

**ZONING HEARING BOARD
LOWER PAXTON TOWNSHIP
DAUPHIN COUNTY, PA**

MEETING DATE: Fourth Thursday of Every Month
(Subject to Change)
TIME: 7:30 P.M.
PLACE: Lower Paxton Township Municipal Center
425 Prince Street, Room 171
SUBMISSION DEADLINE Last Day of the Month Prior to the meeting

OFFICE USE
* Docket # _____ *
* Filing Date _____ *
* Fee _____ *

1. Application for: () Variance () Appeal of Zoning Officer Decision () Appeal of Board of Supervisors

2. Name of Applicant/Appellant: _____

3. Address of Applicant/Appellant: _____

Telephone Number: _____

4. Will Applicant/Appellant be represented by an attorney? _____

5. If yes, give attorney name and address _____

6. Subject property location: _____

7. Tax Reference Number: 35-_____ 8. Zoning District: _____

9. Current Usage: (Residence, Doctor Office, Drug Store) _____

10. Is Applicant/Appellant the owner of the subject property? _____

11. If no, give name and address of owners _____

12. Attach Letter addressed to Zoning Hearing Board, appeal document, or reasons for your request. Be as specific as possible.

13. Attach all drawings; plans and/or illustrations which will help explain your request. You should provide a total of fourteen (14) copies of any drawings or plans over 8½" X 11". If photographs are to be submitted, bring one print of each with you to the hearing. All materials become the property of Lower Paxton Township, and are kept with this application.

14. The fee, which shall be paid for the filing of an appeal or petition with the Board, shall be as follows:

<u>Type of Use</u>	<u>Fee</u>
Residential	\$250.00
Non-Residential	\$425.00
Appeals, Residential	\$250.00
Appeals, Non-Residential	\$425.00

15. Signature of Applicant/Appellant: _____

OFFICE USE

The Applicant would be in violation of the following section(s) of the Lower Paxton Township Codified Ordinances.

Section _____

Section _____

Application Received By: _____ Date _____

**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. 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.
3. The Board must make its decision based on the record, which is created by your presentation of all relevant facts.
4. 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.
5. 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.
6. 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.