

APPLICATION
UPPER HANOVER TOWNSHIP ZONING HEARING BOARD

Date of Application _____

1. Name of Applicant _____

Address of Applicant _____

Telephone Number of Applicant _____

E-Mail of Applicant _____

2. Applicant's Attorney (Required for non-residential) _____

Address of Attorney _____

Telephone Number of Attorney _____

E-Mail of Attorney: _____

3. Property Owner: (if other than Applicant) _____

Address of Property Owner _____

4. Exact property location _____

5. Block _____ Unit _____ Tax Parcel No. _____

6. Date property was purchased _____

Lot size: Width _____ Depth _____

Area _____ Sq. ft. _____

Present Zoning Classification _____

Date of previous application, if any _____

7. Present use _____

8. Proposed use _____

The above named applicant requests a hearing before the Zoning Hearing Board and a determination on the following matter(s):

Interpretation
(complete section 1)

Special Exception
(complete section 2)

Variance
(complete section 3)

Appeal From the Determination of the Township Zoning Officer and/or Township Engineer
(complete section 4)

Other

COMPLETE THE SECTION(S) BELOW **ONLY** FOR THE ASSOCIATED BOXES CHECKED ABOVE.

SECTION 1 - Request for Interpretation:

Request is made for interpretation of Section(s) _____ of the Zoning Ordinance.

Please state in detail the interpretation requested: _____

SECTION 2 - Request for Special Exception:

As required by the Zoning Ordinance in Section(s): _____

The proposed use at the proposed location is claimed by the Applicant:

(a) To be desirable to the public convenience and welfare for the following reason(s):

(b) Not to be detrimental to the character of the neighborhood for the following reasons:

(c) To be consistent with such other standards as required by the Zoning Ordinance in Section(s) _____

Standard Provision for Compliance

SECTION 3 - Request for Variance

of Section(s) _____ of the Zoning Ordinance.

Nature of Variance Requested: _____

The applicant believes the variance should be granted because:

(a) He is unable to make reasonable use of the property for the following reasons:

(b) The unnecessary hardship on his property is:

- () The result of the application of the Zoning Ordinance
- () Due to unique physical circumstances of the property in question not shared by other properties in the vicinity
- () Not financial in nature
- () Not self-created

(c) The proposed variance will not alter the essential character of the neighborhood nor impair the use of adjacent property for the following reasons: _____

(d) The variance requested represents the minimum variance that will afford relief for the following reasons: _____

Section 4 - Request Appeal From the Determination of the Township Zoning Officer and/or Township Engineer

(a) Attach a copy of the Zoning Officer's enforcement notice or the Engineer's review letter. If only in disagreement with or appealing a portion of the letter, please specify the issues(s).

(b) State reason(s) why you are unable to comply with above issues: _____

(c) Advise what you believe to be the minimal relief necessary:

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

Date: _____
_____ Applicant

_____ Applicant



(TOWNSHIP USE ONLY)

Received by Township Secretary - Date _____

Date Payment Rec'd: _____ Check #: _____ Amount: _____

Received by Zoning Hearing Board Solicitor _____
Date

Date Determined to be Administratively Complete: _____
Date

Instructions for Filing Application

1. The applicant shall file an original and eighteen (18) copies of the application. All applications must be received by the Township office four (4) weeks prior to the requested hearing date.
2. The applicant shall submit eighteen (18) copies of a site plan of the entire property in question setting out specifically the dimensions of the lot in question and any other adjacent lots owned by the same owner or same applicant; the dimensions of the existing buildings on the property, the dimensions of any proposed building on the property, the height of any building on the property; the rear, the side and front yard required set back lines for principal structures and accessory structures if different; proposed buildings and the distance (in feet) of encroachments into the required yard setbacks; and the quantity and location of the off-street parking. The plan should also contain such additional information as the applicant considers useful at the time of the hearing.

If the site plan is larger than 11 x 17 it must also be submitted digitally.

3. Attach eighteen (18) copies of Deed to property in question.
4. Submit eighteen (18) copies of a sketch or rendering of any proposed building on the property, if available. Elevation Plans, photos of what the street appears is now and a rendering of what it will look like are very helpful.
5. Township Application Fee payable to: UPPER HANOVER TOWNSHIP

Residential Application Fee - \$550.00
Continued Hearing - \$250.00 each
Non-Residential Application Fee - \$1,000.00
Continued Hearing - \$250.00

Applicant will be billed after the hearing for ½ of the Stenographer appearance fee.

6. Attach envelopes (size #10) addressed to owners of all properties within five hundred feet (500') of all boundaries of the subject property with sufficient pre-stamped postage for certified mail, return receipt requested, with certified mailing slips completed. (Please use stamps and **not** metered postage. Mailing will consist of a one page notice.)
7. Attach list of property owners and street addresses located within five hundred feet (500') of the subject property.
8. APPLICATION IS NOT CONSIDERED COMPLETE UNTIL ALL OF THE ABOVE IS SUBMITTED AND REVIEWED FOR COMPLETENESS BY THE ZONING OFFICER AND ZHB SOLICITOR. TIME LIMITATION FOR SCHEDULING THE HEARING BEGINS ON DATE DETERMINED TO BE ADMINISTRATIVELY COMPLETE.