax: (484) 544-5445 Email: RETaxCollector@lowernazareth.com
------------------	--	---

SOLICITOR

Gary Asteak	726 Walnut Street Easton, PA 18042	(610) 759-7434
-------------	---------------------------------------	----------------

TOWNSHIP ENGINEER

Carroll Engineering Corporation	101 Larry Homes Suite 201 Easton, PA 18042	(610) 989-4940
---------------------------------	---	----------------

TOWNSHIP SEWER ENGINEER/SEWAGE ENFORCEMENT OFFICER

Hanover Engineering Associates, Inc.	252 Brodhead Road, Suite 100 Bethlehem, PA 18017-8944	(610) 691-5644
--------------------------------------	--	----------------

TOWNSHIP OFFICIALS

BOARD OF SUPERVISORS

James S. Pennington, Chairman
Martin J. Boucher, Vice Chairman
Stephen A. Brown
Nancy A. Teague
Amy L. Templeton

ipennington@lowernazareth.com
mboucher@lowernazareth.com
sbrown@lowernazareth.com
nteague@lowernazareth.com
atempleton@lowernazareth.com

What is the Board of Supervisors?

Lower Nazareth Township is governed by an elected body organized under the Second Class Township Code of the Commonwealth of Pennsylvania. That Board is called the Board of Supervisors and consists of five (5) elected officials, each serving a six (6) year term.

The Board of Supervisors is charged with the general governance of the township to secure the health, safety, and welfare of the citizens of the Community. To accomplish that task, the Board adopts laws, known as ordinances, which govern various activities within the Township.

The Board may appoint a Township Manager who is charged by the Board with implementing the ordinances it passes and managing the annual budget of the Township, which is adopted by the Board each December for the following calendar year.

How Board of Supervisor Meetings Work

The Board of Supervisors typically meets on a twice monthly basis to conduct business on behalf of the Township. All meetings of the Board are open to the public with an opportunity at each meeting for public comment.

If a resident has a concern he or she feels needs to be addressed by the Township, the individual is encouraged to contact the Township Office. Many times, issues can be addressed by Township Staff. However, if an appearance before the Board is necessary, time may be scheduled to present concerns to the Board of Supervisors. Residents are encouraged to present their views on Township matters in any of the means available, including written or electronic communication or by telephone. The Township Staff strive to facilitate your communication with Board of Supervisors.

BOARD OF AUDITORS

Marc Suhr
Regis Flaherty
Ralph Dent, Jr.

The elected Board of Auditors consists of three members, each elected to a six year term. Typically, the Board of Auditors conducts the annual audit of township finances, except when an independent auditor has been appointed by the Board of Supervisors, which is the case in Lower Nazareth Township. The Elected Board of Auditors also set the compensation of supervisors when employed by the township as road masters, road superintendents, road laborers, or as secretary or treasurer.

PLANNING COMMISSION

Linda Crook
Hugh Harris
Tara Capecci
Edward Dulac
Bert Smalley

This Commission is a five-member advisory body to the Board of Supervisors. Each member serves a six-year term. The Planning Commission meets on the third Monday of each month. This Commission makes recommendations to the Board of Supervisors on development plans submitted to the Township, suggests modifications where needed, and recommends appropriate actions. The nature of local government requires that the Board of Supervisors dedicate itself to the many issues of day-to-day operations and the details of land use can often be lost in the mountain of important, but time-consuming demands. The Planning Commission, as an independent advisory body, gives the Board of Supervisors the assurance that the important issues of land use and future growth are given the necessary attention.

ZONING HEARING BOARD

Stephen Nordahl
Michael Gaul
Brian Fenstermaker
Roberto Reyes (1st Alternate)
David McGinnis (2nd Alternate)

The Zoning Hearing Board (ZHB) has no legislative power; therefore it can neither make nor modify zoning policy. The Zoning Hearing Board does not have enforcement powers. It is a quasi-judicial body; that is, its powers are to some extent judicial in nature. The board schedules hearings on applications and appeals that come before it, takes evidence, and issues written decisions with findings of fact and conclusions of law. A ZHB must limit its scope of activities to those permitted by the Pennsylvania Municipalities Planning Code (MPC) and by the local zoning ordinance.

The primary purpose of the Zoning Hearing Board is to help assure fair and equitable application and administration of the zoning ordinance. They do this by hearing appeals on the zoning officer's determinations and by granting relief from the literal enforcement

of the ordinance in certain hardship situations. The Board consists of a three-member Board with two alternate members. All members of this Board are appointed by the Board of Supervisors and serve five year terms. They meet on demand, the fourth the Tuesday of each month.

ENVIRONMENTAL ADVISORY COUNCIL

Lynn Ratzell
Kay Brazinski
Donald Capecci
Joan Garrett
Beverly Hoyer

The Environmental Advisory Council (EAC) advises the Board of Supervisors, Planning Commission, and Park and Recreation Boards on matters dealing with protection, conservation, management, promotion, and use of natural resources located with the Township. The EAC consists of five members, each serving a five-year term. These members are appointed by the Board of Supervisors. The newly formed EAC meeting schedule will be established soon.

PARK & RECREATION COMMISSION

[vacant seat]
[vacant seat]
[vacant seat]
[vacant seat]
[vacant seat]

The Park & Recreation Commission advises the Board of Supervisors on the recreational programming and facility needs of the community. The Park & Recreation Commission is a five-member body, each serving a five-year term, and meets on demand only. The Park & Recreation Commission members are appointed by the Board of Supervisors.

AGRICULTURAL SECURITY COMMITTEE

Robert Hoyer
David Meixell
Jeff Setzer
[vacant seat]
[vacant seat]

The Agricultural Security Committee reviews Agricultural Security Area applications and reports back to the Planning Commission and Board of Supervisors with their recommendations. This five-member committee is appointed by the Board of Supervisors and meets on demand only.



LOWER NAZARETH TOWNSHIP

623 MUNICIPAL DRIVE, SUITE 200

NAZARETH, PA 18064

TELEPHONE: 610-759-7434

FAX: 610-746-3317

PLEASE NOTE: These meeting dates are subject to change. Please contact the Township Office to verify you have the most recent Schedule prior to conducting business with the Township.

2025 Meeting Dates

Board of Supervisors

Meeting Time: 7:00PM

Submissions due 21 days prior to meeting

January 6th 2025 Reorganization
January 22nd (Submission Date Dec 30th)
February 12th (Submission Date Jan. 22nd)
February 26th (Submission Date Feb. 5th)
March 12th (Submission Date Feb. 19th)
March 26th (Submission Date Mar. 5th)
April 9th (Submission Date Mar. 19th)
April 23rd (Submission Date Apr. 2nd)

May 14th (Submission Date Apr 23rd)
May 28th (Submission Date May 7th)
June 11th (Submission Date May 21st)
June 25th (Submission Date Jun 4th)
July 9th (Submission Date Jun. 18th)
July 23rd (Submission Date Jul. 2nd)
August 13th (Submission Date Jul. 23rd)
August 27th (Submission Date Aug. 6th)

September 10th (Submission Date Aug 20th)
September 24th (Submission Date Sept. 3rd)
October 8th (Submission Date Sept. 17th)
October 22nd (Submission Date Oct. 1st)
November 12th (Submission Date Oct. 22nd)
December 10th (Submission Date Nov. 19th)
January 5, 2026, Reorganization 2026

Planning Commission

Meeting Time: 6:30PM.

Submission due 28 days prior to meeting by 11 AM

January 20th (Submission date Dec 23rd)
February 24th (Submission Date Jan. 27th)
March 17th (Submission Date Feb. 14th)
April 21st (Submission Date Mar 24th)

May 19th (Submission Date April 21st)
June 16th (Submission Date May 19th)
July 21st (Submission Date Jun 23rd)
August 18th (Submission Date July 21st)

September 15th (Submission Date Aug. 18th)
October 20th (Submission Date Sept. 22nd)
November 17th (Submission Date Oct. 20th)
December 15th (Submission Date Nov. 17th)

Zoning Hearing Board – (As Required)

Meeting Time: 6:30PM

Submission due 28 days prior to meeting by 3:45 PM

January 28th (Submission Date Dec 30th)
February 25th (Submission Date Jan 28th)
March 25th (Submission Date Feb. 25th)
April 22nd (Submission Date Mar 25th)

May 27th (Submission Date April 29th)
June 24th (Submission Date May 27th)
July 22nd (Submission Date June 24th)
August 26th (Submission Date July 29th)

September 23rd (Submission Date Aug 26th)
October 28th (Submission Date Sept. 30th)
November 25th (Submission Date Oct. 28th)
December 16th (Submission Date Nov. 18th)

Environmental Advisory Council

Meeting Time: 7:00PM

January 13th
February 10th
March 10th
April 14th

May 12th
June 9th
July 14th
August 11th

September 8th
October 13th
November 10th
December 8th

POLICE AND EMERGENCY SERVICES (Dial 911)

Colonial Regional Police Department

248 Brodhead Road, Suite 1
Bethlehem PA 18017
Phone 610-861-4820
Fax 610-861-4829
<http://www.colonialregionalpd.org/>

The Colonial Regional Police Department was established on October 1, 1995. The Department was formed when the municipalities realized the need to join together for more effective and efficient police services while still trying to maintain a cost that was equitable to the taxpayers. The name Colonial was chosen as representative of the colonial heritage shared by all three municipalities.

