

INSTRUCTIONS
APPLICATION FOR HEARING
BEFORE NEWBERRY TOWNSHIP
ZONING HEARING BOARD

1. Applicants should fill out all portions of the application which are applicable to the request being made answering all questions clearly and providing all necessary information. Be sure to identify the specific section(s) or portions of the ordinance, which pertain to your request. Applicants may use additional sheets as necessary to complete the application and provide the information requested.
2. Applicants should familiarize themselves with Article VII of the Zoning Ordinance in addition to any specific sections of the Zoning Ordinances pertaining to Applicants' request.
3. The Zoning Hearing Board would appreciate as much detail as possible concerning your property and request, i.e. plans, photographs, drawings, etc. are helpful as they pertain to your request.
4. The Applicant, in addition to any representative of Applicant authorized to make or present the application or other request for determination must appear at the hearing to represent the request for determination before the Zoning Hearing Board. Lack of attendance may result in denial or tabling of the application.
5. Applications must be received by the Zoning Office no later than twenty-one (21) days prior to the Zoning Hearing Board Meeting (which is the first Tuesday of the month), so as to accommodate notification to adjacent property owners and to advertise appropriately the notice of the request and hearing as required by the Municipalities Planning Code.

**NEWBERRY TOWNSHIP
APPLICATION FOR HEARING**

APPLICANT

Name: _____
 Address: _____

 Phone: _____

Do Not Write In This Space

Case No. _____

CHECKLIST

Dates

Action Taken
 Application Filed
 Fee Paid: ()
 Receipt Issued
 Placed on calendar
 for meeting of Board on
 Notice (a) to applicant
 of hearing (b) to nearby
 Property owners
 Sign set for posting
 Posting Signed by Z.O.
 Hearing Held
 Decision made
 Notification of Decision Sent
 Appeal filed

PROPERTY OWNER (if other than applicant)

Name: _____
 Address: _____

 Phone: _____
 Property Address: _____

EXACT LEGAL DESCRIPTION:

(Attach site or plot plan of property drawn to scale)

PROPERTY INFORMATION:

Date Purchased: _____ Present zone: _____
 Lot size: width _____ depth _____ Present use: _____
 Area _____
 Date of previous Application if any _____ Proposed use: _____

APPLICANT REQUESTS A HEARING BEFORE THE ZONING HEARING BOARD AND DETERMINATION ON THE FOLLOWING MATTER:

SPECIAL EXCEPTION **VARIANCE** **APPEAL FROM DETERMINATION OF**
 (Complete Section 1 below) (Complete Section 2 below) **ZONING OFFICER** (Complete Section 3 below)

1 REQUEST FOR SPECIAL EXCEPTION (See Section 604.3 for general criteria)

- A. Section of Zoning Ordinance: _____
- B. Describe proposed use and nature of request accurately and in detail:

- C. Describe how proposed use or request conforms with provisions of Ordinance and specific criteria-section:

- D. Describe how proposed use will not be detrimental to or change character of neighborhood: _____

2 REQUEST FOR VARIANCE (See Section 604.4 for general criteria)

- A. Sections(s) of Zoning Ordinance from variance requested: _____
- B. This is a request for variance relating to:
Area: _____ Use: _____ Setback: _____ Height: _____ Other: _____
- C. Describe requested change and reason:

- D. The applicant believes that the variance should be granted because:
He / She is unable to make reasonable use of the property for the following reasons:

The following unique physical circumstances and conditions are applicable to this property:

- E. The proposed variance will not alter the essential character of the neighborhood for the following reasons:

3 APPEAL FROM ACTION OR DETERMINATION OF ZONING OFFICER/OTHER:

- A. Date of action or determination: _____
- B. Nature and description of action or determination: _____
- C. State section(s) of Zoning Ordinances applicable: _____
- D. Brief description of request: _____

