

Application for Decision from Zoning Hearing Board

All requested information on this form must be complete and legible.

Affected Property Information:

Property Address: _____ Zoning District: _____

Residential or Non-Residential Use: Residential Non-Residential

Existing Use of Property: _____

Property Owner Information:

Owner's Name: _____

Owner's Phone: _____ Owner's Email: _____

Owner's Mailing Address: _____

Applicant Information *(if different from property owner):*

Applicant's Name: _____

Applicant's Phone: _____ Applicant's Email: _____

Applicant's Mailing Address: _____

* If the applicant is not the landowner of record, information shall be presented with the application (e.g. agreement of sale, lease, or signed letter from landowner) to demonstrate that the applicant has the legal right to make the application.

* If the applicant is incorporated, information shall be presented with the application that includes the legal name and day telephone number and email address of at least one primary officer of the organization/corporation.

Application Type:

- Application for Variance
- Application for Appeal of the Decision of the Zoning Officer
- Application for Special Exception

Application Purpose:

Describe the relief/appeal/special exception sought. Include attachments if necessary:

Grounds for Appeal/Relief:

Describe, in detail, the grounds for relief/appeal/special exception sought, citing the relevant section of the Zoning Ordinance. Include zoning classification, improvements thereon, and present use of property. Include a listing of all conditional uses, special exception approvals and/or variances that were previously granted for the property, with the dates of approval. Include attachments if necessary.

Attachments:

The following information must be submitted with this application:

- Site Plan – If the application involves a new building, expansion of a building, or addition of 3 or more parking spaces, two (2) copies of a site plan must be submitted. Site plan shall be drawn to scale and show the following:
 - 1) Locations, dimensions, and uses of existing and proposed structures, parking and loading areas, and locations of existing and proposed uses of areas of land, with existing features clearly distinguished from proposed features.
 - 2) Notes showing the dimensions of all buildings from lot lines and street rights-of-way.
 - 3) Locations of any watercourses and any 100-year floodplain.
 - 4) Proposed lot areas, lot widths and other applicable dimensional requirements.
 - 5) Locations and widths of existing and proposed sidewalks.
 - 6) A north arrow and scale.
 - 7) Name and address of person who prepared the site plan.

The following information must be submitted, unless the Zoning Officer determines such information is unnecessary to determine compliance with the Zoning Ordinance:

- A listing of all conditional uses, special exception approvals and/or variances which the applicant is requesting, and/or a description with a date of any such relevant approvals that were previously granted for the property.
- Present Zoning District and major applicable lot requirements.

- For a non-residential use:
 - A description of the proposed non-residential operations and storage in sufficient detail to indicate potential nuisances and hazards regarding noise, large truck traffic, glare, odors, dust, fire or toxic or explosive hazards or other significant public health and safety hazards.
 - A list of the maximum hours of operation.
- Approximate locations of principal buildings and locations of streets and alleys and Zoning District boundaries within 100 feet of the boundaries of the tract, and description of uses of adjoining properties (such as “drug store” or “single family detached dwelling”).
- Information on proposed exterior lighting.
- Name and address of person who prepared the site plan.

Application Authorization and Acknowledgment:

“I hereby certify that the proposed application and subsequent actions or uses are authorized by the owner. As the owner or authorized representative, I agree to conform to all applicable laws of the jurisdiction, and attest that the information provided in this form is complete and accurate.”

Applicant Printed Name: _____

Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Received by: _____ Date Received: _____

\$500 Fee Paid: Cash Check Money Order Check Number: _____

Date Sent to Code Official/Zoning Officer: _____ Via: Email In Person