

EAST LAMPETER TOWNSHIP

2250 Old Philadelphia Pike, Lancaster, PA 17602
Phone: (717) 393-1567 / Fax: (717) 393-4609

ZONING HEARING BOARD APPLICATION INSTRUCTIONS

1. The **APPLICATION FORM** must be filled out completely with full answers to every statement and question. The application MAY NOT be signed by an agent, but MUST be signed by the owner, owners or attorney.
2. The **FILING FEE** required in the amount of \$ 300.00 for variances, special exceptions or appeals from the decision of the Zoning Officer for individual residential properties and \$650.00 for all other properties 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. (Make checks payable to: East Lampeter Township)
3. **INFORMATION REQUIRED FOR SPECIAL EXCEPTION OR VARIANCE APPLICATION.** Each APPLICATION for a special exception or variance must be accompanied by the information below and must be submitted on sheet size of a minimum of 8 ½ by 11 inches and clearly readable.
 - a. Site Plan: Including location and use of open spaces and structures and other improvements on the lot. Must be drawn to a scale.
 - i. Lot: The location and dimension of the lot.
 - ii. Streets: Names and widths of abutting streets and highways.
 - iii. Structures & Yards: Locations, dimensions and uses of existing and proposed structures and yards on the lot, and as practical, of any structures within one hundred (100) feet of the proposed structured, but off the lot.
 - iv. Wells and Septic Systems: Locations of existing on-site water wells and septic systems on the lot and, if served by such facilities.
 - v. Improvements: Proposed off-street parking and loading areas, access drives and walks. Proposed sewage disposal system.
 - vi. Floor plans of all floors of building.
 - b. Ground floor plans and elevations of proposed structures (flood plain only).
 - c. Additional information required by the Zoning Ordinance for special uses.
4. **PHOTOGRAPHS ARE SUGGESTED FOR SPECIAL EXCEPTION OR VARIANCE APPLICATION.** PHOTOGRAPHS of the property involved, not over 8 ½ x 11 inches, but of adequate size to illustrate the condition of the property under discussion, are always helpful.
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 aspect, with ALL questions answered before the staff can receive and certify the Application.

THIS IS A LEGAL PROCEEDING; IT MAY BE ADVISABLE TO CONTACT AN ATTORNEY TO REPRESENT YOU AT THE HEARING.

Hearings are conducted the 2nd and 4th Thursday of the month (Except Nov. & Dec.).
Return application & payment four weeks in advance of hearing.

Zoning Hearing Board – Hearing _____, 7:30 p.m.

East Lampeter Township

2205 Old Philadelphia Pike, Lancaster, PA 17602

Phone: (717) 393-1567 * Fax: (717) 393-4609

ZONING HEARING BOARD APPLICATION

CASE # _____

<p>APPLICANT: (Lessee, owner, contract purchaser)</p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>PROPERTY OWNER: (if other than applicant)</p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>PROPERTY ADDRESS LOCATION:</p> <p>Number _____ Street _____</p> <p>PARCEL NO.: _____</p> <p style="color: red;">(A plot plan of property must be attached to this application)</p> <p>PRESENT ZONING DISTRICT: _____</p> <p>LOT SIZE: Width _____ Depth _____ Area _____ Square Ft. _____</p> <p>PRESENT USE: _____ PROPOSED USE: _____</p> <p>Date of previous application, if any: _____</p>	<p style="text-align: center;">DO NOT WRITE IN THIS SPACE</p> <p style="text-align: center;"><u>CHECKLIST</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Action Taken</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Dates</u></th> </tr> </thead> <tbody> <tr><td>Application filed</td><td>_____</td></tr> <tr><td>Fee Paid \$ _____</td><td>_____</td></tr> <tr><td>Receipt Issued</td><td>_____</td></tr> <tr><td>Placed on Calendar for Brd mtg. on</td><td>_____</td></tr> <tr><td>Notice of hearing mailed to:</td><td>_____</td></tr> <tr><td style="padding-left: 40px;">Applicant:</td><td>_____</td></tr> <tr><td style="padding-left: 40px;">Neighboring property owners</td><td>_____</td></tr> <tr><td>Notice sent to newspaper</td><td>_____</td></tr> <tr><td>Sign sent for posting</td><td>_____</td></tr> <tr><td>Posting sighted by Zoning Off.</td><td>_____</td></tr> <tr><td>Hearing held</td><td>_____</td></tr> <tr><td>Decision made</td><td>_____</td></tr> <tr><td>Appeal Filed</td><td>_____</td></tr> </tbody> </table>	<u>Action Taken</u>	<u>Dates</u>	Application filed	_____	Fee Paid \$ _____	_____	Receipt Issued	_____	Placed on Calendar for Brd mtg. on	_____	Notice of hearing mailed to:	_____	Applicant:	_____	Neighboring property owners	_____	Notice sent to newspaper	_____	Sign sent for posting	_____	Posting sighted by Zoning Off.	_____	Hearing held	_____	Decision made	_____	Appeal Filed	_____
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THE ABOVE NAMED APPLICATION REQUESTS A HEARING BEFORE THE ZONING HEARING BOARD AND A DETERMINATION ON THE FOLLOWING MATTER:

_____ **APPEAL**
(complete section 1)

_____ **SPECIAL EXCEPTION**
(complete section 2)

_____ **VARIANCE**
(complete section 3)

SECTION 1 - REQUEST FOR APPEAL

REQUEST FOR APPEAL and review of decision of Zoning Officer dated _____ based upon an interpretation of Section _____ of the Zoning Ordinance.

Nature of error claimed by applicant: _____

SECTION 2 - REQUEST FOR SPECIAL EXCEPTION

REQUEST FOR SPECIAL EXCEPTION as required by the Zoning Ordinance in Section _____. The proposed use at the proposed location (see attached site plan) is claimed by the applicant:

Nature of special exception requested: _____

Not to be detrimental to the character of the neighborhood for the following reasons: _____

