



**LOWER PAXTON TOWNSHIP  
ZONING HEARING BOARD  
VARIANCE INFORMATION**

This information is provided to assist applicants in preparing for a case before the Zoning Hearing Board. Please carefully read the following:

1. Applicants must be fully prepared to explain their proposal, either in person, or by an authorized representative. You may appear with or without legal counsel.
2. If the Applicant is not the owner, please indicate your status.
3. Statements before the Zoning Hearing Board are made under oath, and every applicant or witness is subject to cross-examination and general questioning by the Board or by other interested parties.
4. The Board must make its decision based on the record, which is created by your presentation of all relevant facts.
5. If a variance is approved, the applicant will receive a written decision from the Solicitor of the Zoning Hearing Board stating the terms and conditions of the approval. Any party aggrieved by a decision of the Zoning Hearing Board, may appeal such decision within 30 days as prescribed by Pennsylvania Law (Act 247 of 1968, as amended). As such, no building permit will be issued until the 30-day appeal period has lapsed.
6. Variances are valid for a period of six (6) months from the date that the 30-day appeal period ends, unless specified or extended by the Zoning Hearing Board. If a building permit is not obtained within the required time, the approved variance application expires. As such, to proceed with the proposal a complete new variance application would be required to be presented to the Board.
7. If a variance is granted, a building permit cannot be obtained until the written decision is received by the Township (approximately one month after the hearing). After the written decision is received by the Township, a thirty (30) day appeal process begins in which any one aggrieved by the granting of this variance may appeal the Zoning Hearing Board's decision. A building permit may be obtained before the expiration of the appeal period by signing an affidavit stating that construction will cease if a complaint is received by the Township.

Your application for a zoning variance should contain the following information:

1. When applicable, a sketch plan, plot plan, or floor plan showing all existing and proposed property lines and structures with their dimensions.
2. A cover letter explaining the nature of the variance requested. State precisely why you cannot comply with the requirements set forth in the Zoning Ordinance, and what hardship you feel prevents the use of your property within the strict requirements of the Zoning Ordinance.

If the applicant fails to provide the information requested, the Zoning Hearing Board reserves the right to reject the application. This information is provided solely to assist applicants in filing a variance application and understanding the hearing process.