

LEHIGHTON BOROUGH

ZONING HEARING BOARD APPLICATION SUBMISSION CHECKLIST AND INFORMATION

Application Deadline: First day of each month. **Zoning Hearing Date:** 4th Thursday of each month.

The applicant and/or legal counsel on behalf of the applicant must be present at the Zoning hearing Board meeting. Applicants should be prepared with documentation to support their request such as but not limited to drawings of what is existing and what is proposed (interior and exterior) with dimensions, photos of property and adjacent properties, and site plans. See below.

REQUIRED SUBMISSION MATERIAL WITH THE APPLICATION

- Application Fee (see Fee Schedule below)
- 6 copies of the Application to the Zoning Hearing Board
- 6 copies of the Site Plan (see below for information that should be included)
- 6 copies of any supporting documentation

RECOMMENDED SITE PLAN CONTENTS

The Site Plan should show the following information, where applicable:

1. Property lines
2. Existing adjacent streets and adjacent property lines, including landowner names and road names
3. Approximate locations and names if any, of existing man-made and natural features including but not limited to watercourses and lakes, known or suspected wetlands, rock outcrops and stone fields, wooded areas and tree masses, floodplains, septic systems, wells, steep slopes, and rights-of-ways, easements and restrictive covenants which might affect the project
4. Locations of all existing buildings, structures, and driveways with dimensions and distance to property lines
5. Location and dimensions of proposed improvements(s) to the property for which the variance is being requested along with dimensions to property lines and existing buildings and structures
6. Graphic scale - if the plan is not to scale, an accurate spatial depiction and specific dimensions must be provided
7. Name of proposed development, if any
8. Land Owner and Applicant names and addresses (if business property, include names and addresses of corporation officers and major stockholders, if applicable)
9. Site data, including acreage, zoning district, and setbacks

ZONING HEARING BOARD FEES

Application for Residential appeal, variance request	\$550.00
Application for Residential Special Use/Exception	\$550.00
Application for Commercial appeal, variance request	\$600.00
Application for Commercial Special Use/Exception	\$600.00
Cancellation/Postponement of Scheduled Hearing	\$125.00



Code Services

BARRY ISETT & ASSOCIATES

Multidiscipline Engineers & Consultants

ALLENTOWN, PA | FORTY FORT, PA | HAZLETON, PA | PHOENIXVILLE, PA | PHILLIPSBURG, NJ

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**** OFFICE USE ONLY ****

Date Received: _____

Zoning District: _____

Tax Parcel No.: _____

Zoning Permit No.: _____

APPLICATION TO THE ZONING HEARING BOARD

I. PROPERTY INFORMATION

Residential

Non-Residential

Municipality: _____ Development: _____ Lot: _____ Section: _____

Proposed Work Site Address: _____ Tax Parcel ID: _____

Proposed Subdivision Name: _____ Zoning District: _____

Lot Width: _____ Lot Depth: _____ Total Lot Size Acres/Square Feet: _____

II. CONTACT INFORMATION

Property Owner: _____ email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Phone: _____ Fax: _____

(If different than Owner)

Applicant: _____ email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Phone: _____ Fax: _____

Legal Counsel: _____ email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Phone: _____ Fax: _____

III. TYPE OF REQUEST

Appeal Challenge Variance Special Exception Conditional Use Other

Describe in detail, the appeal/relief/special exception sought, citing the specific portion of the Zoning Ordinance:

IV. REASON FOR REQUEST

Grounds for appeal/relief/special exception, etc. sought *(Include hardship if requesting Variance):*

APPLICATION FOR ZONING PERMITS

Name: <i>John Doe</i>	Address: <i>100 W. Broad Street</i>	Parcel Id: <i>12-34-5678.000</i>
Name:	Address:	Parcel Id:
Name:	Address:	Parcel Id:
Name:	Address:	Parcel Id:
Name:	Address:	Parcel Id:

I hereby certify that the proposed application and subsequent actions or uses are authorized by the owner. As the owner or authorized representative, I agree to conform to all applicable laws of the jurisdiction. Construction shall comply with all Local Municipal Codes and the most current ICC Building Codes as adopted by the Commonwealth of Pennsylvania. I have examined this application, its requirements and to my knowledge and belief, it is a true, correct and complete application.

Applicant Printed Name: _____

Applicant Signature: _____ **Date:** _____

The Application fee must be submitted along with the application.

Note: For an Appeal, attach a true copy of the order or decision of the Zoning Officer.

All information submitted shall become part of the record and cannot be returned to the applicant.

Please read the **Zoning Hearing Board Applications Submission Checklist and Information** for the recommended materials to be attached to the application and for what should be brought to the Hearing for presentation.

RECORD OF EVENTS

Application

Application Date Date: _____

Date Received as Completed Submission Date: _____

Public Notices

1st Publication (no more than 30 days prior to meeting) Date: _____

2nd Publication (no less than 7 days prior to meeting) Date: _____

Property Posted (no less than 7 days prior to meeting) Date: _____

Hearing(s)

Initial (within 60 days of application date) Date: _____

Subsequent (within 45 days from prior meeting) Date: _____

Subsequent (within 45 days from prior meeting) Date: _____

Subsequent (within 45 days from prior meeting) Date: _____

Applicant's required completion

Final Presentation (within 100 days from 1st Hearing) Date: _____

Decision/Findings

Boards Written Notice (within 45 days from last Hearing) Date: _____

Zoning Officer's Signature: _____ Date: _____