The Department provides 24-hour police protection for three Northampton County communities; the Borough of Bath and the Townships of Hanover and Lower Nazareth.

The Department also serves as mentor to the Lower Nazareth Crime Watch. To visit our Crime Watch web site please click here:
<http://www.lowernazarethcrimewatch.com/>

Hecktown Volunteer Fire Company #1

230 Nazareth Pike
Bethlehem PA 18020
Station Phone 610-759-2112
Fax 610-759-7455
<http://www.hecktownfire.org/>

The Hecktown Volunteer Fire Company was organized in 1917 by eighteen men who met to discuss the need for a volunteer fire company to serve Hecktown and the surrounding areas. The Hecktown Volunteer Fire Company provides emergency services recognized and supported by Lower Nazareth Township.

Bethlehem Township Volunteer Fire Company

1919 8th St
Bethlehem PA 18020
Phone 610-694-0062
Fax 610-691-0711
<http://www.btvfc.org/>

The Bethlehem Township Volunteer Fire Company is the primary provider of Advanced Life Support services for Lower Nazareth Township.

LOWER NAZARETH TOWNSHIP TRASH HAULERS

Business Name	Address/Web Address	Contact Numbers/Email
Berger Sanitation Inc	PO Box 20342 Lehigh Valley PA 18002-0342 www.bergersanitation.com	Phone: 610-837-1790 Fax: 610-837-9705 service@bergersanitation.com
Chrin Hauling	1225 Industrial Dr Easton PA 18042 www.chrin.org	Phone: 610-258-8737 Fax: 610-258-4884 sales.hauling@chrin.org
East Penn Sanitation (Herceg Hauling, Inc.)	4687 Hanoverville Road Bethlehem, PA 18020 www.eastpennsanitation.com	Phone: 610-759-6398 Fax: 610-759-5374
J.P. Mascaro & Sons, Inc.	315 Basin Street Allentown, PA 18103 www.jpascaro.com	Phone: 610-434-2501 Toll Free: 800-333-4624 Fax: 610-434-3011 1-888-MASCARO
Republic Services	1200 N Irving St Allentown PA 18109 www.republicservices.com	Phone: 610-432-7574 Fax: 610-432-8606
Royer's Sanitation	1453 Stanford Rd Bethlehem PA 18018	610-867-3813
Smale Sr, DBA The Good Guys Solid Waste Removal and Recycling	3026 Jefferson Street Bethlehem, PA 18016 www.smaleswaste.com	610-866-2811 thegoodguys31@aol.com
Strohl Sanitation Service, Inc.	5041 Hanoverville Road Bethlehem, PA 18017-9019 No Website	610-837-9929
Swint's Hauling & Disposal Services	602 Folk Street Easton, PA 18042 www.swinthauling.com	610-253-8535
Symons Sanitation	P.O. Box 106 Bethlehem, PA 18016-0106 www.symons-sanitation.com	610-868-6221
Waste Management, Inc.	Several Locations www.wm.com	Phone: 800-869-5566 Fax: 610-863-1392
Whitetail Disposal	334 Layfield Road Perkiomenville, PA 18074 www.whitetaildisposal.com	610-754-0103 info@whitetaildisposal.com



LOWER NAZARETH TOWNSHIP

623 Municipal Drive
Nazareth, PA 18064
TELEPHONE: 610-759-7434
FAX: 610-746-3317

RESIDENT SPECIAL ASSISTANCE EMERGENCY INFORMATION FORM

Resident's Name: _____ Date _____

Resident Needing Special Assistance (if other than listed above): _____

Address: _____

Phone #: _____

Resident: ☐ Adult ☐ Child

Disability: _____

Special Care/Concerns: _____

The information found above will be kept confidential and will only be distributed to the agencies listed below. Lower Nazareth Township is not responsible for unauthorized use or distribution of this information once it is in the possession of the aforementioned agencies. The resident accepts these terms and conditions.

Residents Signature: _____

- Hecktown Fire Company (fax 610-759-7455)
- Bethlehem Township Volunteer Fire Company (fax 610-691-0711)
- Northampton County 911 (fax 610-746-3726)

Township Employee Signature: _____

<http://www.lowernazareth.com/forms.php>

ABOUT PLANNING AND ZONING

Lower Nazareth Township has adopted Zoning and Subdivision & Land Development Ordinances. It is the intent, purpose and scope of these Ordinances to protect and promote the safety, health and morals of the community. These Ordinances attempt to accomplish coordinated development and growth, provide for the general welfare of our constituents by guiding and protecting amenity, convenience, future governmental, economic, practical, and social and cultural facilities, as well as the improvement of governmental processes and functions. They also are tools to guide uses of land and structures, type and location of streets, public grounds and other facilities and to promote the preservation of the community's natural and historic resources and prime agricultural land.

The Township has also adopted a joint municipal comprehensive plan with 9 other municipalities. The township comprehensive plan is generally consistent with the county comprehensive plan. The Township is currently in the process of updating their Zoning Ordinance. This effort is being undertaken in order to have the Zoning Ordinance better conform to the township's comprehensive plan. All of the aforementioned Ordinances are consistent with the requirements of the Municipalities Planning Code (MPC) which is developed by the State Legislature.

The Lower Nazareth Township Planning & Zoning Office is responsible for the front line administration of the subdivision and land development process and the Zoning Ordinance. The staff works in concert with the Township Engineer, Solicitor, Planning Commission, Zoning Hearing Board and Township Manager in the endeavor of processing the numerous activities related to planning and zoning.

Contact Information

Questions related to zoning, planning or building should be directed to:

Lori B. Seese, Planning & Zoning Administrator and Building Code Official
By phone at 610-759-7434 ext. 1003, or by email at lseese@lowernazareth.com,
or in writing at the mailing address below. Please include your name, address and phone number in all correspondence.

Mailing Address:

Lower Nazareth Township
Planning & Zoning Office
623 Municipal Drive
Nazareth, PA 18064

Planning - Subdivision and Land Development Review

All subdivisions and land developments are reviewed by the Township Engineer and the Zoning and Planning Administrator to ensure compliance with both the Subdivision and Land Development Ordinance (SALDO) and the Zoning Ordinance.

The Planning Commission is presented with most subdivision and or land development projects for their comments. The Planning Commission is a 5-Member Board appointed by the Board of Supervisors. Their primary function is to provide comments and recommendations regarding the various projects to the Board of Supervisors.

The Planning Commission meets predominately on the third Monday of every month at 6:30 p.m. in the Lower Nazareth Township Municipal Building. This date may vary depending on holiday conflicts. Please refer to the Township Calendar for actual dates.

Zoning

Lower Nazareth Township adopted its first Zoning Ordinance in 1970. The Zoning Ordinance was most recently amended in December 2023. The purpose of the Zoning Ordinance is to regulate the use of land, regulate the location, use and density of buildings, and provide for the administration and enforcement of the Ordinance. The intent of zoning regulations is to allow a property owner a reasonable use of their land while not causing a detriment to adjoining property owners or the neighborhood.

Every property in Lower Nazareth Township is classified to determine how the property may be used. The zoning classifications outline three types of uses:

1. Permitted by Right – can be approved by the Zoning Administrator if all conditions are met.
2. Special Exception or Variance – application for approval must be made to the Zoning Hearing Board.
3. Conditional Use – application for approval and a public hearing must be held before the Board of Supervisors.

Any use that is permitted only by special exception, variance, or conditional use must apply to the appropriate Board for approval.

Property Record Information

Very often, property owners want to find information about their property such as tax parcel number, sales data, lot dimensions, etc. You can find this information on Northampton County's Public Records Site at www.ncpub.org. An important item to note is that the County's zoning classification often differs from Lower Nazareth Township's. If you are looking for this information, please call the office to confirm the Township's zoning classification.

When Do I Need A Permit?

