NEWBERRY TOWNSHIP

ZONING HEARING BOARD APPLICATION

Application Instructions

1915 Old Trail Road, Etters, PA 17319 | 717-938-6992 | www.NewberryTwp.com

APPLICATION INSTRUCTIONS

IMPORTANT SUBMISSION REQUIREMENTS

Complete every applicable section, identify the relevant ordinance provisions, and include sufficient plans, photographs, drawings, or other supporting material. Submit the required fee and eight (8) complete copies of the application packet.

1. **Complete all applicable portions.** Answer each question clearly and provide all information necessary to explain the request. Identify the specific section(s) or portions of the Zoning Ordinance that apply. Additional sheets may be attached when more space is needed.
2. **Review the applicable ordinance provisions.** Applicants should become familiar with Article VI of the Zoning Ordinance and any other sections that relate to the requested relief or determination.
3. **Provide supporting detail.** Plans, photographs, drawings, surveys, and other exhibits that help explain the property and the request should be included with the application.
4. **Attend the hearing.** The applicant and any authorized representative presenting the request must appear before the Zoning Hearing Board. Failure to attend may result in the application being denied or tabled.
5. **Submit on time.** Applications must be received by the Zoning Office no later than thirty (30) days before the Zoning Hearing Board meeting, which is usually held on the fourth Monday of the month, to allow time for required notices and advertising under the Pennsylvania Municipalities Planning Code.

APPLICANT SUBMISSION CHECKLIST

Check each item included with the submission

- ☐ Completed and signed application
- ☐ Eight (8) complete copies of the application packet
- ☐ Required application fee
- ☐ Site or plot plan drawn to scale
- ☐ Plans, photographs, drawings, or other supporting exhibits
- ☐ Additional sheets, when needed

APPLICANT ACKNOWLEDGMENT

☐ I have reviewed these instructions and understand that incomplete submissions may delay scheduling.

APPLICATION FOR HEARING NO. _____ **TOWNSHIP USE ONLY**

APPLICANT AND PROPERTY OWNER

APPLICANT

Name *

Mailing Address *

Telephone Number *

Email Address *

PROPERTY OWNER (IF DIFFERENT)

Name

Mailing Address

Telephone Number

Email Address

PROPERTY INFORMATION

Property Address *

Exact Legal Description * *Attach site or plot plan drawn to scale*

Date Purchased

Lot Width

Lot Depth

Lot Area

Present Zoning District

Present Use

Proposed Use

Date of Prior Application, if any

TYPE OF REQUEST

Select all that apply

- ☐ Special Exception - Complete Section 1 (Page 3)
- ☐ Variance - Complete Section 2 (Page 4)
- ☐ Appeal / Other Determination - Complete Section 3 (Page 5)
- ☐ Other request or determination (describe on Page 5)

REQUEST FOR SPECIAL EXCEPTION

Refer to Section 380-75 and applicable specific criteria

Complete this section only when requesting a special exception. Describe the proposed use in sufficient detail and explain how the request satisfies the applicable ordinance standards and protects the surrounding neighborhood.

A. Section(s) of the Zoning Ordinance applicable to the request *

B. Describe the proposed use and the nature of the request accurately and in detail *

Attach additional pages when necessary

C. Explain how the proposed use or request conforms to the Zoning Ordinance and all applicable specific criteria *

D. Explain why the proposed use will not be detrimental to, or change the character of, the neighborhood *

SUPPORTING EXHIBITS INCLUDED

- ☐ Site / plot plan
- ☐ Photographs
- ☐ Drawings / plans
- ☐ Other supporting material

REQUEST FOR VARIANCE

Refer to Section 380-75 D and applicable variance criteria

Complete this section only when requesting a variance. Address each criterion separately and provide facts specific to the property. General financial hardship alone may not be sufficient.

A. Section(s) of the Zoning Ordinance from which the variance is requested *

B. The requested variance relates to:

- ☐ Area
- ☐ Use
- ☐ Setback
- ☐ Height
- ☐ Other

C. Describe the requested change and the reason for the request *

D-1. Explain why the property cannot be reasonably used in strict conformity with the Zoning Ordinance *

D-2. Describe the unique physical circumstances or conditions applicable to this property *

E. Explain why the proposed variance will not alter the essential character of the neighborhood *

APPEAL FROM ACTION OR DETERMINATION

Refer to Section 380-75 E and other applicable provisions

Complete this section when appealing an action or determination of the Zoning Officer or when requesting another determination not fully addressed in Sections 1 or 2.

A. Date of the action or determination *

B. Nature and description of the action or determination being appealed *

C. Section(s) of the Zoning Ordinance applicable to the appeal or request *

D. Briefly describe the relief or determination requested *

E. Additional information or explanation

Use additional pages when necessary

APPLICANT CERTIFICATION

I hereby certify that all statements contained in this application and in any papers, plans, and exhibits submitted with it are true and correct to the best of my knowledge, information, and belief. I understand that the applicant and any authorized representative presenting this request must appear at the hearing.

☐ I have read and agree to the certification above.

Applicant Signature / Typed Name *

Date *

Printed Name *

Authorized Representative, if applicable

RETAIN A COMPLETE COPY

Retain a complete copy of the signed application and every exhibit submitted to the Township. Township staff will complete the internal processing record on Page 6.

NEWBERRY TOWNSHIP

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Township Processing Record

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TOWNSHIP ADMINISTRATION

OFFICIAL USE ONLY

CASE INFORMATION

Case No.	Application Filed	Fee Paid

Receipt No.	Hearing Date	Decision Date

PROCESSING CHECKLIST

Enter the applicable completion date

☐ Application reviewed for completeness	Date	
☐ Fee received and receipt issued	Date	
☐ Matter placed on Zoning Hearing Board calendar	Date	
☐ Notice of hearing sent to applicant	Date	
☐ Notice sent to nearby property owners	Date	
☐ Public notice submitted for advertisement	Date	
☐ Property posting sign prepared	Date	
☐ Property posting completed / verified by Zoning Officer	Date	
☐ Stenographer scheduled	Date	
☐ Hearing held	Date	
☐ Decision made	Date	
☐ Written decision sent	Date	
☐ Appeal filed, if applicable	Date	

NOTES / FOLLOW-UP