

INSTRUCTIONS TO COMPLETE AN APPLICATION TO EAST EARL TOWNSHIP ZONING HEARING BOARD

1. All required application information must be completed by the Applicant. (zoning district, property location and tax account number may be obtained from the Township but must be entered on the application form by the Applicant).
2. It is the obligation of the Applicant to identify the nature of the zoning relief requested from the Zoning Hearing Board.
3. All numbered paragraphs of the application must be completed. Otherwise, the application will be rejected. If a paragraph or line within a paragraph does not apply, please insert "N/A", meaning "Not Applicable".
4. Complete the plot and sketch plans in accordance with instructions (and/or attach additional plans addressing the required information).
5. List the names, addresses and current property uses for adjoining property owners. Adjoining property owners are those persons with land touching your property lines and across the rear. Without limiting the foregoing, complete mailing addresses must be provided.
6. Include (with the completed application) documentation which establishes the authority of the Applicant to seek relief from the Zoning Hearing Board. This could include a copy of the Applicant's deed, lease, agreement of sale or other appropriate documents.
7. Applicant must file with the zoning officer **4** copies of the completed application, together with all supporting documentation required by the application and Zoning Ordinance. **If supporting documentation is larger than 8 ½" x 11, the Applicant will need to provide an additional 14 copies (total of 18).**
8. A filing fee in the amount of \$1,000.00 must accompany the application. The application will not be deemed accepted or complete until payment is made in full.
9. Legal advertising of the zoning hearing scheduled by the Zoning Hearing Board to consider the Application will be based exclusively upon the information contained in the application. Any omission or inaccuracies will be the sole responsibility of the Applicant.
10. Applicant must be present at the zoning hearing. Failure to appear at the zoning hearing will be grounds for dismissal of the zoning application.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO THE APPLICANT FOR COMPLETION. THIS MAY CAUSE A DELAY IN SCHEDULING A HEARING.

EAST EARL TOWNSHIP
ZONING HEARING BOARD

APPLICATION FOR:

Special Exception _____
Variance _____
Appeal Zoning Officer _____

1. Property Information

Tax Account Number: 200- _____

Owner _____

Owner Address _____

Property Address _____

Zoning District _____

(If use in two zoning district's, please note)

Phone Number (with area code) () _____

2. Applicant Information

Name _____

Address _____

Phone Number (with area code) () _____

3. If other than owner provide legal status. Include notarized copy of documentation.

4. Describe All Current Uses (Include previous Zoning Hearing Board Decisions).

5. **Description of current property and buildings.** Provide a plot plan drawn to scale (noted).

- A. Dimension with shape
- B. Location and dimensions and use of all structures
- C. Location and dimensions of all proposed structures (Including additions and modifications of existing structure)
- D. Dimensions to property lines (all)
- E. Elevation views for proposed structure
- F. Floor plans for proposed use for new or existing structures
- G. All set back lines
- H. Show general slope of property