A **Zoning Permit** is required **prior to the start** of any of the following activities:

1. Erection, construction, movement, placement or expansion of a structure, building or sign;
2. Change of the type or expansion of an existing use of a structure or area of land or creation of a new use;
3. Grading;
4. Demolition of a structure

These activities pertain to accessory buildings or structures including but not limited to detached Garage, Carport, Swimming Pool, Gazebo, Shed, Greenhouse, Children's Playhouse or Children's Play Equipment, post or pier mounted lights, brick or masonry piers, masonry mailboxes, certain types of walls, fences and gates, home office, home occupation, signs, and commercial projects. **Building Permits** may also apply to some of these structures depending on their size and construction.

It is very important to apply for your permit prior to conducting any of the activities above. The Township must confirm that the use is permitted, setbacks are complied with, and that you are not potentially disturbing your septic system.

In general, residential **Building Permits** are required for:

1. a new single family dwelling;
2. any home addition, including sunrooms and covered patios;
3. an accessory structure over 500 square feet;
4. a deck over 30" above grade and/or has a roof;
5. an above-ground or in-ground pool, more than 24" deep;
6. a hot tub;
7. retaining walls over 48" high;
8. interior alterations that require a structural change;
9. a change of a required means of egress;
10. addition to, or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil waste, vent or similar piping, electric wiring or mechanical.

A **Use and Occupancy Permit** is not required when an existing dwelling is sold. However it is required for a new single family dwelling, and for any construction related to a Building Permit. Use and Occupancy Permits are also required for any change in use. Typically, this applies to commercial properties.

Any time you repair, repave (overlay) or reconstruct your driveway, you must apply for a **Driveway Permit**.

Burning Permits are only granted for agricultural/farm properties to burn brush or for those fires set solely for recreational or ceremonial purposes. In general, open burning is prohibited in Lower Nazareth Township.

Burning Permits are only granted for agricultural/farm properties to burn brush or for those fires set solely for recreational or ceremonial purposes. In general, open burning is prohibited in Lower Nazareth Township.

Peddler's Permits are required for anyone canvassing or soliciting orders or contributions, goods, or merchandise, door-to-door, within Lower Nazareth Township.

Applications for the Permits noted above may be found on the Forms & Publications page of our website (www.lowernazareth.com), or can be picked up at the Municipal Building Monday through Friday, between 7:30 AM and 4:00 PM.

What are my rights?

- A home improvement contractor must provide you with a copy of the complete contract, free of charge.
- You have the right to rescind your home improvement contract without penalty within three business days of the signing date, except as provided under law for emergency situations.
- A home improvement contract is not enforceable against a consumer if it does not include all of the information required by law.
- A contractor may not demand or receive any payment for a home improvement before the home improvement contract is signed.

Where can I find my contractor's registration number?

- All contractors must display their official registration number on all contracts, estimates, proposals, and advertisements distributed within the Commonwealth.
- To verify a contractor's registration number, visit the Pennsylvania Office of Attorney General's website at www.attorneygeneral.gov or call toll free 1-888-520-6680.



Pennsylvania Office of Attorney General
Strawberry Square
Harrisburg, PA 17120

www.attorneygeneral.gov
1-888-520-6680



If you are a homeowner, you will be pleased to know about the Home Improvement Consumer Protection Act. The law affords protections for consumers who hire contractors for home remodeling projects.

Effective July 1, 2009, contractors who perform home improvements totaling \$5,000 or more per year must register with the Office of Attorney General. The law requires written contracts between the contractor and consumer when the price of the project exceeds \$500, and provides for criminal penalties for home improvement fraud and civil penalties for violations of the act. If you are remodeling your home, be sure your contractor is registered with the Office of Attorney General before you sign a contract.

To check the registration status of a contractor, visit our website at www.attorneygeneral.gov or call toll free 1-888-520-6680.

What is home improvement fraud?

Home improvement fraud occurs when:

- A contractor intentionally provides false or misleading information to convince a consumer to enter into an agreement for home improvements.
- A contractor receives payment and fails to provide the services or materials.
- A contractor damages a person's property in order to solicit an agreement for services or materials.
- A contractor alters a contract or other documents without the consent of the consumer.
- A contractor publishes false or deceptive advertisements.
- A contractor misrepresents material as special order material or misrepresents the cost of special order material.
- A contractor represents himself or herself as an employee of a governmental unit or public utility.

**Safe digging is
no accident!**

**Know what's
below.**

**Dial 8-1-1
before you dig.**



TEMPORARY MARKING GUIDELINES

	WHITE	Proposed Excavation
	PINK	Temporary Survey Markings
	RED	Electric Power Lines, Cables, Conduit and Lighting Cables
	YELLOW	Gas, Oil, Steam, Petroleum or Gaseous Materials
	ORANGE	Communication, Alarm or Signal Lines, Cables or Conduit and Traffic Loops
	BLUE	Potable Water
	PURPLE	Reclaimed Water, Irrigation and Slurry Lines
	GREEN	Sewers and Drain Lines

The following information is needed when you call PA One Call System.

YOUR TELEPHONE NUMBER

YOUR MAILING ADDRESS

COUNTY - The name of the county where the work will take place

MUNICIPALITY - City, Township or Borough where the work will take place

THE ADDRESS WHERE THE WORK WILL TAKE PLACE

THE NEAREST INTERSECTING STREET TO THE WORKSITE

THE NAME OF A SECOND INTERSECTION NEAR THE WORK SITE

IS THE PROPOSED EXCAVATION AREA (WORK SITE)

MARKED IN WHITE - Yes or No

OTHER INFORMATION THAT WOULD HELP THE

LOCATOR FIND THE SITE - Clarifying information to

specify the exact location of the dig

THE TYPE OF WORK BEING DONE

WHETHER THE WORK WILL TAKE PLACE IN: Street,

Sidewalk, Public or Private Property

THE APPROXIMATE DEPTH YOU ARE DIGGING

THE EXTENT OF THE EXCAVATION - The approximate

size of the opening; the length and width or diameter

THE METHOD OF EXCAVATION - How will the earth be

moved

WHO IS THE WORK BEING DONE FOR

PERSON TO CONTACT IF THE UTILITIES HAVE

QUESTIONS

THE CONTACT PERSON'S PHONE NUMBER - The

phone number with area code for daytime contact

THE BEST TIME TO CALL

FAX NUMBER AND/OR EMAIL ADDRESS - The

responses from the facility owners will be sent to you

SCHEDULED EXCAVATION DATE AND START TIME -

not less than 3 business days or more than 10

business days.

DURATION OF A JOB - How long will the job take

ANY ADDITIONAL REMARKS YOU MAY HAVE

You will be given a 10 digit serial number as confirmation of your call and our system will send you the responses from the utilities on the morning of your scheduled excavation date via fax or email

**Know what's below.
Dial 8-1-1 before you dig.**



www.pa811.org



What do we do?

We are the "Call before you dig!" company for all of Pennsylvania. If you plan to disturb the earth with powered equipment, you are required by Pennsylvania law to notify the underground utility companies of your intent to do so. Notification occurs by calling 8-1-1 or 1-800-242-1776, 24 hours of the day, every day of the year.

We will then notify the utility companies nearby of your intent to dig. The utility companies are responsible to mark where their underground lines are located with colored flags, paint or chalk.

Please Note:

- PA One Call does not mark utility lines.
- In some cases, the utility company may not mark the service lines you own.

Why should you call?

Safe digging is no accident! If you are installing a fence or deck, or digging for a mailbox post, patio or other excavation project, it is important to Know What's Below. Dial 8-1-1 or 1-800-242-1776 before you dig. The utility companies do not want an accident, either. The best way to learn where underground utility lines are located is to call before you dig.

For more information, visit www.pa811.org



Homeowner Quick Tips

- One easy phone call to 8-1-1 three to ten business days before digging begins helps keep your neighborhood safe.
- Call on Monday or Tuesday if you plan to dig on Saturday or Sunday.
- The utility companies will mark where their underground lines are located with colored paint, flags or chalk.
- Do not remove the flags if you see them in your yard.
- Our service is no cost to homeowners.
- Did you hire someone to install your fence, deck or new patio? Ask to see the PA One Call serial number before allowing them to dig on your property.

The Excavator's Responsibility

- Dial 8-1-1 or 1-800-242-1776.
- Do not allow anyone to excavate on your property without calling.
- Always look for the markings on the ground before your dig date.
- If you do not see markings, do not allow anyone to dig. Wait for the lines to be marked by the utility.
- Whoever places the call will receive an email or fax with a list of facility owners who have marked or have not marked. Pay attention to this message.
- Respect the markings by not removing flags or disturbing the actual markings.
- Exercise care around the marked lines by hand digging.
- When the project is complete, the excavator should remove the flags or marks from the ground or pavement.
- Report mishaps by dialing 8-1-1. Report emergencies by dialing 9-1-1.

ABOUT PUBLIC WORKS

The Lower Nazareth Township Public Works Department strives to maintain safe and clean parks, streets and open spaces. The Department is responsible for street paving, park maintenance, leaf collection, snow removal, street cleaning, and the yard waste recycling program.

