

WASHINGTON TOWNSHIP
ZONING HEARING BOARD
APPEAL APPLICATION

 (Applicants Name)

 (Street Address)

 (City, State & Zip Code)

(Appeal Number & Hearing Date)
(Advertising Dates)
(Application Fees/Date Paid)
(Date Received) *Official Use ONLY*

Phone: _____ Email: _____

APPLICANT - READ CAREFULLY BEFORE ATTEMPTING TO COMPLETE

It is the responsibility of the applicant and/or authorized representative and/or attorney to appear and present his/her case to the Zoning Board. Applications for hearings must be submitted to the Zoning Officer no later than thirty (30) days after the written decision of the zoning officer. Hearings will be scheduled within sixty (60) days of the date of filing a completed appeal application.

Certain supporting data must be submitted with and made part of this application, as follows:

1. Six (6) copies of a site or plot plan/diagram showing all structures, dimensions thereof and setback distances. (If a survey plan is not available, use a tax map from the Lehigh County Assessment Office.)
2. A written statement from the applicant outlining Special Exception(s) and/or Variance(s) required and any special reasons, circumstances, and conditions upon which the application is submitted.
3. A copy of the building or construction plans, if applicable to this case.
4. If property owner is different from application, please list ownership information:

Owners' Name: _____

Owners' Address: _____

Owners' Phone Number: _____ Email: _____

5. If you will have legal or other representation, please indicate below:

 (Name) (Address)

Phone: _____ Email: _____

6. Hereby applies for a hearing before the Zoning Hearing Board to provide relief as follows:

_____ Appeal determination of Zoning Officer dated _____;

_____ Alleging Zoning Officer misinterpreted a part of the Zoning Ordinance;

_____ Alleging Zoning Officer misapplied district boundaries on Zoning Map;

_____ Authorization for Change of a Nonconforming Use.

_____ Special Exception requiring Zoning Hearing Board review.

_____ Variance to Section(s) _____ of the Zoning Ordinance relating to Lot Size _____, Nonconformity _____, Setback(s) _____, Use _____

Other: _____.

_____ Validity Challenge to Zoning Ordinance or Map.

_____ Zoning Officer appeal of meaning or intent of any provision of Zoning Ordinance;

_____ Zoning Officer appeal of a district boundary line on Zoning Map;

The reason, circumstances and/or special conditions concerning this application are attached and made part of this application.

Zoning District: _____

PHYSICAL LOCATION OF SUBJECT PROPERTY: _____

Present Improvements Upon the Land: _____

Proposed Use: _____

I certify that all of the statements included in this appeal and statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.

Printed Name of Applicant

Signature of Applicant/Owner

Fee due at time of application (see Washington Township Fee Schedule for required fee).
Payment of fee does not guarantee approval of requested relief.

ZONING HEARING BOARD

APPEAL INFORMATION

The following is a list of questions designed to assist you and the Zoning Hearing Board in the efficient and speedy review of your appeal. It is strongly recommended that you be prepared to thoroughly answer all the questions herein contained. Failure to answer adequately any of these questions will result in the denial or continuance of your appeal. (If space provided is insufficient, use additional sheets of paper and attach.)

1. What is the full name and home address of the owner(s) of the premises which is the subject of the appeal?

2. If appellant is other than the owner, what is the full name and home address of the appellant, and the specified interest of the appellant in the appeal? (Ex: agent for owner, equitable interest, agreement of sale, etc.)

3. What was the date of acquisition of the subject premises by the owner? _____

4. What is the exact location of the property in question (Ex: abuts)?

5. What are the exact dimensions of the premises (Ex: the length of front, side, and rear boundary lines of subject property)? Survey plans are preferred. Tax Maps are acceptable.

6. What is the square footage or acreage of the premises? _____

7. What are the dimensions (height, width, and depth), type of construction (materials used), and front, side, and rear yard setbacks of the buildings, structures, or other improvements (including parking, driveways & signs) existing and proposed for the subject premise?

