

ZONING HEARING BOARD REQUESTS APPLICATION INSTRUCTIONS

1. The Application Form must be filled in completely with full answers to every question to each appropriate section. The application **MAY NOT** be signed by an agent or attorney but **MUST** be signed by the lessee, owner or owners. The application must be submitted by the last Friday of the month in order to be scheduled for a hearing the 4th Monday of the following month.
2. The Filing Fee required, in the amount of \$ 600.00, must be paid at the time of filing application. This fee only partially covers the extra cost to the municipality of investigating and processing the application through its various stages.
3. Information required for Special Exception or Variance Application, that must accompany the Zoning Request Application, is as follows:

This may be hand drawn on 8-1/2" x 11" paper:

- a. Site Plan of property that request is for: including location and use of open spaces and structures and other improvements on the lot with dimensions of all structures and set backs from property lines.
 - b. Ground floor plans and elevations of proposed structures.
 - c. Additional information required by the Zoning Ordinance for special exception uses.
 - d. Names and addresses of adjoining property owners and such others as the Zoning Officer may require.
4. Photographs required for Special Exceptions or Variance Applications. Photographs of the property involved not over 8-1/2 x 11 inches but of adequate size to illustrate the condition of the property under discussion are always helpful and may be required as exhibits with this application.
 5. When all 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 before the staff can receive and certify the Application.
 6. Once Application has been filed, you will be require to attend the Planning Commission meeting held (scheduled the 3rd Tuesday of each month) before the Zoning Hearing. The Planning Commission is a recommending body to the Zoning Hearing Board. The Planning Commission will recommend approval or denial of the Application to the Zoning Hearing Board. However, Planning Commission's approval or denial does not constitute an approval or denial by the Zoning Hearing Board. The Zoning Hearing Board is a quasi-judicial board and stands on their ruling alone. Any appeal of the Zoning Hearing Board's decision must be submitted to the York County Court of Common Pleas. The only individuals that may appeal the Zoning Hearing Board's decision are those individuals who attended the hearing and participated with the hearing being appealed.