

ZONING HEARING BOARD APPLICATION INSTRUCTIONS

1. The **APPLICATION FORM** must be filled out completely with full answers to every statement and question. The application **MAY NOT** be signed by an agent, but **MUST** be signed by the owner, owners or attorney.
2. The **FILING FEE**, required in accordance with the latest fee schedule, must be paid at the time of filing application. The fee schedule can be found on the Township website, or by contacting the Township office. This fee only partially covers the extra cost to the municipality of investigating and processing the application through its various stages. (Make checks payable to: Conoy Township).
3. **INFORMATION REQUIRED FOR SPECIAL EXCEPTION OR VARIANCE APPLICATION.** Each APPLICATION for a special exception or variance must be accompanied by the information below and must be submitted on sheet size of 8 ½ by 11 inches, or multiples thereof.
 - a. Site Plan: Including location and use of open spaces and structures and other improvements on the lot. Must be drawn to a scale.
 - i. Lot: The location and dimension of the lot.
 - ii. Streets: Names and widths of abutting streets and highways.
 - iii. Structures & Yards: Locations, dimensions and uses of existing and proposed structures and yards on the lot, and as practical, of any structures within one hundred (100) feet of the proposed structured, but off the lot.
 - iv. Wells and Septic Systems: Locations of existing on-site water wells and septic systems on the lot and, if served by such facilities.
 - v. Improvements: Proposed off-street parking and loading areas, access drives and walks. Proposed sewage disposal system.
 - vi. 100-year Floodplain.
 - vii. Easements (drainage, utility, etc.).
 - viii. Floor plans of all floors of building.
 - b. Ground floor plans and elevations of proposed structures (floodplain only).
 - c. Names and addresses of adjoining property owners and such others' as the Zoning Officer may require.
 - d. Additional information required by the Zoning Ordinance for special uses.
4. **PHOTOGRAPHS ARE SUGGESTED FOR SPECIAL EXCEPTION OR VARIANCE APPLICATION.** PHOTOGRAPHS of the property involved, not over 8 ½ x 11 inches, but of adequate size to illustrate the condition of the property under discussion, are always helpful.
5. When all above listed requirements are met, file three (3) copies of the Application, Plans and other exhibits with filing fee to Zoning Officer. The Application must be complete in every aspect, with ALL questions answered before the staff can receive and certify the Application.

THIS IS A LEGAL PROCEEDING; IT MAY BE ADVISABLE TO CONTACT AN ATTORNEY TO REPRESENT YOU AT THE HEARING.

Hearings are conducted the 4th Thursday of the month (subject to change due to Holidays)
Return application & payment by submission deadline.

Zoning Hearing Board – Hearing _____, 6:00 p.m.

Conoy Township

211 Falmouth Road, Bainbridge, PA 17502
 Phone: (717) 717-367-4927 * Fax: (717) 367-6299

ZONING HEARING BOARD APPLICATION

CASE # _____

<p><u>APPLICANT: (Lessee, owner, contract purchaser)</u></p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone: _____</p>	<p style="text-align: center;">DO NOT WRITE IN THIS SPACE</p> <p style="text-align: center;"><u>CHECKLIST</u></p> <table border="1"> <thead> <tr> <th style="text-align: center;"><u>Action Taken</u></th> <th style="text-align: center;"><u>Dates</u></th> </tr> </thead> <tbody> <tr> <td>Application filed</td> <td>_____</td> </tr> <tr> <td>Fee Paid \$ _____</td> <td>_____</td> </tr> <tr> <td>Receipt Issued</td> <td>_____</td> </tr> <tr> <td>Placed on Calendar for Brd mtg. on</td> <td>_____</td> </tr> <tr> <td>Notice of hearing mailed to:</td> <td>_____</td> </tr> <tr> <td style="padding-left: 40px;">Applicant:</td> <td>_____</td> </tr> <tr> <td style="padding-left: 40px;">Neighboring property owners</td> <td>_____</td> </tr> <tr> <td>Notice sent to newspaper</td> <td>_____</td> </tr> <tr> <td>Sign sent for posting</td> <td>_____</td> </tr> <tr> <td>Posting sighted by Zoning Off.</td> <td>_____</td> </tr> <tr> <td>Hearing held</td> <td>_____</td> </tr> <tr> <td>Decision made</td> <td>_____</td> </tr> <tr> <td>Appeal Filed</td> <td>_____</td> </tr> </tbody> </table>	<u>Action Taken</u>	<u>Dates</u>	Application filed	_____	Fee Paid \$ _____	_____	Receipt Issued	_____	Placed on Calendar for Brd mtg. on	_____	Notice of hearing mailed to:	_____	Applicant:	_____	Neighboring property owners	_____	Notice sent to newspaper	_____	Sign sent for posting	_____	Posting sighted by Zoning Off.	_____	Hearing held	_____	Decision made	_____	Appeal Filed	_____
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<p><u>PROPERTY OWNER: (if other than applicant)</u></p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone: _____</p>																													
<p><u>PROPERTY ADDRESS LOCATION:</u></p> <p>Number _____ Street _____</p>																													

PARCEL NO.: _____
 (A plot plan of property must be attached to this application)

PRESENT ZONING DISTRICT: _____

IS THE PROPERTY LOCATED IN A FLOODPLAIN? _____

LOT SIZE: Width _____ Depth _____ Area _____ Square Ft. _____

PRESENT USE: _____ **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**
 (complete section 1)

_____ **SPECIAL EXCEPTION**
 (complete section 2)

_____ **VARIANCE**
 (complete section 3)

SECTION 1 - REQUEST FOR APPEAL

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: _____

SECTION 2 - REQUEST FOR SPECIAL EXCEPTION

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:

Nature of special exception requested: _____

Not to be detrimental to the character of the neighborhood for the following reasons: _____

SECTION 3 - REQUEST FOR VARIANCE

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. Applicant is unable to make reasonable use of the property for the following reasons: _____

B. The unnecessary hardship on the property is:

- () The result of the application of the Zoning Ordinance.
- () 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 nor impair the use of the adjacent property for the following reason(s): _____

D. The variance requested represents the minimum variance that will afford relief for the following reasons: _____



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.

Signature: _____
(Required- Signature of Property Owner)

Date: _____

Signature: _____
(Signature of Applicant, if different from Owner)

Date: _____