

ZONING HEARING REQUEST

Hearing No. _____
Fee/Check No. _____

_____ Date Received _____

You must fill in every part of this Application and pay the application fee at the time of submission. The entire Zoning Ordinance is online at www.manheimboro.org for reference and review to provide necessary information to the Zoning Hearing Request Applicant. Certain applications may require plans and other additional exhibits to be submitted with this form. Questions may be directed to the Zoning Officer at 717-665-2461 Ext 14. **If you do not submit everything that the Ordinance requires your Application may be denied and the hearing delayed.**

- Name of the Applicant _____
- Address of the Applicant _____
- Phone _____ Email _____
- Subject Property Address _____ Zone _____

THIS IS AN APPLICATION FOR (CHECK ONE):

- A Variance - Complete Section I : reference s/s 220-111 D
- A Special Exception – Complete Section II : reference s/s 220-111 C
- An Appeal to the Zoning Officers Decision – Complete Section III : reference s/s 220-111 E
- Who's name is on the Deed to the property _____
 - ◆ If the Applicants name is not on the deed state the address of the legal owner _____
 - ◆ If the Applicant is not on the deed explain what interest you have in the property (option to buy, lease, etc) _____

I acknowledge that I am entitled to have a hearing on this Application within 60 days after submission of a complete Application and fee(s); I waive the right and extend to the Zoning Hearing Board 75 days in which to hold the hearing. _____ Yes _____ No

I have read and understand the applicable Zoning Ordinance sections and any associated information from the PA Municipalities Planning Code, Act of 1968 and hereby certify that the information

submitted in this Application is true and correct and I further agree to pay all costs outlined in the adopted fee schedule.

Signature of Applicant _____ Date

Also, Please Print Name

Signature of Property Owner _____ Date

Also, Please Print Name

FOR VARIANCE ONLY – Section I

A Variance is a modification of any provision of this chapter granted by the Zoning Hearing Board subject to findings specific to s/s 220-111 D of the Zoning Ordinance.

Explain the purpose for which a Variance is sought (what do you want to do with the property; what is the current Use)

The Board may grant a Variance provided that **all** of the following findings are made *where relevant* in a case:

- ♦ That there are unique physical circumstances or conditions peculiar to the particular property and that the hardship is due to such conditions and **not** the circumstances or conditions generally created by the provisions of this Ordinance in the neighborhood or zone in which the property is located.
- ♦ That due to conditions as stated above that there is **no possibility** that the property can be developed in conformity with the Zoning requirements of the zone.
- ♦ That such unnecessary hardship **has not been created** by the Appellant
- ♦ That if granted that the essential character of the zone or neighborhood in which the property is located has not been altered, nor impair the appropriate use or development of an adjacent property or be detrimental to public welfare.
- ♦ That if granted the variance will represent the least modifications possible but still able to afford relief.

Monetary loss or gain is not a consideration in granting a variance.

What section(s) of the Manheim Borough Zoning Ordinance are impossible to comply with

What is the hardship on which your Application is based

FOR SPECIAL EXCEPTION ONLY – Section II

A Special Exception is a Use that is permitted and compatible within particular zones once specific criteria has been met. Special Exception uses are listed by zone and approved by the Zoning Hearing Board in accordance with s/s 220-111 C of the Zoning Ordinance.

Explain the purpose for which a Special Exception is sought (what do you want to do on the property, what is the current Use)

What section(s) of the Manheim Borough Zoning Ordinance allows the Special Exception you are requesting

FOR AN APPEAL TO THE ZONING OFFICERS DECISION – SECTION III

Please include a written description of the appeal with sufficient detail to explain the reasons for the appeal. Include a referenced section of the specific Ordinance language, if applicable, a site plan to demonstrate the nature of the

appeal. Include an explanation of how the Zoning Officer erred in his determination. Additional pages may be attached.

FILING REQUIREMENTS

Applicant Checklist – All of the boxes must be checked or your Application may not be processed:

- The original and 6 copies (**total of 7**) of a completed Application submitted at least 4 weeks in advance of the hearing. No attachments shall be larger than legal size paper; larger plans, photos, etc. may be presented at the hearing. Please advise this office if any specific equipment may be needed for your presentation and we will do our best to accommodate.
- Names and address of adjacent property owners including those properties across a public right of way. Adjacent shall mean 3-5 properties (dependant on property size) extending out into your immediate neighborhood beginning from all sides of your property line(s) and across streets and/or alleys.
- All specified material(s) required for your request per the appropriate section of the Zoning Ordinance as noted in the application.
- Current Zoning Hearing fee is \$750 per the 2017 Manheim Boroughs fee schedule. These fees cover a portion of the total costs related to zoning hearings; 2 newspaper ads, administrative, posting of the property, costs for the stenographer, solicitor, etc.

To ensure that your Application is complete it is recommended that you refer to the appropriate section in s/s 220-111 of the Manheim Borough Zoning Ordinance for what

documents, information and other exhibits is required and /or can be offered to support your case.

Photos are suggested for Special Exception or Variance Applications. Photographs of the property involved, not over 8 ½" X 14" (legal size paper), but of adequate size to illustrate the condition(s) of the property under discussion are always helpful.

This is a legal proceeding; it may be advisable to contact your attorney to assist and/or represent you at the hearing. Submitting an application and fee does not ensure that your request will be approved by the Zoning Hearing Board. Their decision cannot be predicted and will not be speculated by any Borough employee.

Any person with a disability requiring special accommodation to attend or participate in the Hearing may call the Borough Office at 717-665-2461 no less than 3 working days prior to the meeting. The Borough will make every effort to provide reasonable accommodations.

The Manheim Borough Zoning Hearing Board is scheduled to meet in Council Chambers at 15 East High Street, Manheim, PA every first Monday of the month at 7:00 unless advertised differently. If there is no application(s) for the agenda the meeting is automatically cancelled.