The Department currently has full-time and seasonal staff.

There are 55.8 miles of roads in Lower Nazareth Township. The Township is responsible for the maintenance and upkeep of 41.5 of those miles with the remainder being State roads. In addition, the township also owns and maintains 15 traffic signals. The signals are under the jurisdiction of the Pennsylvania Department of Transportation.

The Department makes every effort to provide top quality, professional, effective, and timely services to residents and businesses. We do this by focusing on teamwork and cultivating a good relationship with our constituents, thus improving our image and maintaining the community's trust. The Department is dedicated to providing a safe, cost-effective roadway system, including all related structures and facilities that improve the quality of life for the residents and visitors of the township.

The Department cleans, inspects, paves, repairs, and manages snow and ice removal on Township roadways. They also address storm water runoff by repairing, cleaning, and installing catch basins and drainpipes.

We are committed to the further enhancement and safe-guarding of our township roads and facilities.

Contact Information

You can reach the Public Works Department by dialing 610-759-7434 or by email at publicworks@lowernazareth.com. Please include your name, address and phone number in all correspondence.

Mailing Address:

Lower Nazareth Township
Public Works Department
623 Municipal Drive
Nazareth, PA 18064

Physical Address:

Lower Nazareth Township
Public Works Department
Maintenance Garage
623 Municipal Drive
Nazareth, PA 18064

Long Range Goals and Objectives

- To implement a rehabilitation program of various roadways throughout the Township. Included in this program, and of high priority, are roads in some of our older subdivisions. These roads were constructed many years ago and have outlived their useful life. Although various preventative maintenance techniques were utilized on these roads, their ultimate demise could not be prevented.
- To enhance our roadside brush and tree trimming maintenance program for all right-of-ways on all Township roads. By doing this, our roadways will be safer to travel and help with costs of overtime.
- Continue the preventative road maintenance program that is currently in place.
- Continue to keep up with our 10-year vehicle maintenance and replacement program.

PUBLIC WORKS – SNOW REMOVAL

Snow Emergency Ordinance #122 makes it unlawful to park, or leave unattended, any vehicle anywhere along a street or highway within the Township or blow or deposit snow in or on any roadway within the Township during a declared Snow Emergency. Although this ordinance applies only during a declared Snow Emergency, the restrictions contained within the ordinance should be adhered to during any winter storm. By doing so, it will allow the Public Works Department to expedite the task of snow removal and therefore, benefit the residents of Lower Nazareth Township.

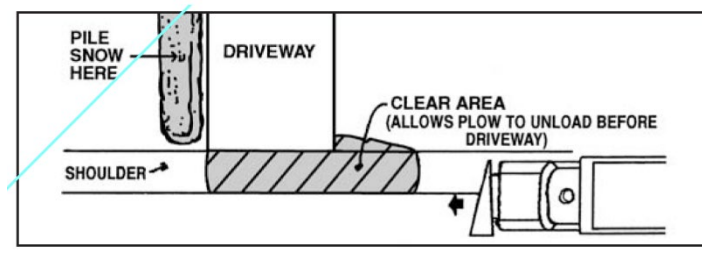
Look for snow emergency declaration through the following news and weather outlets:

WAEB-AM 790
WAEB-FM (B104)
WFMZ-69

www.b104.com
www.waeb.com
www.wzzo.com
www.fox1470.com
www.wfmz.com

Plowing Operations: It is the Township's policy to first plow the main roads and then the secondary or development roads. This procedure helps to facilitate the flow of higher volumes of traffic and also allows emergency vehicles access to the entire Township as quickly as possible.

Shoveling Tips: When clearing your driveway, place the shoveled snow on the side of your driveway opposite the direction of the plow. If possible, try to clear an area next to the road, before your driveway. This will provide an area for the snow from the plow to pile up so it does not fall in your driveway.



Safety Tips: Do not allow children to play in or near the streets any time during or after a winter storm. Kids in forts or just standing along the road may not be visible to the plow operator or other vehicles. Also, do not allow anyone to throw snow or other objects at the plows or other vehicles as it may cause an accident.

Save Your Lawn: In certain areas, primarily curves and areas without mailboxes, it is very difficult for the plow operator to distinguish between the road and lawn areas. We advise residents to place aluminum or fiberglass flexible reflectorized markers (available at your home improvement store) at these prone locations to assist the operator in locating the lawns. This will significantly reduce the damage done to your lawn and the amount of repairs we need to make in the spring.

ATV / Snowmobiles: It is mandatory for all ATV and snowmobile owners to register their vehicles. In addition, both ATV and snowmobile owners must carry liability insurance, except for those used solely on the owner's property for farming or business use. Please respect your neighbor's property and only ride on the lands on which you have permission to ride. Keep in mind that ATVs and snowmobiles are noisy and may be disturbing to your neighbors. Please respect those around you and operate these vehicles at reasonable hours.

Mailbox Damage: It is the Township's policy to reimburse property owners, *up to \$25*, for mailbox damage only when the mailbox is actually damaged by the plow or truck. No reimbursement will be paid when damage occurs from snow discharge by the plow. We will evaluate each occurrence of mailbox damage individually. Please contact the Township Office or download from our website the Mailbox Damage Reimbursement form if your mailbox is damaged as a result of snow removal operations within 48 hours of storm ending.

ORGANIC WASTE RECYCLING

The following programs provide an outlet for our residents to dispose of their organic waste and in return reap the benefits of the programs by utilizing the mulch and compost derived from the recycling process:

YARD WASTE PROGRAM

Where: 4600 Newburg Road, west of Route 191, approximately 1.5 miles, right on Gremar Road (look for the green signs).

Phone number: Questions... please call (610) 759-7434

Operating Schedule: March through November **(no appointment required)**

Mondays OR Fridays: 7:30 a.m. – 3:00 p.m.

Holiday schedule:

- If a holiday falls on a Monday, program will be open on Tuesday.
- If a holiday falls on a Friday, program will be open on Thursday.

1st & 3rd Saturday / month: 8:00 a.m. – 1:00 p.m.

Please remember to bring a form of identification that includes your address.

Accepted Material: BRUSH AND COMPOST ITEMS SHALL BE KEPT SEPARATE

- Brush – (natural or untreated wood) 8-inch diameter max and no longer than 8 feet; bushes – no roots please
- Compost Items – hedge trimmings, garden residue & leaves – loose or in brown paper bags. NO PLASTIC BAGS!

Unacceptable Material: Grass clippings*, ornamental grass, sod, soil, straw or hay, and plastic bags!

*Lower Nazareth Township supports the position of the State Department of Environmental Protection and strongly recommends recycling your grass clippings by using a mulching power.

CHRISTMAS TREE RECYCLING PROGRAM

Christmas trees will be accepted at the same location as noted above during a predetermined window of time, typically mid January which will be posted on the Township website.

Special Instructions: Trees must be free of any ornaments, tinsel and tree bags.

FIRST REGIONAL COMPOST AUTHORITY (FRCA)

A secondary drop off site known as the First Regional Compost Authority (FRCA), for which the Township is a member, is located at 6701 Weaversville Road, Northampton, PA 18067 and operates under its own schedule. Please visit their website www.frcaweb.org or call (610) 262-1000 for hours of operations and/or with any questions.

Earned Income Tax, Local Services Tax, and Real Estate Tax

Earned Income Tax (EIT)

One of Lower Nazareth Township's largest sources of local revenue is our 1.45% earned income tax, which is split .7% for the Nazareth Area School District, .5% for the Township and .25% for Open Space Preservation (effective January 1, 2020). Local income tax in Pennsylvania is based upon where you live rather than where you work.

The Local Tax Enabling Act requires every employer having a factory, workshop, branch, warehouse, or other place of business within the taxing jurisdiction to register with the earned income tax officer of that district. The tax officer will open an Employer Account and issue an Employer Reference Number to be referenced on all EIT submissions. All employers with worksites within the taxing jurisdiction are required by law to deduct the earned income tax from their employees at that site. Employers are required to submit money and detail on a quarterly basis.

Individuals who are self-employed, whose employer does not withhold the earned income tax or if the employer does not withhold the full 1.45% (if that amount still owed is over \$100.00 annually from what the employer withholds) individuals are required to pay quarterly estimated payments. Penalties will be assessed if not paid quarterly. Lower Nazareth Township requires all persons moving in, out, or within the Township to complete a Moving Record. Securing a Moving Record allows the Township to document your moving date and forwarding address. This updated information makes processing your tax documents more convenient for you. The fee for a Moving Record is \$5 and permits may be obtained at the Township Office during normal business hours.

