

ZONING HEARING BOARD INSTRUCTIONS FOR THE APPLICANT

1. Applicants need to fill out all sections that are appropriate to the request. The applicant must also specify the section(s) of the Zoning Ordinance that pertains to the request.
2. The applicant is asked to provide as much information as possible (plot plans, diagrams, photographs, etc.) in order to help the Zoning Hearing Board understand the request.
3. The applicant must be present at the Zoning Hearing Board meeting in order to present the request and answer any questions the Board may have.
4. Applicants should familiarize themselves with Section 220-223 of the Zoning Ordinance, particularly the items the Zoning Hearing Board must consider in reaching their decision. Applicants should also be familiar with any specific sections of the Zoning Ordinance pertaining to the request.
5. It is strongly recommended that applicants schedule an appointment with the Zoning Officer prior to submitting an application to assure that all necessary information is provided with the application.

LOWER ALLEN TOWNSHIP ZONING HEARING BOARD

Property Address _____

Applicant Name _____ Phone # _____

Applicant Address _____

Property Owner _____ Phone # _____

Owner's Address _____

Zoning District: _____ Present Use: _____

Relief Sought: () Special Exception () Variance () Appeal from decision
(Complete Sec. 1) (Complete Sec. 2) of Zoning Officer
(Complete Sec. 3)

Attach additional sheets if necessary to adequately explain the request.

1. Special Exception

A. Section of Zoning Ordinance: _____

B. Describe proposed use: _____

2. Variance

A. Section of Zoning Ordinance: _____

B. This request for a variance relates to:

Area: _____ Use: _____ Setback: _____ Height: _____ Other: _____

C. Describe requested variance: _____

D. The following unique conditions are applicable to this property: _____

E. State the hardship that exists: _____

3. Appeal from decision of Zoning Officer/Other

A. Section of Zoning Ordinance: _____

B. Describe request: _____

C. Date of decision of Zoning Officer: _____

List of attachments: Site Plan: _____ Yes _____ No

Other: _____

Certification by Applicant

I hereby certify that all of the above statements and any statements contained in attached documents and plans are true and correct to the best of my knowledge, information and belief.

Signature of Applicant

Date

OFFICE USE ONLY

Application Filed: _____

Fee Paid: \$ _____

Date of Zoning Hearing Board Meeting: _____

Notice was advertised on: _____

Notice was sent to applicant on: _____

Notice was sent to property owners on: _____

Property was posted on: _____

Transcript was received on: _____

Decision was received on: _____

Decision was sent to Applicant on: _____