



## ZONING HEARING BOARD APPLICATION INSTRUCTIONS

1. The **APPLICATION FORM** must be filled out completely with full answers to every statement and questions. The application **MUST** be signed by the property owner and purchaser (if under contract). A copy of the purchase agreement shall be included with this application.
2. A **FILING FEE**, which is established pursuant to Section 450-703 of the Zoning Ordinance, must be paid at the time of filing the application. This fee only partially covers the extra cost to the municipality of investigating and processing the application through its various stages and is permitted by law.
3. To be considered a **COMPLETE APPLICATION**, all Applicants requesting a special exception(s) and/or a variance(s) must provide the information required by Section 450-605.B.1. Failure to provide this information could result in an application being considered incomplete. If an Applicant fails to provide all of the information required by Section 450-605.B.1, the Zoning Hearing Board may, at its sole discretion, determine to proceed with the application or to continue the hearing until the application is complete.
4. **PHOTOGRAPHS** of the subject property are often helpful for the Zoning Hearing Board when reviewing an application. Accordingly, applicants are encouraged, but not required, to include and attach photographs as exhibits to the application.
5. Each application shall include a **PLOT PLAN** drawn to scale with sufficient clarity to show the nature and character of the request.
6. When all of the above-referenced requirements are met, **FILE** the application with the Township Zoning Officer and pay the Filing Fee.

### **Submission Checklist:**

- Provide eight (8) copies of the application and all supporting documentation.
- All documents shall also be submitted in electronic format.
- Filing Fee \$ \_\_\_\_\_

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## ZONING HEARING BOARD APPLICATION

**1. APPLICANT INFORMATION.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**2. REPRESENTATIVE/CONSULTANT INFORMATION (if applicable).**

Name: \_\_\_\_\_

Employer: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**3. PROPERTY OWNER INFORMATION.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**4. PROPERTY INFORMATION.**

Address: \_\_\_\_\_

UPI#: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Existing Improvements: \_\_\_\_\_

Present Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Size of Property: \_\_\_\_\_ (acres) \_\_\_\_\_ (square feet)

Date of Previous Application, if any: \_\_\_\_\_

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**The above-referenced Applicant requests a hearing before the Zoning Hearing Board and a determination on the following matter(s) (mark all that are applicable)**

\_\_\_\_\_ **APPEAL**  
(Complete Section 1)

\_\_\_\_\_ **SPECIAL EXCEPTION**  
(Complete Section 2)

\_\_\_\_\_ **VARIANCE**  
(Complete Section 3)

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**DO NOT WRITE IN THIS SPACE (TOWNSHIP USE ONLY)**

Docket No.: \_\_\_\_\_

**ACTION TAKEN:**

**DATES:**

Date application filed: \_\_\_\_\_

Fee Paid \$ \_\_\_\_\_

Notice of hearing mailed to:

Applicant \_\_\_\_\_

Neighboring property owners \_\_\_\_\_

Dates of Newspaper Publication: \_\_\_\_\_

Property posting date: \_\_\_\_\_

Date of hearing: \_\_\_\_\_

Decision signed / sent to applicant/owner: \_\_\_\_\_

Date appeal filed: \_\_\_\_\_

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**SECTION I – REQUEST FOR APPEAL**

**REQUEST FOR APPEAL.** Applicant hereby appeals the determination of the Zoning Officer dated \_\_\_\_\_, pursuant to § 450-605.D. of the Zoning Ordinance.

Applicant must provide the following information:

**\*\*\*If space provided below is insufficient to provide a complete answer, Applicant may attach separate documentation with additional information to this Application\*\*\***

Determination being appealed (*e.g.*, grant/denial of permit, issuance of cease and desist order):

\_\_\_\_\_

Relevant zoning ordinance sections: \_\_\_\_\_

Basis for appeal by applicant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## SECTION II – REQUEST FOR SPECIAL EXCEPTION

**REQUEST FOR SPECIAL EXCEPTION.** Applicant hereby requests a special exception, pursuant to § 450-605.B. of the Zoning Ordinance.

Applicant must provide the following information:

**\*\*\*If space provided below is insufficient to provide a complete answer, Applicant may attach separate documentation with additional information to this Application\*\*\***

1. Brief description of the proposed use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Zoning Ordinance section requiring special exception: \_\_\_\_\_

3. Brief explanation as to how the proposed use will meet the following criteria:

(a) Comply with all applicable provisions and consistent with the purpose and intent of Chapter 450 (Zoning Ordinance) of the Code of Carroll Township. \_\_\_\_\_  
\_\_\_\_\_

(b) Not detract from the use and enjoyment of adjoining or nearby properties. \_\_\_\_\_  
\_\_\_\_\_

(c) Not substantially change the character of the subject property's neighborhood. \_\_\_\_\_  
\_\_\_\_\_

(d) Be served by adequate public facilities (*e.g.*, schools, fire, police, and ambulance protection, sewer, water and other utilities, *etc.*). \_\_\_\_\_  
\_\_\_\_\_

(e) If applicable (for development within the designated floodplain), comply with those requirements set forth in Chapter 400 (Floodplain Management) of the Code of Carroll Township. \_\_\_\_\_  
\_\_\_\_\_

(f) Not substantially impair the integrity of the Township's Comprehensive Plan. \_\_\_\_\_

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(g) Not be detrimental to the public health, safety, and welfare. \_\_\_\_\_

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(h) Not overcrowd the land or create an undue concentration of population. \_\_\_\_\_

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(i) Not impair an adequate supply of light and air to adjacent property. \_\_\_\_\_

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(j) Not adversely affect transportation. \_\_\_\_\_

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### SECTION III – REQUEST FOR VARIANCE

**REQUEST FOR VARIANCE.** Applicant hereby requests a variance, pursuant to § 450-605.C. of the Zoning Ordinance.

Applicant must provide the following information:

**\*\*\*If space provided below is insufficient to provide a complete answer, Applicant may attach separate documentation with additional information to this Application\*\*\***

1. Brief description of the proposed use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Zoning Ordinance section(s) from which a variance ss being sought: \_\_\_\_\_

\_\_\_\_\_

3. Describe the unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions, peculiar to the particular property.

\_\_\_\_\_

\_\_\_\_\_

4. Describe the unnecessary hardship that is due to the above-referenced conditions, and not the circumstances or conditions generally created by the provisions of the Zoning Ordinance, in the neighborhood or zone in which the property is located.

\_\_\_\_\_

\_\_\_\_\_

5. Explain why the unnecessary hardship has not been created by the Applicant in this case.

\_\_\_\_\_

\_\_\_\_\_

6. Explain why the variance, if authorized, will not alter the essential character of the zone or neighborhood in which the property is located, nor substantially or permanently impair the

appropriate use or development of adjacent property, nor be detrimental to the public welfare.

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7. Explain why the variance, if authorized, will represent the minimum variance that will afford relief and will represent the least modification possible of the regulations in issue.

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8. If applicable, explain how the variance complies with the standards and criteria for special exceptions and variances in Chapter 400 (Floodplain Management) of the Code of Carroll Township.

**I hereby certify that all the above statements and the statement contained in any attachments submitted herewith are true and accurate to the best of my knowledge and belief.**

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Signature of Applicant                      Printed Name                      Date

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Signature of Property Owner\*                      Printed Name\*                      Date\*

*\* Only required if Property Owner is different from the Applicant.*

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Signature of Purchaser                      Printed Name                      Date