Local Services Tax (LST)

The Local Services Tax (formerly the Emergency Municipal Services Tax) took effect on January 1, 2008. This tax which is \$1.00 per week/\$52.00 per year was levied on any person working in Lower Nazareth Township, whether employed by a company or self – employed.

LST Forms

Local Services Tax Exemption Certificate: You can only claim an exemption if: you will earn less than \$12,000.00 in tax year from all employers located within Lower Nazareth Township and/or you have multiple employers and the tax is already being taken out by another employer (full-time/part-time basis along with the length of employment will determine if the individual will be considered exempt). An exemption form will need to be filed with the employer and taxing municipality along with a copy of last year's W-2 or last pay statement.

Local Services Tax Refund: This form is to be used after the year in question has ended. Refunds are issued for individuals that all or part of the \$52.00 was withheld and either they earned less than \$12,000.00 from all Lower Nazareth Township employers and/or

they had multiple employers and the tax was withheld by another employer (depending on full-time/part-time status along with the length of employment will determine if the individual will receive a refund).

Additional questions pertaining to Earned Income Tax or the Local Services Tax (Ordinance 192-11-07) may be directed to our Local Services Tax Collector.

Lorie L. Gyarmaty
Lower Nazareth Township Municipal Building
623 Municipal Drive
Nazareth, PA 18064

Hours: 7:30 AM – 4:00 PM Monday through Friday
Business Telephone: 610-759-7434 Extension 1001
Email: lgyarmaty@lowernazareth.com

Real Estate Taxes – Lower Nazareth Township

The Real Estate Tax Collector is typically elected to a four-year term. The elected tax collector is responsible for the collection of Lower Nazareth Township real estate taxes ONLY. For questions pertaining to Township real estate taxes, you may contact our Real Estate Tax Collector.

Eric Mitcheltree
519 Mountain View Road
Nazareth, PA 18064

Hours: Tuesday and Thursdays 6 pm – 7 pm by appointment
Call for any extended office hours near tax due dates
Business Telephone: (484) 291-1546

Real Estate Taxes – Nazareth Area School District

The Real Estate Tax Collector for the school district is Berkheimer Associates. For questions pertaining to Nazareth Area School District real estate taxes, you may contact Berkheimer Associates (www.hab-inc.com).

Berkheimer Associates
50 North 7th Street
Bangor, PA 18013
(610) 559-3143

From time to time, residents of the Township wonder how the real estate taxes they pay to the Township, County, and School District are distributed. The following is presented to help clarify.

Lower Nazareth Township receives 5.50 mills of tax and Northampton County receives 10.80 mills levied on real estate in the Township. The Nazareth Area School District's real estate tax levy is 58.23 mills.

For example, a Township resident with a real estate valuation of \$100,000.00 in 2025 will pay a total of \$7,453.00 in real estate taxes distributed as follows:

	<u>Valuation</u>	<u>Mills</u>	<u>Amount</u>
Township:	\$100,000	x 5.50	\$ 550.00
County:	\$100,000	x 10.80	\$ 1,080.00
School:	\$100,000	x 58.23	\$ <u>5,823.00</u>
		74.53	\$ 7,453.00 year



LOWER NAZARETH TOWNSHIP

623 Municipal Drive
Nazareth, PA 18064
TELEPHONE: 610-759-7434
FAX: 610-746-3317
www.lowernazareth.com

Listed below is some helpful information to get you started in Lower Nazareth Township.

UTILITIES

Gas	UGI	800-276-2722	www.ugi.com
Electric	Met Ed Corp	800-545-7741	www.firstenergycorp.com
Electric	PPL	800-342-5775	www.pplelectric.com
Water	Easton Suburban Water Authority	610-258-7181	www.eswater.net

PHONE/CABLE/INTERNET

Verizon	800-660-2215	http://www22.verizon.com/
RCN	800-RING-RCN (800-746-4726)	www.rcn.com
Service Electric	610-865-9100	www.sectv.com

TRASH

Currently Lower Nazareth Township does not contract with a township-wide trash hauler. Included in this packet is a list of trash haulers currently known to the township.

MOVING RECORD

A moving permit is required when moving "in", "out" or "within" Lower Nazareth Township. Within means a resident who already lives in the Township who is moving from one home to another and who will continue living in the township. The cost of a Moving Record is \$5.00.

VOTER INFORMATION

Lower Nazareth Township has two polling locations; included in this packet is a Voting District Map, as well as 2 Voter Registration Applications. More applications can be obtained through the Northampton County Courthouse or at the Township Municipal Building.

SCHOOL DISTRICT

Nazareth Area School District Administration Building 610-250-2400

TAX ASSESSOR'S OFFICE

Northampton County Court House - 669 Washington Street, Easton, PA 18042 - 610-559-3000

DOG LICENSES

All dogs 3 months and over are required to be licensed annually. Dog License Applications are available at the County Courthouse. The Application should be completed and mailed to the "County Treasurer's Office", 669 Washington Street, Easton, PA 18042, or you can call the County Treasurer's Office @ 610-559-3102.

BLOCK PARTY REQUESTS

Applications for Block Party Requests are available at the Township Municipal Building and on our website.

PARKS LOCATED WITHIN LOWER NAZARETH TOWNSHIP

Lower Nazareth Township believes in recreation facilities for residents of all ages. Preservation of open space for active activities and passive forms such as hiking, fishing, picnicking is a priority. Lower Nazareth is continuously adding public recreational facilities to the township.



Lower Nazareth Township Park

This 18-acre park is located behind the township building located on Butztown Road. Presently this facility includes: baseball fields, softball fields, multipurpose field for football/lacrosse/soccer, two tennis courts, two basketball courts, shuffleboard, playground equipment, picnic pavilion, bathroom facility, and a concession stand.



Newburg Park – May Have Active Construction Zones

This 90-acre park is located near the intersection of Newburg Road and Greomar Road with the entrance to the park on Greomar Road. Some of the features that have been installed are a Splash Park (seasonal access card needs to be purchased at the township office), 1.6 mile paved walking path, playground equipment, bathroom facility, dog park, fields, Veteran's Memorial, gaga ball pit and pickleball courts. Please be very cautious of large construction equipment and stay clear of any active construction zones at the park.



Surrey Glen Park

This 14-acre park is located near the Surrey Glen subdivision, near the intersection of Steuben Road and Georgetown Road. Surrey Glen Park is adjacent to the Monocacy Creek. Playground equipment and an approximately half mile paved walking path were recently installed.

Georgetown Road Park

This 5-acre site situated north of Georgetown Road and Steuben Road is considered to be a "Greenbelt Park." The preserved open space is intended for passive recreation activities such as freeplay or walking.



Hahn's Meadow Park

This beautiful 15-acre park gently traverses meadows and woods along the Monocacy Creek, south of Hanoverville Road. Hahn's Meadow is also considered a "Greenbelt Park" and offers activities such as fishing, walking, and hiking.



Louise B. Moore County Park

Northampton County owns this 125-acre park near Country Club Road in the southeastern part of Lower Nazareth. Facilities include: baseball/softball fields, volleyball courts, a badminton court, playground equipment, tennis courts, pavilions, and picnic tables. You can contact Northampton County about rental of Louise Moore Park facilities at 610-746-1975.



Lower Nazareth Township Summer Park Program

Newburg Park - 4600 Newburg Road

**Program Dates: Mid June thru Mid July
(Four Weeks)**

Open to children ages 5—10 (limited to 50 participants)



Monday – Friday: 9 am – 12 pm



2025 Registration



**Will be held sometime starting April 2025
Please check our website
www.lowernazareth.com**



2025 Fees (Four Week Program):

Regular Fee:

\$225 per child

\$200 for EACH additional child

Lower Nazareth Resident Fee:

\$200 per child

\$175 for EACH additional child

Payment by Check only!!

**Registration for the program will remain open until the
limit of 50 children is reached.**

ADULT ACTIVITIES GROUP – LOWER NAZARETH ACES & SPADES

Visit the Lower Nazareth Adult Activities Group for a pleasant way to pass the afternoon playing pinochle. This group meets every Tuesday and Thursday from 12:30 pm to 4:00 pm at the township building located at 306 Butztown Road, Bethlehem (entrance is the solid maroon door in the back of the building).

There is no membership fee and no dues. For more information, call Charlie Mallon at 610-759-7122.

NORTHAMPTON COUNTY SENIOR COMMUNITY CENTER

Northampton County has a Senior Community Center that they run in our township building located at 306 Butztown Road, Bethlehem (entrance is the glass door in the back of the building) from 9 am to 1:30 pm (Monday thru Friday). An activities calendar for the Lower Nazareth location is available every month at www.northamptoncounty.org/HS/AGING/Pages/Senior-Centers.aspx.

