

EAST PENNSBORO TOWNSHIP
98 South Enola Drive
Enola, PA 17025-2796

Dept. of Housing & Community Development
Phone: 717-909-5620
FAX: 717-732-7810
Web site address: www.eastpennsboro.net

APPLICATION FOR ZONING HEARING BOARD No. _____ - **Z**

APPLICANT:

PROPERTY OWNER:

Name: _____

Name: _____

Address: _____

Address: _____

Phone No.: _____

Phone No.: _____

Property Address: _____ Zoning District: _____

Current Use of Property: _____

Tax Map & Parcel No.: _____

Applicant requests relief in the form of a (check one):

Variance Special Exception Interpretation or Appeal
under Chapter 27, Article(s) _____ 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 OF APPLICANT: _____ **DATE:** _____

NOTE: If applicant is other than owner, a letter **MUST** be submitted by the owner
authorizing the applicant to act on his/her behalf.

-----**FOR OFFICE USE ONLY**-----

DATE RECEIVED (STAMP)

FEE PAID: Residential \$300.00 ()
Commercial \$450.00 ()

EAST PENNSBORO TOWNSHIP

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 prepare and assemble 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 mailing address and telephone number.
2. Give address and/or lot number of property, tax parcel number, present use of property (residential, commercial, vacant, etc.). Indicate the Zoning District in which the property is located. The Township staff can assist you with this 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.). The Zoning Ordinance is viewable online at the Township website: 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 (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 and five (5) copies of the application and related exhibits to the Housing & Community Development staff (Room 105) with the application fee.