



**ZONING HEARING BOARD APPLICATION**

Hearing No.: **SDT-ZH-**\_\_\_\_\_

**PART 1 - INSTRUCTIONS**

The following items are required to request an appearance with the Sadsbury Township Zoning Hearing Board:

- Zoning Hearing Board Application, which must be completed by a property owner or person or entity responsible for all costs.
- Three sets of site plans or plot plans drawn to scale that include the information itemized in Part 6 of this application AND an electronic submission to [zoning@sadsburytownshiplancaster.org](mailto:zoning@sadsburytownshiplancaster.org) or on an USB or CD.
- Filing fee for Special Exception, Variance, Appeal and/or Interpretation as follows:  
\$500 – first request; \$100 – additional request

**PART 2 – APPLICANT INFORMATION (person or entity responsible for all costs)**

Applicant Name:	Relationship to Property Owner:
Applicant Street Address (if P.O. Box, include street address also):	
City, State and Zip Code:	
Telephone Number(s):	Email Address:

**PART 3 – PROPERTY OWNER INFORMATION (the application is being filed for)**

Property Owner Name (person or entity that owns the property):	
Property Owner Street Address (if P.O. Box, include street address also):	
City, State and Zip Code:	
Telephone Number(s):	Email Address:
Date Property Acquired by Owner (month, day, and year):	









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**PART 8 – ADJOINING PROPERTY OWNERS**

Please list adjoining property owners, their addresses and property use (including those directly across a public right-of-way). Attach additional sheets if necessary.

<b>1.</b>	<b>6.</b>
_____	_____
_____	_____
_____	_____
<b>2.</b>	<b>7.</b>
_____	_____
_____	_____
_____	_____
<b>3.</b>	<b>8.</b>
_____	_____
_____	_____
_____	_____
<b>4.</b>	<b>9.</b>
_____	_____
_____	_____
_____	_____
<b>5.</b>	<b>10.</b>
_____	_____
_____	_____
_____	_____



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**PART 9 – CERTIFICATION**

- I am the Property Owner, or
- am an officer or official of the Property Owner, or
- have the authority to make this application (attach delegation of signatory authority),

acknowledge that the information provided in this Application, including any plans and specifications, is true and correct to the best of my knowledge and belief. I also acknowledge that I am liable for all costs and fees associated with this application. It is my understanding that the Zoning Officer and Zoning Hearing Board may request additional information and documentation to prepare for said hearing.

**CERTIFICATION: I certify that the information presented in this application and all attachments is true and correct.**

_____ <b>Applicant Name</b>	_____ <b>Applicant Signature</b>	_____ <b>Date</b>
_____ <b>Owner Name</b>	_____ <b>Owner Signature</b>	_____ <b>Date</b>

**PART 10 – TOWNSHIP USE ONLY**

- |  |  |
|--|--|
| <input type="checkbox"/> Property Owner Information Verified<br><input type="checkbox"/> Property Address Verified | Tax Parcel ID Number: _____<br>Lot size (as recorded): _____ |
|--|--|

Property Zoning District:

- A (Agricultural)    AH (Agricultural Holding)    LDR (Low Density Residential)
- MDR (Medium Density Residential)    HDR (High Density Residential)    LB (Light Business)
- HB (Heavy Business)    MU (Mixed Use)    RR (Rural Residential)    C (Conservation)

Filing Fee:    \$500 – first request \$100 – additional request	<input type="checkbox"/> Paid	<input type="checkbox"/> Amount _____ <input type="checkbox"/> Check No. _____
Received by: _____		Date Received: _____

Application Status:	<input type="checkbox"/> Date Accepted: _____	<input type="checkbox"/> Date of Hearing: _____	
	<input type="checkbox"/> Date(s) of Public Notice: _____	<input type="checkbox"/> Property Posted: _____	



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### Frequently Asked Questions

#### What does the Zoning Hearing Board do?

The Zoning Hearing Board (ZHB) renders decisions on applications for variance and special exception, as well as appeals from the Zoning Officer, municipal engineer and others, and challenges to the validity of the zoning ordinance. Members of the ZHB are appointed by the Board of Supervisors to three-year terms, and they meet as needed, subject to receipt of application to the Township. The powers of the ZHB are outlined in Section 909.1 of the Municipalities Planning Code or MPC of Pennsylvania. Additional details are available within the Sadsbury Township Zoning Ordinance, Article 6, Zoning Hearing Board.

#### What is a Variance?

A variance is relief granted from the strict application of the requirements of the zoning ordinance to a particular property. Section 910.2(a) of the Pennsylvania Municipalities Planning Code (MPC) sets forth the criteria that must be met for the grant of a variance. Additionally, in granting a variance, the ZHB may attach such reasonable conditions and safeguards as it may deem necessary to implement the purpose of the zoning ordinance. The ZHB may grant a variance if all of the following findings are made where relevant in a given case:

- 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.
- That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the area and bulk regulations or design standards of the Zoning Ordinance, and that the authorization of a variance is therefore necessary to enable the reasonable use of the property, but shall not allow a change in use to one not permitted by right in that district.
- That such unnecessary hardship has not been created by the applicant.
- That the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, not substantially or permanently impair the appropriate use or development of adjacent property, and not be detrimental to the public welfare; and
- That 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.
- That the variance within the Floodplain Zone shall require compliance with those regulations contained in the appropriate section of the ordinance.

#### What is Special Exception?

A special exception is a use the Board of Supervisors has determined is in the public health, safety, and welfare in the zoning district proposed, but is subject to specific standards and more detailed review. The application for special exception must be granted where the applicant demonstrates compliance with the specific requirements set forth in the zoning ordinance, unless an objector proves that the use would be detrimental to public health, safety, or general welfare. Additionally, in granting a special exception, the ZHB may attach such reasonable conditions and safeguards as it may deem necessary to implement the purpose of the zoning ordinance.

#### How do I file an appeal?

The ZHB hears and decides appeals from determination by a municipal engineer, zoning officer, and/or any

7182 White Oak Road \* Christiana \* Pennsylvania \* 17509 \* 610-593-6796

[zoning@sadsburytownshiplancaster.org](mailto:zoning@sadsburytownshiplancaster.org)



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officer or agency charged with the administration of specific provisions. An appeal must be filed within 30 days after notice of the determination is issued.

### **How do I apply and how much does it cost?**

Application forms and filing information are available at:

Sadsbury Township Administrative Offices  
7182 White Oak Road  
Christiana, PA 17509.

A Zoning Hearing Filing fee is \$500 for initial request and \$100 for each additional request.

### **How are the requests reviewed and decided?**

The Zoning Officer checks the Zoning Hearing Board Application and all supporting plans and documentation to determine whether it is complete. If an application is complete, the hearing is scheduled within 60 days.