_____ - Z

East Pennsboro Township

Application to Zoning Hearing Board

Applicant: _____ Phone: _____

Address: _____

Email Address: _____ Fax: _____

Property Address: _____ Tax Parcel: _____

Property Owner: _____ Phone: _____

Address: _____

Email Address: _____ Fax: _____

Zoning District: _____

Current Use of Property: _____

_____

_____

Relief sought: ☐ Variance ☐ Special Exception ☐ Interpretation or Appeal

Of Section(s) _____

of the Zoning Ordinance as it (they) pertain(s) to:

_____

_____

_____

_____

Specific reasons for request (clearly state the hardship that prevents your compliance with the ordinance or decision):

_____

_____

_____

_____

Signature: _____ Date: _____

If applicant is not the property owner, a letter authorizing the agent to make application must be attached as part of the application package.

GENERAL INFORMATION AND INSTRUCTIONS FOR APPLICANTS TO
ZONING HEARING BOARD

When applying for a Variance, Special Exception, or Interpretation, or to Appeal a decision of the Zoning Officer, the applicant should assemble and prepare as much information as possible to present to the Zoning Hearing Board. This information must be precise and as accurate as possible and must be submitted along with the application. The exhibits which are prepared and the testimony presented to the Zoning Hearing Board should clearly show the relief requested and the basis in law or fact (hardship) for such relief.

The application is somewhat self-explanatory. All sections must be completed, either typed or neatly printed in ink (no pencil.)

1. Fill in the name of the applicant and owner of the property (mark "SAME" if applicable), complete address and telephone.

2. Give address and/or lot number of property, tax parcel number, present use of property (i.e., residential, commercial, vacant, etc.) Indicate the Zoning District in which the property is located. The Township staff can assist you with parcel information.

3. Indicate the form of relief requested, and cite the article and section of the ordinance from which you are seeking relief. Give a brief summary of the provision from which you are seeking relief (i.e., required side yards; minimum lot width; etc.) A copy of the Zoning Ordinance is available on the Township web site: www.eastpennsboro.net or the written ordinance is available for reference during regular business hours.

4. State your reason for requesting relief. Show the hardship involved and how you or your property is adversely or otherwise affected (i.e., odd shape of lot; steep slope of ground, etc.) preventing compliance. Financial hardship is not a consideration.

5. If you are not the property owner, state your interest, and submit a letter from the owner authorizing you to act on his/her behalf.

6. Sign the application. Submit the original application plus one (1) digital copy, and seven (7) physical copies of both the application and all related exhibits to the Housing & Community Development staff with the application fee.

Date Received: _____ ☐ Application Fee $250.00 ☐ Escrow $750.00

Application Payment Type: _____ Tracking #: _____

Revised 3/25/2025