

FOR OFFICE USE:
DATE APPLICATION RECEIVED:

APPLICATION
ZONING HEARING BOARD

Dillsburg Borough Ordinance No. 171, as amended, Article VI

1. A non-refundable fee of \$500.00 must accompany the application.
2. The Zoning Hearing Board operates independently of the Zoning Officer and Borough Council.
3. Hearing dates are scheduled in accordance with the law to meet advertising and decision deadline requirements. In general, the Board attempts to schedule meetings the fourth Thursday of the month, except for November and December when they are scheduled the 2nd Thursday of the month. Applicants will be notified of meeting dates.
4. All applications must specify the type of decision sought (i.e. variance, special exception, appeal from a determination of the Zoning Officer, etc.); ordinance section references and the reasons the request should be granted.
5. All applications must be accompanied by a plan of the property, drawn to scale, showing the items or areas of concern.
6. All applications shall include the following information (fill in)

a. The name and address of the applicant (s).

b. The name and address of the owner of the real estate to be affected by the decision.

c. The names and addresses of the owners of all properties adjoining the subject property (attach separate sheet if necessary).

1. _____	3. _____
_____	_____
_____	_____
2. _____	4. _____
_____	_____
_____	_____

d. Zoning classification of the subject property: _____

e. Current use: _____

f. Intended use (provide a brief narrative – attach separate sheets in necessary)

g. Ordinance references – list the ordinance citation allowing the decision sought. (For special exceptions.)

h. List the ordinances citation of the standards from which relief is sought. (Variances)

i. Describe the decision requested. **BE SPECIFIC!** (Example: If variance from a building setback, list the desired setback.) (Attach separate sheets if necessary.)

j. Reason(s) the request should be granted. (Attach separate sheets if necessary.)

Signature of Applicant

Date of Application

Signature of Co-Applicant

Date of Application