

APPLICATION FOR ZONING HEARING
Before the
ZONING HEARING BOARD FOR
PALMYRA TOWNSHIP, PIKE COUNTY

Use this application to request a hearing before the Zoning Hearing Board. Submit the completed application to:

Chairman, Zoning Hearing Board
Palmyra Township, Pike County
115 Buehler Lane
Paupack, Pennsylvania 18451

Include a check made payable to “Palmyra Township, Pike County” for the appropriate amount:

\$1,000.00 for a hearing.

\$300.00 for a continuance

If you do not include the appropriate filing fees, your application will not be accepted.

The application form lists typical documentation that should accompany each type of application. If you provide better information explaining what it is you want to do, it will help the Board understand what you are asking for. Except for plot plans and similar drawings, try to put everything on letter size paper. If you submit photographs, include at least one set of original photographs. The application and all documentation becomes part of the legal record of the hearing and cannot be returned to you.

You will be notified of the date and time of the Hearing by Certified Mail. By law, that date will be within sixty (60) days of the receipt of your application by the Board, not the date you mailed the application. The Zoning Officer will post the property involved in the application at least seven (7) days but not more than thirty (30) days before the scheduled date of the hearing. Also, the hearing will be advertised in the local paper of record (The News Eagle) before the hearing.

At the hearing, you will have the opportunity to be sworn and give testimony, and answer questions from the Board. Others may also have a legal right to be sworn and give testimony, and respond to questions, either for or against your application.

As the applicant, the burden to prove your case rests entirely with you. While you do not need to be represented by counsel to appear before the Zoning Hearing Board if you do not understand how to prove your case, you may want to seek legal advice. The Board cannot provide you with advice on how to make your case.

Additional procedures, including when the Board will rule on your request, how you will be notified of the Board’s decision, and other legal rights in this process will be explained at the hearing.

If you are appealing a previous decision, you must file the appeal (including paying the appropriate fees) within thirty days of the original action, or your appeal may be denied.

Reason for Application:

- _____ Interpretation of boundaries and zones
Include a copy of the map in question, and cite the section of the Ordinance
- _____ Zoning Permit requiring board action: Special Exception
Include:
(a) A copy of the Permit Application
(b) Supporting Documentation for the Application
(c) Any actions taken on that Application
- _____ Request for a Use Variance (a variance to allow the use of the Of the property for a purpose not permitted in the zone)
Include:
(a) A copy of the any Permit Application
(b) Supporting Documentation for that Application
(c) A statement by you outlining why you feel such a Variance is appropriate
- _____ Request for a Dimensional Variance (a variance of the setbacks or other dimensional characteristics of the property and buildings)
Include:
(a) A copy of any Permit Application
(b) Supporting documentation for that Application
(c) A plot plan showing existing and proposed structures, lot lines, setback from the ordinance, adjacent property owners, adjacent roads (with names), driveways, significant physical features, wells, septic systems, drainage structures, rights-of-way, utility poles, structures on adjacent properties, etc.
(d) Photographs of the site
(e) A statement by you outlining why you feel a variance is appropriate
- _____ Appeal of an action by the Zoning Officer or Board of Supervisors
Include:
(a) A copy of the Approval, Denial, or Zoning Violation Notice
(b) Documentary evidence of the facts surrounding the approval, denial, or notice
(c) A statement by you outlining why you feel that such action was inappropriate.