The Senior Community Center offers games, crafts, sing-a-longs, arthritis exercise classes, wellness checkups, lunch and fellowship with other seniors. Meals can be reserved by calling (610) 297-3464 by 10:30 am the day before. Donations are accepted to offset the cost of the lunches.

If you have any questions please contact the Center Manager, Lyn Watson at lwatson@northamptoncounty.org or (610) 297-3464.

SPORTS

Youth Sports Programs available in Lower Nazareth Township and the surrounding area.

BASEBALL/SOFTBALL

Adam Anthony, Commissioner (484) 548-4795
Email: aanthony@nazarethbsa.org
Website: www.nazarethbsa.org

BASKETBALL

Taylor Brandenburg, President Email: info@blueeaglesbasketball.com
Website: www.blueeaglesbasketball.com

FIELD HOCKEY

Melissa Choe, Commissioner (610) 554-4489
Email: mchoe@nazarethclippers.org
Website: www.nazarethclippers.org

FOOTBALL

Melissa Dewey, Commissioner (610) 360-7469
Email: mdewey@nazarethclippers.org
Website: www.nazarethclippers.org

Brandon Smith,
Commissioner of Operations (484) 268-4018
Email: bsmith@nazarethclippers.org
Website: www.nazarethclippers.org

CHEER

Alisha Bailey, Commissioner (267) 218-1816
Email: abailey@nazarethclippers.org
Website: www.nazarethclippers.org

ICE HOCKEY

Website: www.nazarethicehockey.com

LACROSSE

Boys Lacrosse:
Mike Koch, Commissioner (610) 442-9793
Email: mkoch@nazarethclippers.org
Website: www.nazarethclippers.org

Girls Lacrosse:
Jenna Dellanno, Commissioner (610) 216-3453
Email: jdellanno@nazarethclippers.org
Website: www.nazarethclippers.org

SOCCER

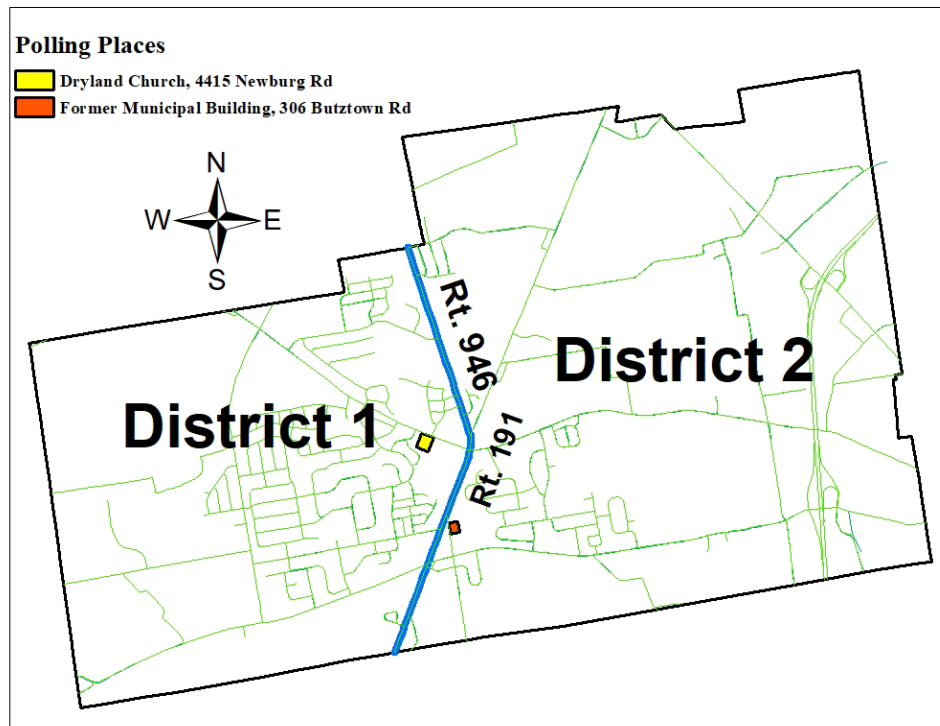
Email: info@nazarethsoccer.org
Website: www.nazarethsoccer.org

WRESTLING

Corey Taff Email: nazarethmidgetwrestling@gmail.com

VOTER INFORMATION

Voting District Map



Lower Nazareth Township has the following two designated polling locations:

District #1 - West of Routes 946 and 191 – Dryland United Church of Christ, 4415 Newburg Road, Nazareth, PA

District #2 - East of Routes 946 and 191 – Township Building located at 306 Butztown Road, Bethlehem, PA

Please remember, if you are voting for the first time, you will need to provide proof of identification to elections officials.

2025 Election Dates

Primary Election day is May 20, 2025

General Election day is November 4, 2025

Voter registration forms and more information on voting in Northampton County can be acquired by contacting the Northampton County Department of Voter Registration and Elections at 610-559-3055 or by visiting the following www.northamptoncounty.org.



Pennsylvania Voter Registration Application & Mail-in Ballot Request

Register to vote

With this form, you can register to vote in elections in Pennsylvania.

You can also use this form to:

- **Change your name and/or address on your Pennsylvania voter registration.**
- **Register with a political party or change the party you have selected.**
- **Request that a mail-in ballot be sent to you for any election that you qualify for.**

To register you must:

- Be a United States citizen for at least one month before the next election.
- Be a resident of Pennsylvania and your election district for at least 30 days before the next election.
- Be at least 18 years of age on the day of the next election.

Verifying your identity

When you vote for the first time in your election district, you must show a form of identification.

For a complete list of acceptable forms of photo and non-photo identification, visit www.vote.pa.gov or call your County elections office or **1-877-VOTESPA** (1-877-868-3772).

Send or deliver this form

To be registered in the next election, mail or deliver your application form to your County elections office **at least 15 days before the next election.**

Addresses for all County elections offices are listed on page 2.

If your registration is accepted, you will receive a Voter Registration Card from your county by nonforwardable mail.

Your registration is not complete until processed and accepted by your County elections office.

If you do not receive your Voter Registration Card within 7-10 days, contact your County elections office.

Mail-in voting

This form also contains an optional section for you to apply for a mail-in ballot.

Your county elections office must receive your application for a mail-in ballot by 5:00 PM on the Tuesday before the election. **Postmarks do not count.**

The mail-in section of the form is only for requesting a mail-in ballot and permanent mail-in status. For more information about the different eligibility requirements for mail-in and absentee voting, visit www.vote.pa.gov/MailBallot

In the military?

If you are on active duty or you are a hospitalized or bedridden veteran, you can register at any time. See www.fvap.gov for more information.

College student in Pennsylvania?

If you are a college student who attends college in Pennsylvania, you can register where you live while attending school.

For more information, see www.vote.pa.gov.

You may only register and vote in one place.

Incarcerated or convicted of a felony?

If you meet all other requirements, you may register and vote if:

- You are incarcerated awaiting trial but have not been convicted.
- You are incarcerated after being convicted of a misdemeanor only.
- You have been released from prison, jail, or a halfway house after completing your term of incarceration.
- You are on probation or released on parole.
- You are under house arrest.

You should register at the address where you live, except that you cannot use a prison or half-way house address for your registration. See www.vote.pa.gov for more information.

Questions?

Call your County Elections Office or call 1-877-VOTESPA (1-877-868-3772).

For more information about voting, visit our website: www.vote.pa.gov.

Información en español:

Si le interesa obtener este formulario en español, llame al **1-877-868-3772**.

中文資訊:

您如果有興趣獲取這份表格的中文版本, 請撥打 1-877-868-3772。

Register online

You can also register to vote on the web. Go to: www.vote.pa.gov/register

PENALTY FOR FALSIFYING DECLARATION

Warning: If a person signs an official registration application knowing a statement declared in the application to be false, makes a false registration, or furnishes false information, the person commits perjury.

Perjury is punishable, upon conviction, by a term of imprisonment not exceeding seven years, or a fine not exceeding \$15,000, or both, at the discretion of the court.

Submitting an application containing false information may also subject a person to other penalties, including loss of the right of suffrage, under state or federal law.

Confidentiality

If you decline to register to vote, the fact that you declined will remain confidential, and will be used for voter registration purposes only.

If you register to vote, the office at which you register will remain confidential and will be used for voter registration purposes only.

Use of your information

The information you provide on this form will be used for voter registration and for your optional request for mail-in voting. This includes any identification information provided in Section 7.

County elections office addresses

Mail or deliver your voter registration application to the office in your county.

