

Zoning-Related Hearing Application

Variances, Special Exceptions, Conditional Uses, Amendments, etc.

Revised 12/2018



26 Firehall Road, Bloomsburg PA 17815
(570) 784-6178 Fax (570) 784-3288

1. Property address and district: _____

Tax Parcel ID # (s): _____

2. Name of Applicant/Representative: _____ Phone Number: _____
Address of Applicant: _____

3. Name of Property Owner: _____ Phone Number: _____
Address of Owner: _____

4. If applicable, has property owner given consent: Yes No

5. Present use of this property (check one): Single Family Dwelling Open Land/Vacant
 Multi Family Dwelling Retail Store
 Other: If Other please explain: _____

6. Is a new use proposed for this property: Yes No
If Yes, please state the proposed use: _____

7. Please describe in detail your request and the reason for your request: _____

Note: Please see page 2 for additional information that is required.

8. \$ _____ is enclosed. (Please make checks payable to "Hemlock Township Supervisors". See attached fee schedule. Application will be deemed submitted only when the proper permit application fee has been paid.

9. Submit application to: **Hemlock Township Supervisors** Make check payable to: **Hemlock Township Supervisors**
Attn: Zoning Officer
26 Firehall Road
Bloomsburg, PA 17815

I hereby certify that I am the owner of record of the named property, or that the application is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent. I further certify that this information is true and correct to the best of my knowledge.

10. Signature of Applicant: _____ Date: _____

Questions about the application can be directed to the Hemlock Township Zoning Officer at 570-784-6178.

Zoning Hearing Board requirements for Special Exceptions and Variances (Please include with application):

Applications Required. All requests and appeals made to the Zoning Hearing Board shall be in writing and in such form as may be prescribed by the Zoning Officer. Every appeal or request shall refer to a specific provision of this chapter and shall exactly set forth the interpretation that is claimed or shall include the plans or details of the variance or special exception that is requested, in addition to the following information:

- A. The name and address of the applicant or appellant.
- B. The name and address of the owner of the parcel to be affected by such proposed change or appeal.
- C. The name and address of all adjacent property owners.
- D. A brief description and location of the parcel to be affected by such proposed change or appeal.
- E. A statement of the present zoning classification of the parcel in question, the improvements thereon and the present use thereof.
- F. A reasonably accurate description of any existing buildings, structures, or improvements located on the site and the additions or changes intended to be made under this application, indicating the size of such proposed improvements. In addition, the applicant shall provide the Zoning Hearing Board with an accurate plot plan, drawn to scale, of the property to be affected, indicating the location and size of the lot and size and location of all existing buildings, structures, trees, or other physical features thereon and those additional improvements proposed to be erected.

Conditional Use Requirements (Please include with application):

B. Written Statement. All applications for conditional uses shall include a written statement describing the tract of land and its intended use. Such statement shall include the following information:

- (1) The location of the tract of land.
- (2) The present use of the tract for which the conditional use is requested.
- (3) The present use of adjoining tracts.
- (4) The type of conditional use for which the application is made.
- (5) A brief description of the type and extent of the proposed activities.
- (6) An estimate of the total development cost of the conditional use.
- (7) The names of the applicant, the owner of the tract, the developer of the conditional use and the person or organization who will operate the conditional use.

C. Site Plan. All applications for a conditional use shall include a site plan of the proposed development as set forth below. Such site plan shall be drawn to a scale sufficient to clearly show the features of the tract and shall include the following information:

- (1) A title block containing the name of the developer or landowner, date, scale, north arrow and the name and profession of the preparer of the plan.
- (2) Tract boundaries showing bearings and distances.
- (3) Existing significant natural or man-made features of the site.
- (4) Existing and proposed streets, rights-of-way, easements, means of access and setback lines.
- (5) Existing buildings, sewers, water mains, culverts, transmission lines, and fire hydrants on or adjacent to the site.
- (6) Existing contours at vertical intervals of five feet or less and the datum to which the elevations refer.
- (7) A proposed grading and drainage plan.
- (8) A proposed plan of any landscaping of the tract showing all paved and planted areas, screens or fences and erosion control measures.
- (9) Plans of any proposed sanitary sewer or storm sewer systems and water supply systems.
- (10) The location, size and floor plan of all proposed buildings or structures and proposed use of all buildings or structures and open or unenclosed areas of the tract.

In cases where little site improvement or development is required or proposed for a conditional use, the Township Supervisors, upon recommendation of the Township Planning Commission, may waive the requirement for submittal of certain information that they deem unnecessary for their review of the application. In all cases however, the information submitted shall be adequate for review of the conditional use request

ZONING-RELATED HEARING FEES

The following fees shall be paid to Hemlock Township at the time application is made for a hearing before the Township Zoning Hearing Board of the Township Supervisors. A hearing will only be scheduled after a completed application is submitted, including the application form, fee, and all requested documentation.

Zoning Hearing Board Hearings

A. Residential Uses

A fee of \$500.00, payable in advance, shall accompany each application for a Hearing before the Hemlock Township Zoning Hearing Board involving: 1) the appeal of any decision made by the Township Zoning Officer or municipal engineer in the administration of the Zoning Ordinance; 2) a request for a variance; 3) a request for a Special Exception; 4) a validity challenge of the Township Zoning Ordinance; or 5) a request for an interpretation of Zoning Ordinance provisions.

B. Non-Residential Uses

A fee of \$700.00, payable in advance, shall accompany each application for a Hearing before the Hemlock Township Zoning Hearing Board involving: 1) the appeal of any decision made by the Township Zoning Officer or municipal engineer in the administration of the Zoning Ordinance; 2) a request for a variance; 3) a request for a Special Exception; 4) a validity challenge of the Township Zoning Ordinance; or 5) a request for an interpretation of Zoning Ordinance provisions.

In addition to the fees specified above, an additional \$100.00 shall be paid by the applicant where the Zoning Hearing Board is required to 'continue' a Hearing on an application resulting from a request of the applicant or because insufficient data or documentation was presented at the initial Hearing. Where a 'continuation' is necessary to sufficiently hear testimony on a proposed application or is called for by the Board, there shall be no additional charge assessed to the applicant.

Township Supervisors' Hearings

A. Conditional Uses and Erosion & Sedimentation Control Appeals

A fee of \$500.00, payable in advance, shall accompany each application for a Hearing before the Hemlock Township Board of Supervisors involving: 1) a request for a Conditional Use; or 2) an appeal of the decision of the Township Zoning Officer or municipal engineer with reference to erosion and sedimentation control or stormwater management.

B. Ordinance Amendments or Curative Amendments

A fee of \$1000.00, payable in advance, shall accompany each application for a Hearing before the Hemlock Township Board of Supervisors involving: 1) a request for an amendment to the Township Zoning Ordinance and/or the Zoning Map; or 2) a request for a curative amendment to the Township Zoning Ordinance.

In addition to the fees specified above, an additional \$100.00 shall be paid by the applicant where the Supervisors are required to 'continue' a Hearing on an application resulting from a request of the applicant or because insufficient data or documentation was presented at the initial Hearing. Where a 'continuation' is necessary to sufficiently hear testimony on a proposed application or is called for by the Board, there shall be no additional charge assessed to the applicant.