

ELIZABETH TOWNSHIP

423 South View Drive

Lititz, PA 17543

Telephone: (717) 626-4302

Fax: (717) 626-0102

ZONING HEARING BOARD APPEAL PROCEDURE

1. **Forms to be completed and information submitted at the time of filing the application:**
 - A. A building/zoning permit application (if applicable).
 - B. Five (5) copies of the completed Zoning Hearing Board Application. If necessary, use additional sheets and attach them to the application.
 - C. Five (5) copies of the plot plan prepared in accordance with the instructions contained within the application. The plot plan must be accurate and drawn to scale.
 - D. A Zoning Hearing Board application fee of \$500.00. When paying by check, it should be made payable to Elizabeth Township.

2. **Miscellaneous Information:**
 - A. The Elizabeth Township Zoning Hearing Board schedules its meetings for the second Wednesday of each month at 7:00 p.m. at the Elizabeth Township Municipal Office. To be considered at a meeting, the applicant must submit all required information no later than **the fifth (5th) day of the preceding month prior to the scheduled meeting**. If the application is not complete, the application will either be returned to the applicant, or if additional information can be provided resulting in a complete application, it will be held until the following month.
 - B. The Zoning Hearing Board is permitted forty-five (45) days following the closing of testimony at the last hearing on an application to render a decision.
 - C. There is a thirty (30) day appeal period following the issuance of a decision by the Zoning Hearing Board in which an appeal may be filed with the Court of Common Pleas of Lancaster County to reverse or limit said decision.
 - D. Unless otherwise specified by the Board or by law, a variance or special exception shall expire if the applicant fails to obtain a zoning permit within one (1) year of the date of authorization by the Board or by the Court if the special exception or variance has been granted after an appeal. A variance or special exception shall also expire if the applicant fails to complete any erection, construction, reconstruction, alteration or change in use authorized by the special exception or variance within two (2) years from the date of authorization by the Board or the Court. The Board, for reasonable cause shown, may extend the approval for an additional period of one (1) year.
 - E. Any questions regarding the application or process may be directed to Barry R. Wagner, Elizabeth Township Zoning Officer, at (717) 625-0444. The Zoning Officer also has office hours at the Township office on Wednesday evenings between 6 p.m. and 8 p.m.

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ZONING HEARING BOARD APPLICATION

Do Not Write in This Space. For Office Use Only.

Appeal No. _____ Hearing Date: _____ Dates Advertised: _____
Fee Paid/Date Received: _____ Check No. _____

An appeal is hereby made by the undersigned (complete applicable item or items):

1. A variance pursuant to Section(s) _____.
2. A special exception pursuant to Section(s) _____.
3. An appeal/interpretation of the Zoning Ordinance involving Section (s) _____.

Applicant: _____, _____
(name) (address)

NOTE: IF THE APPLICATION IS BEING MADE BY A PERSON OTHER THAN THE PROPERTY OWNER, WRITTEN NOTIFICATION FROM THE PROPERTY OWNER AUTHORIZING THE FILING OF THE APPLICATION AND THE AUTHORITY OF THE APPLICANT TO FILE THE APPLICATION MUST ACCOMPANY THIS APPLICATION.

Owner: _____, _____
(name) (address)

Attorney or other representative (if any): _____
(name)

(address)

Interest of applicant if not owner (agent, lessee, etc.) _____

1. Application relates to: (check applicable item or items)

Use () Lot Area () Yards () Height ()
Existing building () Proposed building () Others ()

2. Provide a brief description of the affected real estate.

Location/Address: _____

Lot Size: _____

Present Use of Property: _____

Present Improvements upon Land: _____

Present Zoning Classification: _____

3. If this is an appeal from an action of the Zoning Officer, complete the following:

Date of Zoning Officer determination: _____

Your statement of the alleged error of the Zoning Officer: _____

4. Action desired by the applicant. Cite the specific requirements of the sections of the Zoning Ordinance for which approval is being requested:

5. Provide a written description (use separate sheets, if necessary) of the proposed use in sufficient detail to demonstrate compliance with all provisions of the Zoning Ordinance applicable to the proposed use or change, including:

- a. Each of the specific criteria for special exceptions, conditional uses, and other selected uses listed in Article 4 of the Zoning Ordinance
- b. The general requirements of Article 3 relating to parking, vehicular access, loading, signs, and screening.
- c. Each of the criteria listed in Article 5 relating to expansion, alteration, replacement, or substitution of non-conforming uses.
- d. Each of the criteria of Section 211 for uses proposed in the Floodplain District.
- e. Any other information required by Sections 604.C. or 701. of the Zoning Ordinance.
- f. Reasons why relief should be granted. In the case of a variance, how the proposal qualifies based upon the findings listed in Section 604.D. of the Zoning Ordinance.

6. Has any previous appeal been filed regarding the subject property?

No () Yes () If yes, please provide additional background information, including case number and disposition:

7. Provide the following information, as applicable, on a sketch or plot plan, on a sheet at least 8½" X 11", drawn to scale:

- a. The shape of the property.
- b. The dimensions of the property.
- c. The location and dimensions of every existing structure on the property.
- d. The location and dimensions of every intended structure or addition.
- e. Floor plans and the identification of proposed use for all proposed or existing buildings where the intended use is planned.
- f. Building elevations and type of construction for all proposed buildings.
- g. For each present or intended use, the distance between the nearest point of same to each of the nearest boundaries.
- h. The present location of traffic flow facilities (parking areas, driveways, etc.).
- i. The intended location of new traffic flow facilities.
- j. The location, width, and name of all adjacent streets.
- k. The approximate location of adjacent boundary lines and the names of adjacent owners, if known.
- l. Front, side, and rear yard building setback lines.
- m. The approximate location on the property of any stream, pond, floodplain, wetland or other unusual physical feature.
- n. The location of any present or intended utility lines, easements, fences, signs, living screens, etc.
- o. The distance to any intersection within one thousand (1,000) feet of the property, and the name, of the streets involved.
- p. The direction of the slope and the approximate fall from the highest to lowest point on the property.
- q. A designation of North, and the scale employed.
- r. If the property is located within more than one (1) zoning district, the approximate locations of the boundary lines of the districts and the identification of each respective district by name.

I hereby apply for the approval stated above and certify that all the information, including drawings and plans, submitted with this application are true and correct to the best of my knowledge and belief.

Date: _____

Signature(s) of Applicant(s) _____

Applicant's Telephone No. : _____

NOTE: AN APPLICANT'S FAILURE TO APPEAR AT THE HEARING TO PROVIDE TESTIMONY IN SUPPORT OF THE APPLICATION WILL RESULT IN A DISAPPROVAL FROM THE ZONING HEARING BOARD.

IN ADDITION, THE ZONING HEARING BOARD MAY DENY OR DELAY CONSIDERATION UNTIL THE FOLLOWING MONTH ANY APPLICATION DEEMED TO BE INCOMPLETE OR DEFICIENT OF THE REQUIRED INFORMATION.

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Date Reviewed by the Zoning Officer: _____ Accepted: _____ Denied: _____

Reason for Denial: _____

Date Returned to the Applicant: _____
