

APPLICATION for HEARING

APPLICANT: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

PROPERTY OWNER (if other than applicant)

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

PROPERTY

Address: _____

City, State, Zip: _____

EXACT LEGAL

DESCRIPTION: _____

Do Not Write in This Space Case No.	
 Action Taken Dates	CHECKLIST Application filed..... _____ Fee paid \$ () Receipt issued..... () Placed calendar..... ()for meeting of Board on..... _____ Notice a) to applicant _____ of hearing b) to nearby property _____ mailed: owners _____ Sign sent for posting _____ Posting sighted by Z.O. _____ Hearing held _____ Decision made _____ Notification of Decision sent _____ Appeal filed _____

Present Zoning District: _____
 (A plot plan of property drawn to scale must be attached to this application. See instructions on attached instruction sheet.)

Date purchased: _____
 Month/Day/Year

Present Use: _____

Lot size: Width: _____ Depth: _____
 Area: _____ sq. ft.

Proposed Use: _____

Date of previous application if any: _____

The above-named applicant requests a hearing before the Zoning Hearing Board and a determination on the following matter:

- APPEAL** (Fill in Section 1 below)
 SPECIAL EXCEPTION (Fill in Section 2 below)
 VARIANCE (Fill in Section 3 below)

1 REQUEST FOR APPEAL and review of decision of Zoning Officer dated _____

based upon an interpretation of Section _____ of the Zoning Ordinance.

Nature of error claimed by applicant: _____

HEARING APPLICATION INSTRUCTIONS

1. An "APPLICATION FOR HEARING" form must be completed and filed for a hearing. All applicants must provide information for each item down to number 1 (except the box in the upper right corner) on the front side of the application. Also, the appropriate section(s) (1, 2, and/or 3) must be completed. Finally, all applicants (lessee, owner, or owners) must sign and date the application at the bottom of the second page.
2. The **FILING FEE** required in the amount of **\$ 400.00** must be paid at the time of filing the application. This fee may only partially cover the extra cost to the municipality of investigating and processing the application through its various stages. Any additional expenses incurred by the municipality will be billed to the applicant. The fee may be returned only if the "APPLICATION FOR HEARING" is withdrawn within twenty-four (24) hours following the Planning Commission meeting.
3. **INFORMATION REQUIRED FOR SPECIAL EXCEPTION OR VARIANCE APPLICATION.** Each application for a Special Exception or Variance must be accompanied by the information below:
 - a. Site Plan: including location and use of open spaces and structures and other improvements on the lot. Must be drawn to a scale of 1 inch = 20 feet for lots less than 1/2 acre and to a scale of 1 inch = 50 feet for larger lots. The north point must be shown on all site plans.
 - b. Ground floor plans and elevations of existing and/or proposed structures. Interior plans must be drawn to a scale of 1/4" = 1'.
 - c. Names and addresses of adjoining property owners and such others as the Zoning Officer may require.
 - d. The names and widths of abutting streets and highways.
 - e. Proposed off-street parking and loading areas, access drives and walks.
 - f. Additional information required by the Zoning Ordinance for special uses.
4. When all the above listed requirements are met, file Application, Plans and other exhibits with the Zoning Officer and pay the Filing Fee. The Application must be complete in every respect, with all questions and demands answered.
5. A copy of the plan approved by one of our third party code services must be submitted to the Borough after local approval is granted and before a building permit may be issued if applicable.
6. **ALL APPLICATIONS TO BE CONSIDERED AT A CERTAIN MONTH'S MEETING MUST BE RECEIVED NO LATER THAN NOON ON THE FIRST DAY OF THE MONTH PRECEDING THE REGULARLY SCHEDULED MONTHLY MEETING (THIRD MONDAY) OF THE PLANNING COMMISSION.**