

BOROUGH OF STEELTON

APPLICATION FOR ZONING HEARING BOARD
BUREAU OF CODES/ZONING/PLANNING

123 North Front Street
Steelton, Pennsylvania 17113
(717) 939-1146 Ext. 19

ZONE _____

APPLICANT NAME: _____

APPLICANTS ADDRESS: _____

AGENT/CONTACT PERSON: _____

ADDRESS: _____ PHONE # _____

_____ FAX # _____

OWNERS NAME (if not the same as applicant): _____

PRESENT ZONING, USE AND LOCATION OF AFFECTED PROPERTY: _____

TYPE OF REQUESTED RELIEF (SPECIAL EXCEPTION, VARIANCE, USE DETERMINATION,
APPEAL FROM THE DECISION OF THE ZONING OFFICER) AND ORDINANCE SECTION
REQUESTED FOR RELIEF SOUGHT: _____

REASONS FOR REQUESTING RELIEF (describe in detail, present improvements, additions intended under
this application and reasons for requesting relief): _____

You must provide six (6) copies of any documents that are larger than 8 ½" x 11"

SIGNATURE OF APPLICANT: _____ DATE: _____

HOW TO FILL OUT YOUR ZONING HEARING BOARD APPLICATION

We realize that the language of the Zoning Ordinance is not one everybody is familiar with and we are making our best effort to reduce the unfamiliarity of the zoning terms and help you understand the process you are about to go through.

The information you provide will be reviewed by the Zoning Hearing Board members prior to their scheduled meeting date. Providing as many relevant details about your request through clear, detailed drawings of existing conditions and proposed changes, photographs, and proposed building materials will help the Zoning Hearing Board members review your request and may reduce your time spent at the meeting.

Legal Standing:

There are two ways to have legal standing.

1. A copy of your deed.
2. A copy of the owner's deed, with a copy of the legal document showing you have an agreement with the property owner giving you some interest in the property. This can take the form of a lease, option, purchase agreement, etc. Additionally, you have a letter from the property owner authoring you to make application to the Zoning Hearing Board for your specific propose.

Your application will not be accepted without proof of legal standing.

Special Exception:

The Borough of Steelton has three types of special exceptions.

1. Modifications of specific dimensional or qualitative provisions, such as yard setbacks, building height, floor area, parking lot design standards, required number of parking spaces, screening and buffering or signs.
2. Use of the property that is allowable only by special exception in the zone you are located within.
3. Construction in the 100 year floodplain.

The following criteria must be met prior to the approval of a special exception:

*The use, structure, or action authorized by the special exception will not be contrary to the preservation of the general character of the neighborhood.

*The following factors affecting the site's relationship with the neighborhood will be considered:

- A. Ingress/egress to site
- B. Off street parking
- C. Location, availability and compatibility of utilities
- D. Refuse and service areas
- E. Screening/Buffering
- F. Signs and exterior lighting
- G. Required yards, setbacks and open space
- H. Size, bulk, use and general character of the proposed structure compared to that of the surrounding area.
- I. Any other factors which may effect compatability.

*Conditions may be attached to the approval to further insure compliance with the zoning ordinance.

*Approval for construction in the 100 year flood plain also require a site plan with elevations respective to the 100 year flood plain and an accompanying letter from a registered architect, Engineer or surveyor certifying that the construction materials and methods are suitable for construction in the 100 year floor plain. This letter must include the professional seal. Refer to the flood plain ordinance provisions for more specific requirements pertaining to this zone.

VARIANCE:

If your proposed use of a building or structure, or the type of structure proposed is not permitted in the zoning district in which it is located.

In order to be issued a variance, you must meet the following five criteria:

- * That there are unique physical circumstances or conditions peculiar to the particular property and that the unnecessary hardship is due to such conditions and not the circumstances or conditions generally created by the provisions of the zoning ordinance.
- * That due to the physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the zoning ordinance.
- * That such unnecessary has not been created by the applicant.
- * That the variance, if approved, will not alter the essential character of the neighborhood or impair the development of adjacent property.
- * That the variance, if approved, will represent the minimum variance that will afford relief and will represent the least modification possible of the regulation in issue.

USE DETERMINATION:

Whenever, in any established zoning district, a use is neither specifically permitted nor denied and the application shall be submitted to the zoning officer and referred to the Zoning Hearing Board shall have the authority to permit the use or deny the use. The use may be permitted if it is similar to and compatible with permitted uses in the zoning district in which your property is located.

Applications must be complete:

If this process is unfamiliar to you, please complete the application prior to the application deadline to allow the Zoning Officer time to review it and contact you regarding any additional information that may be needed. Also, feel free to contact the Zoning Officer at (717) 939-1146, between the hours of 8:00 a.m. to 4:00 p.m. Monday through Friday.

Applications submitted the day of the deadline that are incomplete or incorrect may not make the addenda for the upcoming Zoning Hearing Board Meeting. This will occur if the application does not contain all the required information for the Zoning Hearing Board to make comprehensive review of your request. It is your responsibility to ensure that the application meets the required criteria.

The required fee for all requests to the Zoning Hearing Board is to be made payable to the Borough of Steelton at the time the application is submitted.

FORMS

FORM 1

ENTRY OF APPEARANCE BEFORE ZONING BOARD

While there is little difficulty in determining the parties in interest on the applicant's side, the same is not true with respect to protestants. Accordingly, it is sound practice for the board to provide in its regulations [and to state at the outset of the hearing] that persons interested in any proceeding who want to be considered parties and wish to receive a copy of the board's decision must fill out and file an entry of appearance.

ZONING HEARING BOARD

OF — Borough of Steelton

Entry of Appearance

Name _____ Date _____

Address _____

Enter here the number of
the case in which you are
interested and the address
of the property

Case No. _____

Premises: _____

I am appearing on my own behalf

I am representing _____

Please send me notice of any final decision in the matter.

Signature

This Form 1 must be submitted no later than close of business day on the date of the Hearing in Code Enforcement office.

This Form 1 has been adopted pursuant to Section 6.8 of the *Zoning Hearing Board Rules of Procedure and Bylaws* of the Borough of Steelton and shall be considered to be part of the *Bylaws*.

This Form 1 was finally adopted by the Zoning Hearing Board on April 15, 2004.