

# **HATFIELD TOWNSHIP**

## **APPLICATION TO ZONING HEARING BOARD**

*Instructions for filing an application for the Zoning Hearing Board.*

**PART I** – Property Owner – Name and address.

**PART II** – Identification - Applicant and applicant’s attorney’s name and address.

**PART III thru IX** – Complete these sections – If the question is not applicable, then response should be N/A.

**PART X** – Sign and date application. If Applicant is not the owner of the property, a notarized statement indicating the owner’s approval of the proposed Zoning Hearing Board request must be submitted with the application.

### **SPECIFICATIONS AND PLANS**

- A. The applicant shall file an original and four copies of the application.
- B. The original and all copies shall be individually signed and notarized.
- C. The applicant shall submit with each application five (5) copies of a site plan of the entire property in question setting out specifically the dimensions of the lot in question and any other adjacent lots owned by the same owner or same applicant, the dimensions of the existing buildings on the property, the dimensions of any proposed building on the property, the height of any building on the property, the rear, the side and front yard set backs on buildings and proposed buildings and the quantity and location of the off-street parking. The plan should also contain such additional information as the applicant considers useful at the time of the hearing.
- D. The applicant is required to attach a copy of the Deed to the property.
- E. The applicant is required to provide a complete listing of all property owners within 500 feet of the tract boundary on mailing labels.

## ADDITIONAL INFORMATION

**FEES** – Application fee for the Zoning Hearing Board:

Single Family Residential - \$ 550.00

Multi-Family Residential - \$1,500.00

Non-Residential - \$1,500.00

Extension of Time for  
Previously Granted Relief - \$ 400.00

In addition, any applicant who appears before the Zoning Hearing Board and whose case is continued for any reason whatsoever, may be required to pay an additional fee in the amount of 50% percent of the original application fee.

The fee for any request for a zoning change or curative amendment before the Hatfield Township Board of Commissioners or the Zoning Hearing Board shall be \$2,500.00 for the first hearing. The fee shall be \$1,000.00 payable in advance for each additional hearing.

**WAIVER**

I/We hereby waive the provision that the hearing before the  
Zoning Hearing Board of Hatfield Township be held within 60 days  
of the filing of the application as required by the Pennsylvania  
Municipalities Planning Code.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**WAIVER**

I/We hereby waive the provision that the Hatfield Township  
Zoning Hearing Board or the Hearing Officer, shall render a  
written decision, or when no decision is called for, make  
written findings on the application within 45 days after the  
last hearing before the Board or the Hearing Officer, as  
required by the Pennsylvania Municipalities Planning Code.

Signature \_\_\_\_\_ Date \_\_\_\_\_



**V – PROPERTY DESCRIPTION**

Lot Size: \_\_\_\_\_ Lot Frontage: \_\_\_\_\_ Lot Depth: \_\_\_\_\_

Description of current use of property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of existing improvements of property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of proposed use and proposed improvements of property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI - ORDINANCE**

State each section of the Hatfield Township Zoning Ordinance that is involved in this application and specific interpretation or relief requested from the section: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VII - VARIANCE**

State the specific hardship claimed and reasons why a variance should be granted: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VIII - SPECIAL EXCEPTION**

State the specific legal grounds why the applicant is entitled to the special exception: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IX - PREVIOUS APPEAL**

Has any previous appeal or application been filed in connection with this property? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**X - SIGNATURE**

*The Applicant hereby deposes and says that all of the above statements contained in this application are true and correct to the best of their knowledge and belief. I hereby certify that the proposed application is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of Hatfield Township.*

**SIGNATURE OF APPLICANT**

**DATE**

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Sworn to and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**Notary Public**

Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

