



TOWNSHIP USE ONLY

Appeal #:

ZHB- _____

Receipt Date:

Plainfield Township Zoning & Code Enforcement Office

6292 Sullivan Trail, Nazareth, Pa. 18064
610-759-6944 x 103 zoning@plainfieldtownship.org

ZONING HEARING BOARD APPEAL APPLICATION

*All Fees must be submitted with a complete application and Plot Plan to be scheduled for a hearing date.
The General Information Section, applicable Appeal Section(s), and Certification Section must be completed for the application to be accepted.*

GENERAL INFORMATION:

Applicant's Name _____

Address _____

Phone Number _____

Email _____

Property Location: _____

Parcel #(s): _____ Zoning District: _____

Lot Acreage: _____ Date of Purchase: _____

Present Approved Use: _____ Proposed Use: _____

Water supply: _____ Sewage Disposal: _____

List each structure and its use currently located on this property: _____

Type of Appeal Sought?

- Variance Appeal (complete pg. 2-4 & 8)
- Interpretation of Zoning Ordinance (complete pg. 2, 6 & 8)
- Special Exception (complete pg. 2, 5, 8 -13)
- Enforcement Notice Appeal (complete pg. 2, 7 & 8)

Appeal # if any open/previous cases: _____

What is the applicant's interest in the premises affected?

- Owner Equitable Owner Tenant Other

Property Owner: *** *Please Note:* If the applicant is not the property owner, the applicant must provide a signed and notarized letter from the property owner stating his/her permission to allow this applicant to represent the property owner at this zoning appeal with this submission.

- Owner's Consent Attached

Owner Name _____

Address _____

Phone Number _____

Email _____

Attorney or Counsel: *** *Please Note:* The applicant is not required to seek legal counsel, however it is recommended..

- Applicant is Representing Self

Attorney Name _____

Firm Name & Address _____

Phone Number _____

Email _____

Professional Engineer: *** *Please Note:* The applicant is not required to seek a consultant unless required under the code, however it is recommended.

- Applicant is Representing Self

Engineer Name _____

Firm Name & Address _____

Phone Number _____

Email _____

State in narrative form the nature of your appeal including the primary relevant facts intended to be presented to the Zoning Hearing Board. Please make reference to your attachment if additional space is needed:

Variance Request

Complete the following for each Variance Requested, use multiple sheets if you have multiple requests.

Request for Variance of Section _____ of the Zoning Ordinance

The Zoning Officer refused to issue a permit on: _____ Zoning permit application not yet submitted

Nature of Variance being requested:

The applicant believes there is a hardship condition and the variance should be granted because:

Satisfaction of all five standards below is required to be granted a variance by the Zoning Hearing Board; a hardship associated with the proposed must be demonstrated. Please complete the below to the best of your ability.

1. There are unique physical circumstances or conditions which cause a unnecessary hardship due to such conditions and not the circumstances or conditions generally created by the provisions of this Chapter in the neighborhood or district in which the property is located.

Check at least one and provide specific response below:

- Irregular Lot Narrow Lot
- Shallow Lot Exceptional topographic conditions of the property
- Other Physical Conditions particular to property

2. There is no possibility that the property can be developed in strict conformity with the provisions of this Chapter and a variance is therefore necessary to enable the reasonable use of the property.

- Yes No

Justification of your response is required below:

3. The unnecessary hardship on his property is:

- The result of the application of the Zoning Ordinance
- Due to the unique physical circumstances of the property in question and not shared by other properties in the vicinity
- Not financial in nature
- Not self-created

If all of the above cannot be checked, please provide explanation below:

4. The proposed variance, if authorized will not:

- Alter the essential character of the neighborhood or district
- Impair the use of the adjacent properties
- Be detrimental to the public welfare

If all of the above cannot be checked, please provide explanation below:

5. The variance requested represents the minimum variance that will afford relief for the following reasons:

- Yes
- No

Justification of your response is required below:

Proceed to Page 8

Include twelve copies of required Plot Plan per (27-804.6(6))

Special Exception Request

Request for Special Exception per Section(s) _____ of the Zoning Ordinance

Describe the exact proposed use, be as specific as possible; reference your attachment if additional space is needed.

Each special exception use shall comply with all of the following standards (27-317-4 & 5):

A response to each of the standards is required to present your case to the Board:

1) Explain how the proposed Special Exception Use is in conformance with the spirit, purposes, intent, and all applicable requirements of this Section:

2) Explain how the proposed Special Exception Use is in conformance with all applicable requirements of all other Township ordinances:

3) Explain how the proposed Special Exception Use is in accordance with the Comprehensive Plan.