Adams 230 Greenamyer Lane Ste 100 Gettysburg, PA 17325 (717) 337-9832	Chester 601 Westtown Rd Ste 150 PO Box 2747 West Chester, PA 19380 (610) 344-6410	Fulton 116 W Market St Ste 205 McConnellsburg, PA 17233 (717) 485-6872	Mercer 130 North Pitt St Ste B Mercer, PA 16137-1227 (724) 662-7542	Susquehanna PO Box 218 31 Lake Ave Montrose, PA 18801 (570) 278-6697
Allegheny 542 Forbes Ave Ste 312 Pittsburgh, PA 15219-2913 (412) 350-4500	Clarion Administrative Bldg Rm 104 330 Main St Clarion, PA 16214 (814) 226-4000 ext 2006	Greene 93 E High St Rm 102 Waynesburg, PA 15370 (724) 852-5230	Mifflin 20 N Wayne St Lewistown, PA 17044 (717) 248-6571	Tioga 118 Main St Wellsboro, PA 16901 (570) 723-8230
Armstrong Administration Bldg 450 E Market St Ste 207 Kittanning, PA 16201 (724) 548-3222	Clearfield 212 E Locust St Ste 106 Clearfield, PA 16830 (814) 765-2642 ext 5053	Huntingdon Bailey Bldg 233 Penn St Huntingdon, PA 16652 (814) 643-3091 ext 205	Monroe One Quaker Plaza Rm 105 Stroudsburg, PA 18360 (570) 517-3165	Union 155 N 15th St Lewisburg, PA 17837-8822 (570) 524-8681
Beaver 810 Third St Beaver PA 15009 (724) 770-4440	Clinton 2 Piper Way Ste 309 Lock Haven, PA 17745 (570) 893-4019	Indiana 825 Philadelphia St Indiana, PA 15701-3934 (724) 465-3852	Montgomery PO Box 311 Norristown, PA 19404-0311 (610) 278-3280	Venango 1174 Elk St PO Box 831 Franklin, PA 16323-0831 (814) 432-9514
Bedford 200 S Juliana St 3rd Fl Ste 301 Bedford, PA 15522 (814) 623-4807	Columbia Columbia Cnty Courthouse 11 W Main St Bloomsburg, PA 17815-0380 (570) 389-5640	Jefferson 155 Main St Jefferson Place Brookville, PA 15825-1269 (814) 849-1583	Montour 435 E Front St Danville, PA 17821 (570) 271-3002	Warren 204 4th Ave Warren, PA 16365 (814) 728-3406
Berks 633 Court St 1st Fl Reading, PA 19601 (610) 478-6490	Crawford 903 Diamond Park Meadville, PA 16335 (814) 333-7307	Juniata 1 N Main St PO Box 68 Mifflintown, PA 17059 (717) 436-7706	Northampton 669 Washington St Easton, PA 18042 (610) 829-6260	Washington 95 W Beau St Ste G10 Washington, PA 15301 (724) 228-6750
Blair 279A Loop Road Hollidaysburg, PA 16648 (814) 693-3287	Cumberland 1601 Ritner Highway Ste 201 Carlisle, PA 17013 (717) 240-6385	Lackawanna 123 Wyoming Ave 2nd Floor Scranton, PA 18503 (570) 963-6737	Northumberland 320 N 2nd St Ste 1 Sunbury, PA 17801 (570) 988-4208	Wayne 925 Court St Honesdale, PA 18431 (570) 253-5978
Bradford 6 Court St Ste 2 Towanda, PA 18848 (570) 265-1717	Dauphin 1251 S 28th St Harrisburg, PA 17111 (717) 780-6360	Lancaster PO Box 2139 Lancaster, PA 17608 (717) 299-8293	Perry Freedom Building 15 West Main St. PO Box 37 New Bloomfield, PA 17068 (717) 582-2131 ext 4110	Westmoreland 2 N Main St Ste 109 Greensburg, PA 15601 (724) 830-3150
Bucks 55 E Court St Doylestown, PA 18901 (215) 348-6163	Delaware Govt Center Bldg 201 W Front St Media, PA 19063-2728 (610) 891-4659	Lawrence 430 Court St New Castle, PA 16101 (724) 656-2161	Philadelphia Voter Registration Office 520 N Columbus Blvd 5th Floor Philadelphia, PA 19123 (215) 686-3469	Wyoming 1 Courthouse Sq Tunkhannock, PA 18657 (570) 996-2226
Butler PO Box 1208 227 West Cunningham St Butler, PA 16001 (724) 284-5308	Elk 300 Center St PO Box 448 Ridgway, PA 15853-0448 (814) 776-5337	Lebanon 400 S 8th St Municipal Bldg Rm 209 Lebanon, PA 17042 (717) 228-4428	Pike 506 Broad St Milford, PA 18337 (570) 296-3427	York 2401 Pleasant Valley Rd Ste 219 York, PA 17402 (717) 771-9604
Cambria 200 S Center St Ebensburg, PA 15931 (814) 472-1464	Erie 140 W 6th St Rm 112 Erie, PA 16501 (814) 451-6275	Lehigh 17 S 7th St Allentown, PA 18101-2401 (610) 782-3194	Potter 1 N Main St Ste 204 Coudersport, PA 16915 (814) 274-8467	For a listing of available email addresses, go to www.vote.pa.gov/county .
Cameron 20 E Fifth St Emporium, PA 15834-1469 (814) 486-9321	Fayette 2 W Main St Ste 111 Uniontown, PA 15401 (724) 430-1289	Luzerne 20 N Pennsylvania Ave Ste 207 Wilkes-Barre, PA 18701 (570) 825-1715	Schuylkill 420 N Centre St Pottsville, PA 17901 (570) 628-1467	
Carbon 44 Susquehanna St PO Box 170 Jim Thorpe, PA 18229 (570) 325-4801	Franklin 272 N Second St Chambersburg, PA 17201 (717) 261-3886	Lycoming 48 W Third St Williamsport, PA 17701 (570) 327-2267	Snyder PO Box 217 Middleburg, PA 17842 (570) 837-4286	
Centre 420 Holmes St Willowbank Office Bldg Bellefonte, PA 16823-1488 (814) 355-6703	Forest 526 Elm St Box 3 Tionesta, PA 16353 (814) 755-3537	McKean 500 W Main St Smethport, PA 16749 (814) 887-3203	Somerset 300 N Center Ave Ste 340 Somerset, PA 15501 (814) 445-1549	
			Sullivan 245 Muncy St PO Box 157 Laporte, PA 18626 (570) 946-5201 ext 7	



Pennsylvania Voter Registration Application & Mail-in Ballot Request

Page 3

Use blue or black ink

Print your name

1

Last name

Jr Sr II III IV (circle if applicable)

First name

Middle name or initial

Eligibility

If you answer "No" to either question, you cannot register to vote.

2

Are you a citizen of the U.S.? ☐ Yes ☐ No

Will you be 18 years or older on or before Election Day? ☐ Yes ☐ No

Reason

3

☐ New registration

☐ Mail-in voting

☐ Change of name

☐ Change of address

☐ Change of party

☐ Federal or State employee registering in county of last residence

About you

Phone and email are optional and may be used to contact you about important information.

4

Birth date (required)

Race

Phone

Email

Gender ☐ Female (F) ☐ Male (M) ☐ Non-Binary / Other (X)

Your address

If you do not have a street address or a permanent residence, use the map on the back. *Students, see instructions.*

5

Address (not P.O. Box)

Apt. number

City/Town

State PA

Zip

County

Municipality

I have lived at this address since

Voting district/precinct (if known)

Ward (if known)

☐ I do not have a street address

Mailing address for voter registration

6

☐ Same as above Address or P.O. Box

City/Town

State

Zip

Identification

If you have a PennDOT number you must use it. If not please provide the last four digits of your Social Security number. *See Verifying your identity.*

7

PennDOT driver's license or ID card number

Last four digits of your Social Security number X X X - X X -

☐ I do not have a Pennsylvania driver's license or a Social Security number

Political party

To vote in a primary, you must register with either the Democratic or Republican party.

8

☐ Democratic

☐ Republican

☐ Green

☐ Libertarian

☐ None (no affiliation)

☐ Other

If your name or address has changed

Skip if this is the first time you are registering to vote.

9

Name on previous registration

Full previous address and county

PA Voter No. (if available)

Year

☐ Transfer my Annual Ballot Request

(By checking the box, you are requesting that you continue to maintain your annual ballot request status when updating your address.)

Voting assistance

10

☐ I require help to vote. I need this kind of assistance:

☐ I require language help. My preferred language is:

Be a poll worker

If you check either of these boxes, your County elections office will contact you.

11

☐ I would like to be a poll worker on Election Day.

☐ I would like to be a bilingual interpreter on Election Day. I speak this language:

Continue to next page.

You must sign on the next page.



If you return your voted ballot by the deadline, you may not vote at your polling place on Election Day.