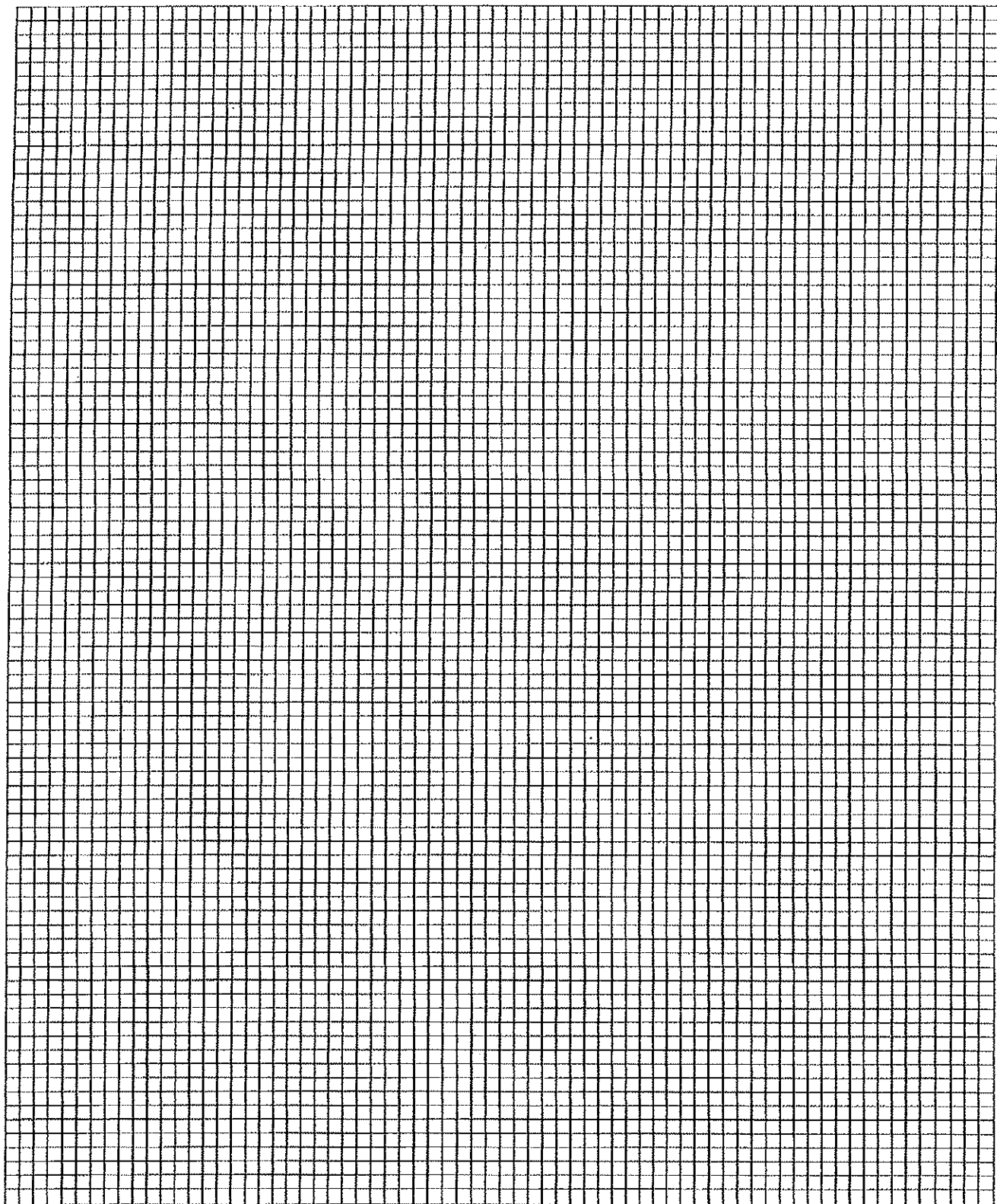
6. **Provide traffic plan from nearest main route (23, 322, 625, 897).** Identify all streets and provide distance to closest intersection. Show public utilities, easements, waterways, wet lands, flood plains, ponds etc.

7. Plot Plan Sheet

North

The following shall be shown
On this plot plan:
Size of lot.
Location of all buildings w/ dimensions
Depth of rear yard.
Width of rear yard.
Depth of front yard.
Width of front yard.

8. Traffic and Other Plan Sheet



10. List Adjoining Property Owners, Addresses and Property Use.

1. _____

6. _____

2. _____

7. _____

3. _____

8. _____

4. _____

9. _____

5. _____

10. _____

11. Basis of Request, Challenge and/or Appeal

12. Applicable Section or Sections of Ordinance.

Special Exception _____
Variance _____
Appeal _____

Signature of Applicant _____

Date Fee Paid _____

Office Use Only:

Case # _____
Date of Hearing _____
Newspaper Advertising _____
Zoning Permit # _____