4) Explain how the proposed Special Exception Use is in conformance with all applicable state and federal laws, regulations, and requirements:

5) Explain how the proposed Special Exception Use is suitable for the particular location in question:

6) Explain how the proposed Special Exception Use is not detrimental to the public health or welfare:

Proceed to page 8 and pages 9-13

Include twenty-seven (27) copies of required Plot Plan per (27-804.6(6))
Also complete and submit fifteen copies (15) of the Site Plan Checklist: page 9-13

Interpretation Request

Complete the Following for each Interpretation Requested, use multiple sheets if you have multiple requests

A request for interpretation and a review of the decision from the Zoning Officer dated on ____/____/____
based upon an interpretation of Section _____ of the Zoning Ordinance.

1. Provide a brief description and location of the property to be affected by such proposed change or appeal:

2. Provide a statement of the present zoning classification of the property in question, the improvements thereon and the present use thereof:

3. Provide a reasonably accurate description of the additions or changes intended to be made under this application, indicating the size, material, and general construction of such proposed improvements.
A plot plan of the property to be affected, indicating the location and size of the lot and the size of existing and intended improvements, shall be attached to the application.:

4. Nature of Zoning Officer's error claimed by the Applicant and reasons for this appeal:

5. Provide reasons why appeal should be granted:

Proceed to Page 8

Include twelve copies of the required Plot Plan per item 3 above (27-804.6(6))

Enforcement Notice Appeal Request

A request for interpretation and a review of the Enforcement Notice issued by the Zoning/Code Enforcement Officer dated on ____ / ____ / ____ based upon an interpretation of Section _____ of the Township Ordinance.

1. Provide a brief description and location of the property to be affected by such proposed change or appeal:

2. Provide a statement of the present zoning classification of the property in question, the improvements thereon and the present use thereof:

3. Provide a reasonably accurate description of the additions or changes intended to be made under this application, indicating the size, material, and general construction of such proposed improvements. A plot plan of the property to be affected, indicating the location and size of the lot and the size of existing and intended improvements, shall be attached to the application.:

4. Nature of Zoning Officer's error claimed by the Applicant and reasons for this appeal:

5. Provide reasons why appeal should be granted:

Proceed to Page 8

Include twelve copies of required Plot Plan per item 3 above (27-804.6(6))

ZONING HEARING BOARD APPLICATION CERTIFICATION

I certify that all above information is true and correct to the best of my knowledge.

Printed Name of Applicant _____

Applicant's Signature _____

Date: ____/____/____

PROCEDURES FOR ZONING HEARING BOARD APPLICATIONS

1. The Zoning Hearing Board Application for an **INTERPRETATION** and/or a **VARIANCE** shall be accompanied by twelve (12) completed and signed sets of the Zoning Hearing Application along with twelve (12) sets of the plot plan drawn to scale.
2. The Zoning Hearing Application for a **SPECIAL EXCEPTION** shall be accompanied by fifteen (15) completed and signed sets of the application and the completed Site Plan Submission Checklist (reference pages 9-13 below) along with fifteen (15) sets of the Site Plan. All Zoning Hearing Applications for a **SPECIAL EXCEPTION** must be reviewed by the Planning Commission prior to the Zoning Hearing.
3. A check, in the following amounts depending on the type of Hearing as per the Plainfield Township Schedule of Fees, payable to Plainfield Township, shall accompany the completed Zoning Hearing Application.
4. See reference document 'A Guide to the Zoning Hearing Board' and Part 8 of the Township Code (www.plainfieldtownship.org) for further information on what to expect for your hearing.

Type of Appeal	Fee	Additional Fees and/or Required Professional Services Escrow
Zoning Variance/Interpretation/Appeal	\$500.00	+ \$75.00 per hearing continuance
Special Exception	\$500.00 and \$125.00 for Site Plan Application	\$3,000 Professional Escrow Account Required for Site Plan + \$75.00 per hearing continuance
Floodplain Construction (Special Permit or Variance)	\$500.00	\$2,000.00 Professional Escrow Account Required
Curative Amendment Zoning Appeal	\$5,000.00	N/A
Additional Curative Amendment Hearings	\$300.00 per hearing	Actual cost of transcripts
Conditional Use Zoning Appeal	\$1,000.00 for first hearing and \$300.00 for each hearing thereafter	Actual cost of transcripts
Petition to Amend Zoning Ordinance	\$1,000.00	\$2,000.00 Professional Escrow Account Required

SITE PLAN CHECKLIST:

For Special Exception Application Only

1. The following information shall be included on the Site Plan (Please check off the following items that are included in the Site Plan Submission):
 - Current Use
 - Proposed Use
 - Current Improvements
 - Proposed Improvements
 - Current or Proposed Septic System Location
 - Public Sewage? Yes No
 - Current or Proposed Location of Well
 - Public Water? Yes No

2. § 27-409 (Site Plan Requirements) 3(Site Plan Requirements) of the Code of Ordinances of Plainfield Township requires that the following shall be included on the Site Plan (Please check off the following items that are included- if such items are not included, provide an explanation for such):
 - A statement describing the proposed use. Yes No (explanation required)
 - Explanation:

