



ZONING HEARING BOARD APPEAL APPLICATION REQUIREMENTS

The following items together must be submitted to the Bureau of Permits, Planning and Zoning to make up a complete application to the Zoning Hearing Board. All items must be complete, legible and submitted in **fifteen (15) separate sets** to comprise an entire package. Incomplete or illegible submissions will be returned to the applicant without action.

<input type="checkbox"/> Application	Complete with designation of owner(s) and signatures. A representative of either the owner or applicant must be designated in writing by that party.
<input type="checkbox"/> Ownership	A deed in the applicant's name, a signed lease between the owner and the applicant, or an agreement of purchase/sale executed by both parties.
<input type="checkbox"/> Site Plan	An overhead view of the property showing lot boundaries, adjacent streets and public ways, all paved areas, buildings and other structures on the lot including setback and separation dimensions. Show off-street parking.
<input type="checkbox"/> Signs	Size and location of any signs, existing or proposed on the sited or on structures.
<input type="checkbox"/> Improvements	A description and detail of work to be performed to accommodate use(s).
<input type="checkbox"/> Floor Plans	Showing all rooms and spaces in the structure labeled to identify intended use(s), with accurate measurements of each area. Must be neatly/clearly drawn.
<input type="checkbox"/> Narrative	A comprehensive statement of intentions for use of the property and/or proposed improvements including a description of the business operations, number of employees (present and projected), the hours of operation, etc.
<input type="checkbox"/> All Required Fees	Fees are as follows: \$500 for the first appeal and \$100 for each additional appeal requested on the same application.
<input type="checkbox"/> Photographs	Clear color photographs or digital prints of the exterior property as well as interior spaces are highly recommended to clarify but are not required.

All submittals are due by the first Monday of any month (or the next day following a legal holiday) to have the case heard the following month. (Example: Submittal by January 2, will be heard at the scheduled meetings in February.) The Planning Commission hears the case on the second Monday and make recommendations to the Zoning Hearing Board to be heard on the third Thursday of that month.

Contact the Zoning Officer at (717) 849-2280 or the PPZ Office at (717) 849-2256 with questions.



EXTENSION TIME WAIVER

Application Number:

Property Address:

Owner/Applicant:

Address:

Street

City

State

Zip Code

Phone:

Cell:

I, the undersigned applicant, or agent of the applicant, understand that the first hearing before the Zoning Hearing Board or Hearing Officer shall be commenced within sixty (60) days from the date of receipt of the application unless the applicant has agreed, in writing, to an extension of time.

I freely and voluntarily waive the above time requirement.

The undersigned is authorized to make this waiver on behalf of the applicant.

Signature

Date

Name (Please print or type.)

**The City of York
Pennsylvania**

Honorable Michael Ray Helfrich, Mayor



Economic and Community Development

101 South George Street
York, PA 17401
www.yorkcity.org

ZONING HEARING BOARD APPEAL APPLICATION

Please be advised: THIS APPEAL WILL BE HEARD AT BOTH THE PLANNING COMMISSION AND ZONING HEARING BOARD MEETINGS. This application should be submitted with the appropriate fees and, if applicable, the Waiver of the Sixty (60) day hearing requirement. All requests for a continuance of a Zoning Hearing Board Appeal, which are made after the public notice is submitted and advertised in the local newspaper must be made in writing.

FEES: 1ST Appeal \$500, Each Additional Appeal \$100.

Please check all that apply:

Special Exception

Variance

Determination

Property Address:

Applicant:

Phone:

Address:

Cell:

Street

City

State

Zip Code

Email:

Owner:

Phone:

Address:

Cell:

Street

City

State

Zip Code

Email:

Description of Appeal:

Previous Use of Property:

Proposed Use of Property:

Is Property Vacant?

If yes, how long?

Total Lot Area?

NOTE: A site plan and layout must be submitted with this application.

To the best of my knowledge the above information is true and accurate.