If you do not return your mail ballot by the deadline, you may surrender your mail ballot and the return envelope containing the Voter's Declaration to the judge of elections at your polling place to be voided, then you may vote a regular ballot. If you do not have your mail ballot materials to surrender, you may vote a provisional ballot at your polling place on Election Day.

I want to request a mail-in ballot

(Optional)

12

☐ I want to receive a mail-in ballot for the next election.

OR

☐ I want to receive mail-in ballots for the remainder of this year, and I want to automatically receive an annual application for mail-in ballots each year.
Mailing address for mail-in ballot

13

Please mail my ballot(s) to:

☐ Residential address in Section 5

☐ Mailing address in Section 6

☐ A different mailing address as follows:

Address or P.O. Box

City/Town

State

Zip

Declaration and signature

14

I declare that:

- I am a United States citizen and will have been a citizen for at least 30 days on the day of the next election.
- I will be at least 18 years old on the day of the next election.
- I will have lived at the address in Section 5 for at least 30 days before the election.
- I am legally qualified to vote.

If requesting mail-in ballots, I also declare that:

- I am eligible to vote by mail-in ballot at the forthcoming primary or election.
- I am requesting the ballot of the party with which I am affiliated according to my voter registration record.
- All of the information which I have listed on this mail-in ballot application is true and correct.

I affirm that this information is true. I understand that this declaration is the same as an affidavit, and, if this information is not true, I can be convicted of perjury, and fined up to \$15,000, jailed for up to 7 years, or both.

Signature or mark

X

Print your name**Today's date****Help with this form**

Complete if you:

Assisted a voter in completing the voter registration form.

OR

Witnessed a voter making a mark to sign this form.

15

Declaration of voter making a mark to sign the form. I hereby state that I am unable to sign my application without assistance because I am unable to write by reason of my illness or physical disability. I have made or have received assistance in making my mark in lieu of my signature.

To be completed by assistant or witness:

Name

Address

Phone

Signature

Instructions for Section 5:

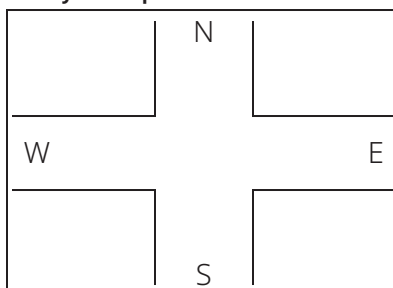
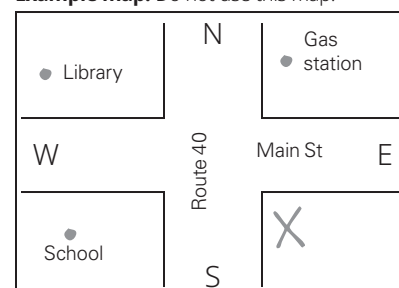
How to show your address on a map

If you live in a rural area and do not have a street address, use the map to the right to show where you live, with landmarks and road names.

If you are homeless, use the map to the right to show where you spend most of your time.

How to fill in the map:

- Write the names of the roads or streets nearest to where you live.
- Draw an X to show where you live.
- Use a dot to show the location of landmarks, such as schools, churches, or stores, and identify them by name.

Draw your map here.**Example map.** Do not use this map.

Place your completed application form inside this self-mailer, then fold, tape shut, and mail to your County elections office.

- Do not use staples.
- County elections office addresses are listed on page 2.
- Be sure the address shows on the outside and the application form is inside.

Fold here first



Your address:



Place
first-class
stamp
here

Your County elections office address:

Fold here second



Pennsylvania Voter Registration Application & Mail-in Ballot Request Form

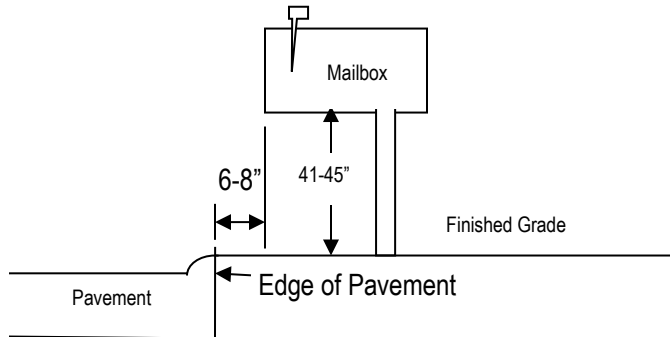


Mailbox Installation Guidelines

The following United States Postal Service guidelines apply to the installation of your rural style mailbox on a post in front of your home.

The bottom of the mailbox should be between 41-45" above the ground. The front of the mailbox should be 6-8" in from the back of the curb or edge of the road or shoulder.

Example



The best mailbox supports are stable but bend or fall away if a car hits them. The Federal Highway Administration recommends:

- Posts should be 4 x 4 inch wood support or a 2" diameter standard steel or aluminum pipe.
- Avoid unyielding and potentially dangerous supports, like heavy metal pipes, concrete posts, and farm equipment (i.e. milk cans filled with concrete). **Please Note:** Lower Nazareth Township has a separate procedure for Masonry or Brick Pier Mailboxes prior to installation. Contact the Township Office for information (610-759-7434).
- Bury your post no more than 24" deep.

Put your house or apartment number on the mailbox. The number on your mailbox should be at least 1 inch high. If your mailbox is on a different street from your house, put your full street address on the mailbox.

Mailboxes must be on the right-hand side of the road and in the carrier's direction of travel in all cases.

A mailbox with a lock must be a model that is USPS approved by the Postmaster General, with a slot large enough to accommodate your daily volume of mail.

Advertising on a mailbox or its supporting post is prohibited.

You may attach a receptacle for newspaper delivery to the post of a curbside mailbox as long as it doesn't:

- Touch or use any part of the mailbox for support.
- Interfere with mail delivery, obstruct the view of the mailbox flag, or present a hazard to a mailperson or vehicle.
- Extend beyond the front of the mailbox when the box door is closed.
- Display any advertising, except the publication's title.

It is your responsibility to ensure a clear path to your mailbox so that carriers can safely and efficiently deliver the mail.

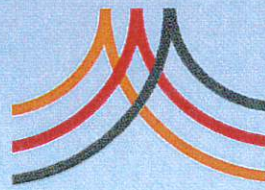
If installed properly and the mailbox is damaged by Township snow plowing equipment, you will be reimbursed \$25 toward the mailbox & post. If a mailbox does not conform to the above guidelines, the Township will not be held responsible. You will not be reimbursed for damage received by snow discharging from the snow plow. The form to request reimbursement for damage to your mailbox can be found at: <http://lowernazareth.com/formspublicationsordinances>.

A few landscaping notes:

In Lower Nazareth Township, roadside swales may exist along the front of your property. Installation of landscaping materials around mailboxes will inhibit the designed function of roadside swales or inlets, and could redirect the water to an area where it doesn't belong or prevent water from properly draining from your driveway.

Be observant of the height of your plants - don't plant anything that could cause a visibility problem for someone entering or exiting your driveway.





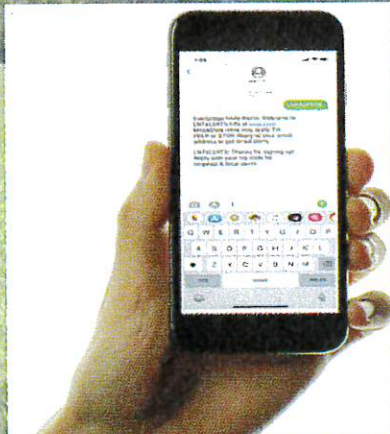
everbridge
NIXLE®

TOWNSHIPS ALERTS, ADVISORIES, AND COMMUNITY MESSAGES

TEXT "LNTALERTS" TO 888777

VISIT OUR WEBSITE

www.lowernazareth.com/policeemergency-services/nixle



Sign up for alerts from the Lower Nazareth Township

Mobile #

Home #

Voice Msgs

Email

Zip Code

Language

☐ I accept the [Terms & Conditions](#) and [Privacy Policy](#)

Sign Up!

For help, reply **HELP** to 888777. To cancel, reply **STOP** to 888777.
No charge for Msg & Data rates may apply. Msg freq varies. Info:
nixa.com, AT&T, T-Mobile, Sprint, Verizon Wireless & most carriers
supported. Support: support@nixa.com

powered by NIXLE

Lower Nazareth Township
623 Municipal Drive
Nazareth, PA 18064

Lower Nazareth Township has partnered with other municipalities in the Nazareth Area Council of Government (NAZCOG) to provide this service FREE to our residents. Alerts will come via Text Messages and/or Email.

You can also read current and past messages on our website.

This service allows us to send out alerts with critically important information for events like police activity or advisories with need-to-know information for events such as road closures and detours.

We will also send out community messages to remind you of township events and community updates.