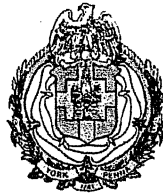


**The City of York  
Pennsylvania**

Honorable Michael Ray Helfrich, Mayor



**Economic and Community Development**

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

**ZONING HEARING BOARD APPEAL APPLICATION 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"/> <b>Application</b>	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"/> <b>Ownership</b>	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"/> <b>Site Plan</b>	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"/> <b>Signs</b>	Size and location of any signs, existing or proposed on the sited or on structures.
<input type="checkbox"/> <b>Improvements</b>	A description and detail of work to be performed to accommodate use(s).
<input type="checkbox"/> <b>Floor Plans</b>	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"/> <b>Narrative</b>	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"/> <b>All Required Fees</b>	Fees are as follows: \$500 for the first appeal and \$100 for each additional appeal requested on the same application.
<input type="checkbox"/> <b>Photographs</b>	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.**