

ZONING HEARING APPLICATION INSTRUCTIONS

**NEW FREEDOM BOROUGH
49 EAST HIGH STREET
NEW FREEDOM, PA 17349
(717) 235-2337**

1. Section 1 must be filled out completely.
2. Fill out the appropriate section (2, 3, or 4) using complete statements to respond to all questions particularly noting the hardship claimed.
3. The application must be signed by the property owner(s) or lessee. The application may not be signed by an agent or attorney.
4. The filing fee of **\$425** must be paid at the time the application is submitted.
5. Required information to be submitted with applications for Variance and Special Exceptions:
 - Site plan: including location and use of open space, structures and other improvements.
 - Scale shall be 1" = 20' for lots less than ½ acre and 1" = 40' for larger lots.
 - Ground floor plans and elevations of proposed structures.
 - Names and addresses of property owners within 200 ft. of the property.
 - Any additional information required by the Zoning Ordinance.
6. Photographs of the property involved are helpful and may be requested as exhibits. These should be no larger than 8 ½" x 11".
7. Completed applications with **supporting paperwork and the filing fee** should be submitted to the New Freedom Borough office. The application must be complete in every respect, with ALL questions answered before the application process can begin.

NEW FREEDOM BOROUGH

Application For Zoning Hearing

VARIANCE
(SECTION 1 & 2)

SPECIAL EXCEPTION
(SECTION 1 & 3)

INTERPRETATION
(SECTION 1 & 4)

SECTION 1

Applicant : _____ Phone : _____

Address : _____

Property owner (if other than applicant) : _____

Address : _____

Property location : _____

Zoning District : _____ Lot Size : _____ sq. ft.

Present use of property : _____

Proposed use of Property : _____

SECTION 2

**A variance is being requested for section(s) _____
of the New Freedom Borough Zoning Ordinance.**

Please note : the standards for a variance per section 1003.C are as follows:

1. 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 zone in which the property is located.
2. That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformance 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. That such unnecessary hardship has not been created by the appellant.
4. That the variance, if authorized, will not alter the essential character of the neighborhood or zone 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. 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.

Nature of variance requested :

Provide details for statements below regarding reasons variance should be granted.

- Unable to make reasonable use of the property for the following reasons :

- The unnecessary hardship on this property requiring a variance is :

- The proposed variance will not alter the essential character of the neighborhood nor impair the use of adjacent property for the following reasons :

- The variance requested represents the minimum variance that will afford relief for the following reason(s) :

SECTION 3

Request for a Special Exception as required by section _____ of the New Freedom Borough Zoning Ordinance.

The proposed use on this location (attached site plan) is claimed by the applicant:

- To be desirable to the public welfare and convenience for the following reason(s) :

- To be in harmony with the various elements and objectives of the comprehensive plan :

- Not to be detrimental to the neighborhood for the following reasons :

- To be consistent with other such standards in zoning ordinance (list standards and provisions for compliance) :

SECTION 4

Request for interpretation and review of decision of zoning officer dated ____ \ ____ \ ____ based upon an interpretation of section _____ of the zoning ordinance.

Nature of error claimed by applicant :

Applicant signature _____ Date _____

FOR OFFICE USE ONLY

Application filed _____ fee paid _____ amount \$ _____

Receipt issued _____ date of planning commission review _____

Date of Zoning Hearing _____ stenographer scheduled _____

Notice to applicant and property owners _____ posted _____

Hearing held _____ decision made _____

Notice of decision sent to applicant _____