Applicant Signature:

Date:

Owner Signature:

Date:

FOR OFFICIAL USE ONLY

Case #:

Fee Paid:

Zoning District:

RECEIVED DATE:

Zoning Officer Review:

BY: _____

Zoning Officer Signature:

Date:



SECTION 1311.10 ZONING HEARING BOARD FUNCTIONS - VARIANCES

Applicant: Please provide the information below on additional sheets attached to this form. The information is required as a part of the submittal for the Zoning Hearing Board.

The Board may grant a variance, provided that all of the following findings are made where relevant in a given case (attach additional sheets):

1. Explain that there are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property and that the unnecessary hardship is due to such conditions and not the circumstances or conditions generally created by the provisions of the Zoning Ordinance in the neighborhood or District in which the property is located.
2. Explain that because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the Zoning Ordinance and that the authorization of a variance is therefore necessary to enable the reasonable use of the property.
3. Explain how such unnecessary hardship has not been created by the applicant.
4. Explain how, the variance, if authorized, will not alter the essential character of the neighborhood or District in which the property is located, nor substantially or permanently impair the appropriate use or development of adjacent property, nor be detrimental to the public welfare.
5. Explain how the variance, if authorized, will represent the minimum variance that will afford relief and will represent the least modification possible of the regulation in issue.

In granting any variance, the Board may attach such reasonable conditions and safeguards as it may deem necessary to implement the purposes of this Act and the Zoning Ordinance.

I have read and understand the above submittal requirements and acknowledge that all required information has been attached hereto.

Applicant Signature: _____

Date: _____



SECTION 1311.11 ZONING HEARING BOARD FUNCTIONS - SPECIAL EXCEPTIONS

Applicant: Please provide the information below on additional sheets attached to this form. The information is required as a part of the submittal for the Zoning Hearing Board.

The Board may thereafter authorize issuance of a zoning permit if, in its judgement, the use meets all specific standards and criteria contained in this Ordinance and the following general provisions:

1. **PURPOSE:** Explain how the intended purpose of this proposed use shall be consistent with the City's development objectives established in the Comprehensive Plan and/or any redevelopment plans.
2. **COMPATIBILITY:** Explain how the proposed use shall be in the best interest of properties in the general area as well as the community at large. The proposed use shall be reviewed as to its relationship to, and effect on, surrounding land uses and existing environmental conditions regarding the pollution of air, land and water, noise, potential hazards and congestions, illumination and glare, restrictions to natural light and circulation of air.
3. **SUITABILITY:** Explain how the proposed use shall be suitable for the property in question and shall be designed, constructed, operated and maintained suitable for the anticipated activity and population served, numbers of participating population, frequency of use, adequacy of space and traffic generated.
4. **SERVICEABILITY:** Explain how assurance shall be made as to the adequacy and availability of utility services, facilities such as sanitary and storm sewers, water, trash and garbage collection and disposal and the ability of the City to supply such services.
5. **ACCESSIBILITY:** Explain how the proposed use will provide adequate ingress and egress, interior circulation of both pedestrians and vehicles, off-street parking and accessibility to the existing or proposed City street system.
6. **CONFORMITY:** Explain how the proposed use shall be in conformance with all applicable requirements of the Zoning Ordinance and, where applicable, the Subdivision and Land Development Ordinance.
7. **CONGESTION:** Explain how the proposed use shall not substantially increase traffic congestion.
8. **PUBLIC SAFETY:** Explain how the proposed use shall not increase the danger of fire or otherwise endanger public safety.
9. **OVERCROWDING:** Explain how the proposed use shall not overcrowd the land or create an undue concentration of population.
10. **LIGHT & AIR:** Explain how the proposed use shall not impair an adequate supply of light and air to an adjacent property.
11. **IMPACT:** Explain how the proposed use shall not adversely affect transportation or unduly burden water, sewer, school, park or other public facilities.
12. **FLOOD PLAIN:** For special exception applications located within the one-hundred-year (100) floodplain, the provisions of the City of York Flood Plain Management Ordinance shall also be considered.

I have read and understand the above submittal requirements and acknowledge that all required information has been attached hereto.

Applicant Signature: _____

Date: _____