

ZONING HEARING BOARD APPLICATION SUBMISSION CHECKLIST AND INFORMATION

Application Deadline: 1st of each month. **Zoning Hearing Date:** 1st Thursday of each month. You will be notified of the date and time of your hearing.

The applicant and/or legal counsel on behalf of the applicant must be present at the Zoning hearing Board meeting. Applicants should be prepared with documentation to support their request such as but not limited to drawings of what is existing and what is proposed (interior and exterior) with dimensions, photos of property and adjacent properties, and site plans. See below.

REQUIRED SUBMISSION MATERIAL *WITH* THE APPLICATION

- ☐ 6 copies of the Application to the Zoning Hearing Board
- ☐ Application Fee (see Fee Schedule below)
- ☐ 6 copies of the Site Plan (see below for information that should be included)
- ☐ 1 copy of any supporting documentation

RECOMMENDED SITE PLAN CONTENTS

The Site Plan should show the following information, where applicable:

1. Property lines
2. Existing adjacent streets and adjacent property lines, including landowner names and road names
3. Approximate locations and names if any, of existing man-made and natural features including but not limited to watercourses and lakes, known or suspected wetlands, rock outcrops and stone fields, wooded areas and tree masses, floodplains, septic systems, wells, steep slopes, and rights-of-ways, casements and restrictive covenants which might affect the project
4. Locations of all existing buildings, structures, and driveways with dimensions and distance to property lines
5. Location and dimensions of proposed improvements(s) to the property for which the variance is being requested along with dimensions to property lines and existing buildings and structures
6. Graphic scale - if the plan is not to scale, an accurate spatial depiction and specific dimensions must be provided
7. Name of proposed development, if any
8. Land Owner and Applicant names and addresses (if business property, include names and addresses of corporation officers and major stockholders, if applicable)
9. Site data, including acreage, zoning district, and setbacks

ZONING HEARING BOARD FEES

Application for Variance/Special Exception	\$500.00
Application for Conditional Use Residential.....	\$500.00
Plus \$25.00 per Dwelling Unit or mobile home	
Application for Conditional Use Non-Residential.....	\$750.00
Plus \$50.00 per structure or \$50.00 per acre if there are no structures	
Appeal of Zoning Officer Actions	\$500.00
Amendment to Text of Ordinance	\$1000.00
Zoning Map Change.....	\$2500.00
Curative Amendment.....	\$3500.00

Note: If costs incurred by Penn Forest Township exceed the above referenced fee, additional fees shall be billed to the applicant and must be paid prior to the issuance of the Zoning Permit.



Penn Forest Township •
2010 State Route 903 • Jim Thorpe, PA 18229
Phone • (570) 325-2768 or (570) 325-2769

**** OFFICE USE ONLY ****

Date Received: _____
Zoning District: _____
Tax Parcel No.: _____
Permit Number: _____

APPLICATION TO THE ZONING HEARING BOARD

☐ Residential

☐ Commercial

I. PROPERTY INFORMATION

Municipality: _____ Address/Lot No.: _____
Parcel ID # _____ Zoning District: _____
Lot Width: _____ Lot Depth: _____ Acres/Square Feet: _____

II. APPLICANT & OWNER INFORMATION

Applicant Name: _____ Phone: _____
Email: _____
Mailing Address: _____

(If different than Applicant)

Owner Name: _____ Phone: _____
Email: _____
Mailing Address: _____
Legal counsel, (if applicable) Name: _____
Mailing Address: _____

III. ACTION REQUESTED

☐ Appeal ☐ Challenge ☐ Variance ☐ Special Exception/Use ☐ Other

Section(s) of Zoning Ordinance: _____

IV. REASON FOR REQUEST (Include hardship if requesting Variance):

Describe in detail the above requested action sought, citing the specific portion of the Zoning Ordinance. (Attach additional pages if needed):

V. ADJACENT PROPERTIES

List Names, mailing address and tax map identifier numbers of all adjacent property owners within 200' of this property. (Attach additional pages if needed):

Address: _____	Name: _____	Tax Map: _____
Address: _____	Name: _____	Tax Map: _____
Address: _____	Name: _____	Tax Map: _____
Address: _____	Name: _____	Tax Map: _____
Address: _____	Name: _____	Tax Map: _____
Address: _____	Name: _____	Tax Map: _____
Address: _____	Name: _____	Tax Map: _____
Address: _____	Name: _____	Tax Map: _____
Address: _____	Name: _____	Tax Map: _____
Address: _____	Name: _____	Tax Map: _____

I hereby certify that the statements made in the foregoing application, are true and correct to the best of my knowledge, information and belief. I understand that false statements are made subject to the penalties of 18 PA C.S. Section 4904 relating to unsworn falsifications to authorities.

_____ Owner's Signature	_____ Date
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_____ Applicant's Signature	_____ Date
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Fee Paid: _____

The Application fee must be paid at the time of submission of the application.

Note: For an Appeal, attach a true copy of the order or decision of the Zoning Officer.

If the applicant is other than the property owner, a letter of permission must be included with this application.

All information submitted shall become part of the record and cannot be returned to the applicant.

*Please read the **Zoning Hearing Board Applications Submission Checklist and Information** for the recommended materials to be attached to the application and for what should be brought to the Hearing for presentation.*