



Annville Township

36 N. Lancaster Street
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Annville, PA 17003
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Annville Township Zoning Hearing Board Application or Appeal Notice

Fee: \$ _____ Date Paid: _____ Hearing Date: _____
Check No.: _____ Appeal No.: _____
Tax Map No.: _____ Date Hearing Advertised: _____

Appeal is hereby made by the undersigned (check applicable item or items):

- For special Exception or Variance from the terms of the Annville Township Zoning Ordinance.
- From an action of the Zoning Officer in refusing my application for a Zoning Permit containing a date of _____, 20____.

Appellant: _____
(name) (address & telephone number)

Owner: _____
(name) (address)

Attorney (if any): _____
(name) (address)

Interest of appellant if not owner (agent, lease, etc.) _____

1. Application relates to: (check applicable item or items)

Use ()	Lot Area ()	Yards ()	Height ()	Existing Building ()
	Proposed Building ()	Others ()		

2. Provide a brief description of the affected real estate.

Location: _____

Lot Size: _____

Present Use: _____

Annville Township

Annville Township Zoning Hearing Board Appeal Procedure

1. Forms to be completed and information submitted:

- A. A building/zoning permit application (if applicable).
- B. Two (2) copies of the completed Zoning Hearing Board Application. If necessary, use additional sheets and attach them to the application.
- C. Two (2) copies of the plot plan prepared in accordance with Item No. 7 of the Zoning Hearing Board Application.
- D. A Zoning Hearing Board Application Fee of \$1,000.00. The check should be made payable to Annville Township.

2. Miscellaneous Information:

- A. The Annville Township Zoning Hearing Board schedules its meetings at the Township Municipal Office. To be considered at a meeting, the applicant must submit all required information no later than four (4) weeks prior to the scheduled meeting. If the application is not complete, it will be returned to the applicant.
- B. The Zoning Hearing Board is permitted forty-five (45) days following the closing of testimony at the last hearing on an application to render a decision.
- C. There is a thirty (30) day appeal period following the issuance of a decision by the Zoning Hearing Board in which an appeal may be filed with the Court of Common Pleas of Lebanon County to reverse, or limit said decision.
- D. TIME LIMITATIONS. Unless otherwise specified by the Board or by law, a variance or special exception shall expire if the applicant fails to obtain a zoning permit within one (1) year of the date of authorization therefore by the Board or by the court if such special exception or variance has been granted after an appeal. A variance or special exception shall also expire if the applicant fails to complete any erection, construction, reconstruction, alteration or change in use authorized by the special exception or variance approval within two (2) years for the date of authorization thereof by the Board or by the court if such variance or special exception has been granted after an appeal. The Board for reasonable cause shown may extend the approval for an addition period of one (1) year.
- E. Any questions regarding the application or process may be directed to Annville Township at 717-867-4476 during regular business hours.

Present Zoning Classifications: _____

Present Improvements upon Land: _____

3. If this is an appeal from an action of the Zoning Officer, complete the following:

Date of Zoning Officer determination: _____

Your statement of the alleged error of the Zoning Officer: _____

4. Action desired by the appellant: _____

5. Reasons Appellant believes the Zoning Hearing Board should approve desired action. Refer to the application section or sections of the Zoning Ordinance under which it is believed that the desired action may be allowed. Note whether a hardship is claimed, and identify the specific hardship, or not if a hardship is not claimed:

6. Has any previous appeal been filed regarding the subject property?

No () Yes () If yes, please provide additional background information:

7. Provide the following information, as applicable, on a sketch or plot plan, on a sheet at least 8 ½"X11", drawn to scale:

- a. The shape of the property.
- b. The dimensions of the property.
- c. The location of every structure on the property.
- d. The dimensions of every structure on the property.
- e. The location of every intended structure or addition.
- f. The dimensions of every structure or addition.
- g. For each present or intended use, the distance between the nearest point of same to each of the nearest boundaries.
- h. The present location of traffic flow facilities (parking areas, driveways, etc.)

- i. The intended location of new traffic flow facilities.
- j. The location, width, and name of all adjacent streets.
- k. The approximate location of adjacent boundary lines and the names of adjacent owners.
- l. Front, side, and rear yard building setback lines.
- m. The approximate location on the property of any stream, pond, flood plan, wetland, or other unusual physical feature.
- n. The location of any present or intended utility lines, easements, fences, signs, living screens, etc.
- o. The distance to any intersection within one thousand (1,000) feet of the property, and the name, of the streets involved.
- p. The direction of the slope and the approximate fall from the highest to lowest point on the property.
- q. A designation of North, and the scale employed.
- r. If the property is located within more than one (1) zoning district, the approximate locations of the boundary lines of the districts and the identification of each respective district by name.

I hereby depose and say that all the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.

Date: _____

Signature of Appellant: _____

Appellant's Telephone No.: _____

Signature of Witness: _____