3. A site layout drawn to scale of not less than one inch (1") equals fifty feet (50 ft) showing the location, dimensions and area of each lot, the location dimensions and height of proposed buildings, structures, streets, and any existing buildings in relation to property and street lines. If the application relates to property which is scheduled to be developed in successive stages, such plans shall show the relationship of the portion scheduled for initial development to the proposed layout of the entire property.
 - Yes No (explanation required)
 - Explanation:

4. The location, dimensions (numbers shown), and arrangements of all open spaces and yards, landscaping, fences, and buffer yards including methods and materials to be employed for screening.
 - Yes No (explanation required)
 - Explanation:

5. The location, size, (numbers shown), arrangement and capacity of all areas to be used for motor vehicle access, off-street parking, off-street loading and unloading, and provisions to be made for lighting such areas. The method of calculation of off-street parking shall be shown on the plan based on the requirements of § 27-701, § 27-702, § 27-703, and § 27-704 of the Code of Ordinances of Plainfield Township.

Yes No (explanation required)

• Explanation:

6. The dimensions (numbers shown), location and methods of illumination for signs and exterior lighting.

Yes No (explanation required)

• Explanation:

7. The location and dimension of sidewalks and all other areas to be devoted to pedestrian use.

Yes No (explanation required)

• Explanation:

8. Provisions to be made for treatment and disposal of sewage and industrial wastes and water supply.

Yes No (explanation required)

• Explanation:

9. The capacity and arrangement of all buildings used or intended to be used for dwelling purposes, including the proposed density in terms of the number of dwelling units per acre of land.

Yes No (explanation required)

• Explanation:

10. A description of any proposed industrial or commercial operations in sufficient detail to indicate effects of those operations in producing noise, glare, air pollution, water pollution, smoke, fumes, fire hazards, traffic congestion or other safety hazards.

Yes No (explanation required)

• Explanation:

11. Descriptions of methods to be employed in controlling any excess noise, air pollution, smoke, fumes, water pollution, fire hazards or other safety hazards.

Yes No (explanation required)

• Explanation:

12. Site contours at two foot (2') intervals and site benchmarks.

Yes No (explanation required)

• Explanation:

13. All proposed site grading and drainage provisions and proposals.

Yes No (explanation required)

• Explanation:

14. A key map showing the entire project and its relation to surrounding properties and existing buildings thereon.

Yes No (explanation required)

• Explanation:

15. Zoning districts and requirements.

Yes No (explanation required)

• Explanation:

16. Soils, slopes, flood plain delineations, and wetlands delineations (if required by the Zoning Officer).

- Yes No (explanation required)

• Explanation:

17. Certification by the person who prepared the Site Plan

- Yes No (explanation required)

• Explanation:

18. Certification of ownership and acknowledgment of Plan signed by the owner or developer.

- Yes No (explanation required)

• Explanation:

19. The following items shall be submitted along with the Site Plan Submission

(Please check off all items that have been submitted, provide explanation for unchecked items):

- A copy of the Deed showing the current property owner
- If this is a leased property, a copy of the Lease must be provided
- If this property is under Contract to Purchase, a copy of the Agreement of Sale must be provided
- Twenty-seven (27) complete sets of Site Plans (for Planning Commission & Board review)
- Correct Submission Fee must be included (Check will not be accepted unless Site Plan Submission is complete)

• Explanation:

FEES:

- Submission Fee: \$125.00 _____
- Escrow Fee*: \$3,000.00 _____

*****Two separate checks are required for the
above stated Fees made out to Plainfield
Township*****

*The professional services escrow account must be replenished to its original amount as required for the applicable application type within **fifteen (15) days** from receipt of written notice by the Township when it is depleted to **fifty percent (50%)** of the original amount and further costs are expected to be incurred by the Township. Submission of revised Final Plans shall require the replenishment of the escrow amount to one-hundred percent (100%) of its original amount as required for the applicable application type upon resubmission. Failure to replenish the escrow account as required will result in a stop work order being placed on all further legal and engineering services to be incurred by the Township.

Submitted Site Plans that are incomplete, illegible, or not accompanied with the required funds will be rejected by the Township.

SITE PLAN APPLICANTS' ACKNOWLEDGEMENT:

I, _____, do hereby certify by my signature that the information checked off and provided with this Site Plan submission is true and correct to the best of my knowledge. *I, _____, do hereby acknowledge by my signature that any work related to this proposal is subject to additional permitting (including but not limited to Uniform Construction Code building permits, septic on-lot disposal system permits, stormwater permits, and zoning/grading permits) which MUST be provided to the Township upon approval of this plan. No work shall commence without approval from the Township.*

Printed Name of Applicant _____

Applicant's Signature _____

Date: ____/____/____