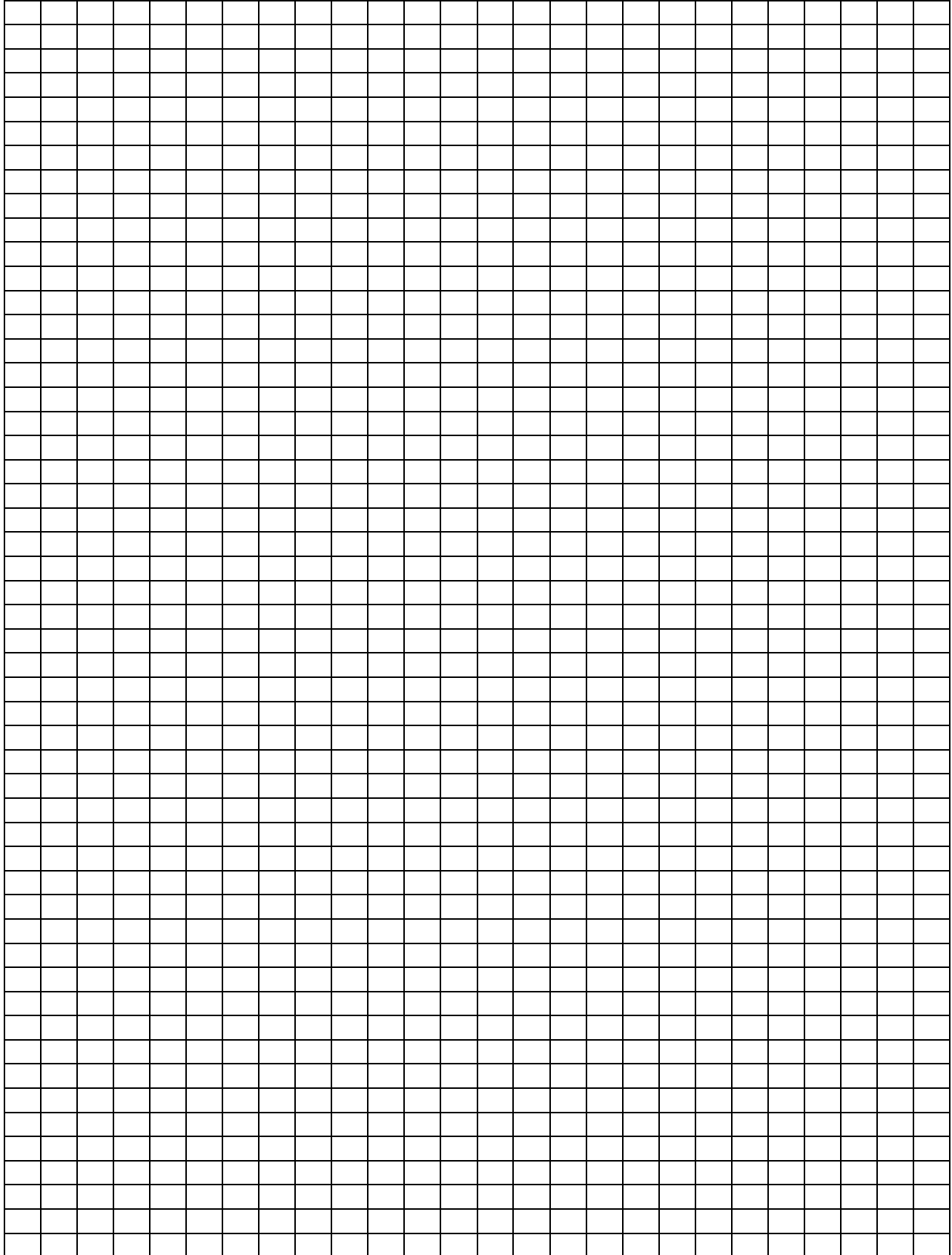
CERTIFICATION BY APPLICANT

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

Date: _____

Signature of Applicant

Sketch map showing the exact size and location of the proposed construction as well as any existing buildings or structures. (Attach additional sheet if needed)



NOTE: An actual plan for the proposed site may be required.