

## INSTRUCTIONS

An application will not be deemed filed with the Zoning Hearing Board until all requirements listed are fulfilled. All information shall become property of the board and will become part of the permanent record.

1. The Zoning Hearing Board application shall be complete.
2. A line drawing of the lot or parcel with complete, accurate dimensions including location and dimensions of proposed structure(s) where applicable shall be filed with the application. Include the following: All structures or adjacent properties, adjacent roads, utility rights-of-way, easements and any other relevant features. All distances of structures from property lines shall be clearly indicated. Seven (7) copies of plans and supporting documents are required.
3. The board will schedule a date for a public hearing and notify the applicant and advertise the hearing in the local newspaper.
4. The applicant, by first class mail, shall notify all property owners within 300 feet of the property for which board action is being requested and present to the board a certified list of all property owners so notified. Said notice shall be made at least 10 days prior to said hearing. The Zoning Officer shall conspicuously post the affected property.
5. A fee in the amount of \$2000.00 shall be accompanied for all residential applications, \$4500.00 for all commercial applications. A separate \$300.00 fee is required for each continuance. Check or money order shall be made payable to Forks Township Board of Supervisors.
6. Applications will not be processed unless all spaces are filled in. If a portion does not apply, insert (N/A)- not applicable.
7. Reason for Application – when completing this item, keep in mind that the following factors will be considered by the Zoning Hearing Board in reaching its decision:
  - A. The ordinance imposes an unnecessary hardship on the property.
  - B. The hardship results from the unique physical characteristics of the property.
  - C. The granting of a variance will not have an adverse impact on the health, safety and welfare of the general public.
  - D. The hardship is not self-inflicted.
  - E. The variance sought is the minimum variance that will afford relief.
8. Applications for Special Exception cannot be processed without an advisory report by the Forks Township Planning Commission.

APPELLANTS AND/OR THEIR REPRESENTATIVE **MUST** ATTEND THE ZONING HEARING TO PRESENT TESTIMONY IN ORDER FOR THE APPLICATION TO BE PROCESSED.

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### OFFICIAL USE ONLY-

Zone classification \_\_\_\_\_

1. Has appellant applied for permit to Zoning Officer \_\_\_\_\_
  2. Reason for refusal by Zoning Officer \_\_\_\_\_
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