



Jefferson Borough

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An "APPLICATION FOR HEARING" form must be filled out completely and filed with the Borough Zoning Officer for a hearing.

1) Only completed applications will be scheduled for a hearing. A completed application will be typed or written ink, legible and contain the following:

a) Application:

- i) Complete all information for each item in sections A, B, C, and D on page 2 of the application.
- ii) Complete the appropriate section(s) (1, 2, 3, or 4) depending on your request.
- iii) The property owner must sign and date the appropriate section(s) of the application. If the applicant is using a representative, a signed letter must be attached indicating the right of the representative to make decisions for the property owner.

b) Site Plan:

- i) Location and use of open spaces and structures and other improvements on the lot. Identifying required and existing setbacks, dimension of buildings, and lot coverage.
- ii) Lots less than ½ acre must be drawn to a scale of 1 inch = 20 feet. Lots larger than ½ acre must be drawn to a scale of 1 inch = 50 feet.
- iii) The names, widths, and right-of-way of abutting streets and highways.
- iv) Proposed off-street parking and loading areas, access drives, and walks.
- v) The north point must be shown on all site plans.
- vi) Plans larger than 11" x 17" may be submitted, but reduced copies must also be provided.
- vii) No rolled plans will be accepted.

c) Additional information:

- i) Building plans, ground floor plans and elevations of existing and/or proposed.
- ii) Photographs showing site conditions.

d) Names and addresses of adjoining property owners, including properties across a public right-of-way and cater-corner from the property.

e) Filing fee (this must be paid at the time of filing the application).

- i) An Appeal, Special Exception, Conditional Use or Variance is **\$500.00**.
- ii) The fee will be returned only if the Application for Hearing is withdrawn within twenty-four (24) hours of submission.
- iii) These fees help to offset the cost of required notifications.

2) Once all items are complete, the applicant will be notified of the scheduled hearing date.

a) The Planning Commission meets on the 2nd Thursday of the month at 6:30 pm.

b) The Zoning Hearing Board meets on the 4th Tuesday of the month at 6:30 pm.

c) The Board of Supervisors meets on the 1st and/or 3rd Thursday of the month at 6:30 pm.

ZONING CASE # _____

Application Filed	_____	Planning Commission	_____
Hearing Advertised	_____	ZHB/BOS Hearing	_____
Notices Mailed	_____	Decision Rendered	_____
Site Posted	_____	Notification Sent	_____

APPLICATION FOR HEARING

A. APPLICANT'S NAME: _____
ADDRESS: _____
PHONE NUMBER: _____ **EMAIL ADDRESS** _____

B. PROPERTY OWNER'S NAME
 (If different than applicant): _____
ADDRESS: _____
PHONE NUMBER: _____

C. CONSULTANT'S NAME
 (If different than applicant): _____
ADDRESS: _____
PHONE NUMBER: _____ **EMAIL ADDRESS** _____

D. Tax Map: _____ **Parcel:** _____ **Zoning District:** _____
Property Address: _____
Date purchased: _____
Lot size: acreage _____ - or - _____ sq. ft.
Present use: _____
Proposed use: _____
Date of previous application (if any): _____

E. Please choose the following:

<input type="radio"/> APPEAL (Refer to Section 1)	<input type="radio"/> CONDITIONAL USE (Refer to Section 2)	<input type="radio"/> VARIANCE (Refer to Section 3)
	<input type="radio"/> SPECIAL EXCEPTION (Refer to Section 2)	<input type="radio"/> OTHER – Curative or Zoning Amendment (Refer to Section 4)

SECTION 2

**REQUEST FOR SPECIAL EXCEPTION
(REFER TO ZONING ORDINANCE)**

OR

**REQUEST FOR CONDITIONAL USE
(REFER TO ZONING ORDINANCE)**

Applicant must provide the following information:

- Name of specific sections of the Zoning Ordinance under which application is being filed:

- Brief description of proposed use:

Give a brief explanation of how the proposed use will:

- A. Comply with all applicable provisions and be consistent with the purpose and intent of the Zoning Ordinance:

- B. Not detract from the value, use and enjoyment of adjoining or nearby properties:

- C. Have adequate public facilities available to serve the proposed use (e.g., schools, fire, police, and ambulance protection; sewer, water, and other utilities; vehicular access, etc.)

D. Comply with those criteria specifically listed in Article 6 and all other applicable regulations contained in the Zoning Ordinance:

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

* Signature

Date

*** If other than property owner, authorization from owner to sign must be attached.**

**SECTION 3
REQUEST FOR VARIANCE
(REFER TO ZONING ORDINANCE)**

Applicant must provide the following information:

- Name of specific sections in Zoning Ordinance for which Variance is requested:

- Brief description of nature of Variance requested:

Give a brief explanation of how the proposed use will:

- A. The nature of the unique physical circumstances or conditions peculiar to the property in question and not shared by other properties in the vicinity:

- B. Why there is no possibility that the applicant can develop or make reasonable use of the property in strict conformity with the provisions of the Zoning Ordinance:

C. Why the unnecessary hardship has not been created by the applicant:

D. Why the Variance, if authorized, will not alter the essential character of the zone or neighborhood in which the property is located, nor substantially or permanently impair the appropriate use or development of the adjacent property, nor be detrimental to the public welfare:

E. Why the Variance, if authorized, will represent the minimum variance that will afford relief and will represent the least modification possible of the regulations in issue:

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

* Signature

Date

*** If other than property owner, authorization from owner to sign must be attached.**

**SECTION 4
REQUEST FOR A ZONING OR CURATIVE AMENDMENT
(REFER TO ZONING ORDINANCE)**

Present Use _____ Proposed Use _____

Statement explaining need for amendment:

Additional Information Requested for Zoning Amendment (Rezoning):

- Legal description of property or proposed zoning district
- Names and addresses of owners of property within 500 feet of the boundaries of the area requested for zoning amendment.

* Signature

Date

*** If other than property owner, authorization from owner to sign must be attached.**