8. What is the specific nature of the present use being made of the property?

9. I believe that the Board should approve this request because (include the grounds for appeal or reasons both with respect to law and fact for granting the appeal, special exception, variance, and, if hardship is claimed, state the specific hardship):

A. SPECIAL EXCEPTIONS - Where the governing body in the Zoning Ordinance has stated special exceptions to be granted or denied by the Zoning Hearing Board, pursuant to express standards and criteria, the Board shall hear and decide requests for such special exceptions in accordance with such standards and criteria. In granting a special exception, the Board may attach such reasonable conditions and safeguards, in addition to those expressed in the Ordinance, as it deems necessary to implement the purpose of the Zoning Ordinance.

B. VARIANCES - The Zoning Hearing Board shall hear requests for variances where it is alleged that the provisions of the Zoning Ordinance inflict unnecessary hardship upon the applicant. The Board may grant a variance provided the following findings are made, where relevant in a given case:

1. That there are 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, and that the unnecessary hardship is due to such conditions, and not the circumstances or conditions generally created by the provisions of the Zoning Ordinance in the neighborhood or district in which the property is located.
2. That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the Zoning Ordinance and that the authorization of a variance is therefore necessary to enable the reasonable use of the property.
3. That such unnecessary hardship has not been created by the appellant.
4. That the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, nor substantially or permanently impair the appropriate use of development of adjacent property, nor be detrimental to the public welfare.

5. That the variance, if authorized, will represent the minimum variance that will afford relief and will represent the least modification possible of the regulation in issue.

(In granting any variance, the Board may attach such reasonable conditions and safeguards as it may deem necessary to implement the purposes of this act and the Zoning Ordinance.)

Please note: Only hardship peculiar to land merits an allowance of a variance.

10. Describe any 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. (It must be remembered that the granting of a variance is based upon the unnecessary hardship due to existing conditions and not the circumstances or conditions generally created by the provisions of the Zoning Ordinance in the neighborhood or district in which the property is located.)

11. Will the variance, if authorized, alter the essential character of the neighborhood or district in which the property is located, or substantially or permanently impair the appropriate use of development of adjacent property, or be detrimental to the public welfare? Explain:

12. What is the specific use of the premises, considering factors such as: traffic generated; parking facilities, number of employees, nuisance characteristics, such as emission of noise, dust, odor, or smoke; fire hazards; and hours and manner of operation.

13. What landscaping is planned, if any?

14. What is the character of the structures and uses being considered on properties abutting the subject premises (ex: single family residential dwellings, commercial, recreational)?

15. What type of sewage and water facilities are available on the property in question?

*Copies of the Washington Township Zoning Ordinance are available at the Township Municipal Building.

PLEASE RETURN THIS INFORMATION WITH THE APPEAL APPLICATION.

*Note: A sketch plan must be prepared, if applicable, showing how the proposed structure will be situated on the tract, giving exact dimensions of the lot with distances indicated from lot lines to the structure (front, rear, and side yard distances).

PLEASE ATTACH TO THE END OF THIS DOCUMENT A LIST OF ALL NAMES AND ADDRESSES OF PROPERTY OWNERS WITHIN A DISTANCE OF 300 FEET FROM THE EXTERIOR LIMITS OF THE PROPERTY INVOLVED IN THIS APPEAL, AS SHOWN BY THE LATEST ASSESSMENT ROLES FOUND IN THE ASSESSMENT OFFICE LOCATED AT THE COUNTY COURTHOUSE OF LEHIGH COUNTY IN ALLENTOWN, PENNSYLVANIA.

SPECIAL NOTICE:

The undersigned has examined the latest assessment rolls found in the Assessor's Office for the County of Lehigh at the Courthouse in Allentown, Pennsylvania, and certifies that the attached list of individuals are the only property owners within three hundred (300) feet of the exterior limits of the property involved in this appeal at the time of the filing of this appeal. It is understood by the undersigned that any omissions from the list of property owners above shall be considered sufficient grounds, by and of itself, for the revocation of any decision which may be rendered in favor of the applicant.

I hereby certify that all the above statements and the statements contained in any documents, papers, plans, and exhibits submitted herewith are true and correct to the best of my knowledge and belief.

Applicant

DATE: _____

Applicant

Applicant

THIS APPEAL IS _____ GRANTED _____ DENIED

(Board)

(Zoning Officer)

(FILE FIVE (5) COPIES OF THIS FORM WITH THE ZONING OFFICER)