

INSTRUCTIONS:
APPLICATION FOR HEARING BEFORE

NEWBERRY TOWNSHIP
ZONING HEARING BOARD

1. Applicants should fill out all portions of the application which are applicable to the request being made answering all questions clearly and providing all necessary information. Be sure to identify the specific section(s) or portions of the ordinance, which pertain to your request. Applicants may use additional sheets as necessary to complete the application and provide the information requested.
2. Applicants should familiarize themselves with Article VI of the Zoning Ordinance in addition to any specific sections of the Zoning Ordinances pertaining to Applicants' request.
3. The Zoning Hearing Board would appreciate as much detail as possible concerning your property and request, i.e. plans, photographs, drawings, etc. are helpful as they pertain to your request.
4. The Applicant, in addition to any representative of Applicant authorized to make or present the application or other request for determination must appear at the hearing to represent the request for determination before the Zoning Hearing Board. Lack of attendance may result in denial or tabling of the application.
5. Applications must be received by the Zoning Office no later than thirty (30) days prior to the Zoning Hearing Board Meeting (which is usually the fourth Monday of the month), so as to accommodate notification to adjacent property owners and to advertise appropriately the notice of the request and hearing as required by the Municipalities Planning Code. You must submit eight (8) copies of the application packet upon submission along with the required fees.

**NEWBERRY TOWNSHIP
APPLICATION FOR HEARING**

APPLICANT

Name: _____
Address: _____
Phone: _____

PROPERTY OWNER (if other than applicant)

Name: _____
Address: _____
Phone: _____
Property Address: _____

Do Not Write In This Space

CHECKLIST

Action Taken
Application Filed
Fee Paid: ()
Receipt Issued
Placed on calendar
for meeting of Board on
Notice (a) to applicant
of hearing (b) to nearby
Property owners
Sign set for posting
Posting Signed by Z.O.
Hearing Held
Decision made
Notification of Decision Sent
Appeal filed

Case No. _____

Dates _____

EXACT LEGAL DESCRIPTION:

(Attach site or plot plan of property drawn to scale)

PROPERTY INFORMATION:

Date Purchased: _____ Present zone: _____
Lot size: width _____ depth _____ Present use: _____
Area _____
Date of previous Application if any _____ Proposed use: _____

APPLICANT REQUESTS A HEARING BEFORE THE ZONING HEARING BOARD AND DETERMINATION ON THE FOLLOWING MATTER:

SPECIAL EXCEPTION (Complete Section 1 below) **VARIANCE** (Complete Section 2 below) **APPEAL FROM DETERMINATION OF ZONING OFFICER** (Complete Section 3 below)

1 REQUEST FOR SPECIAL EXCEPTION (See Section 705.3 for general criteria)

- A. Section of Zoning Ordinance: _____
- B. Describe proposed use and nature of request accurately and in detail:

- C. Describe how proposed use or request conforms with provisions of Ordinance and specific criteria-section:

- D. Describe how proposed use will not be detrimental to or change character of neighborhood: _____

2 REQUEST FOR VARIANCE (See Section 705.4 for general criteria)

- A. Sections(s) of Zoning Ordinance from variance requested: _____
- B. This is a request for variance relating to:
Area: _____ Use: _____ Setback: _____ Height: _____ Other: _____
- C. Describe requested change and reason:

- D. The applicant believes that the variance should be granted because:
He / She is unable to make reasonable use of the property for the following reasons:

The following unique physical circumstances and conditions are applicable to this property:

- E. The proposed variance will not alter the essential character of the neighborhood for the following reasons:

3 APPEAL FROM ACTION OR DETERMINATION OF ZONING OFFICER/OTHER (See Section 705.5 for general criteria:

- A. Date of action or determination: _____.
- B. Nature and description of action or determination: _____

- C. State section(s) of Zoning Ordinance applicable: _____
- D. Brief description of request: _____

CERTIFICATION BY APPLICANT

Thereby certify that all of the above statements and any statements contained in any papers or plans submitted herewith are true and correct to the best of my knowledge, information and belief.

Date

Signature of Applicant