

# 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: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**2** REQUEST FOR SPECIAL EXCEPTION as required by the Zoning Ordinance in Section \_\_\_\_\_

The proposed use at the proposed location (see attached site plan) is claimed by the applicant:

- a. To be desirable to the public convenience and welfare for the following reasons:  
\_\_\_\_\_  
\_\_\_\_\_
- b. To be in harmony with the various elements and objectives of the Comprehensive Plan:  
\_\_\_\_\_  
\_\_\_\_\_
- c. Not to be detrimental to the character of the neighborhood for the following reasons:  
\_\_\_\_\_  
\_\_\_\_\_
- d. To be considered with such other standards as required by the Zoning Ordinance Section: \_\_\_\_\_  

Standard	Provisions for compliance
_____	_____
_____	_____
_____	_____
_____	_____

**3** REQUEST FOR VARIANCE of Section \_\_\_\_\_ of the Zoning Ordinance under which the Zoning Officer refused to issue a permit on \_\_\_\_\_ 20\_\_\_\_.

Nature of Variance requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Applicant believes the variance should be granted because:

- a. He is unable to make reasonable use of his property for the following reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. The unnecessary hardship on his property is:  
  - ( ) The result of the application of the Zoning Officer
  - ( ) Due to unique physical circumstances of the property in question not shared by other properties in the vicinity
  - ( ) Not financial in nature
  - ( ) Not self-created
- c. The proposed variance will not alter the essential character of the neighborhood not impair the use of adjacent property for the following reasons: \_\_\_\_\_  
\_\_\_\_\_
- d. The variance requested represents the minimum variance that will afford relief for the following reasons:  
\_\_\_\_\_  
\_\_\_\_\_

Additional information required by the Zoning Hearing Board is attached.

NOTE: I hereby certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.

Dated \_\_\_\_\_, 20\_\_\_\_ Signature of 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 **\$ 550.00** 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.**