EAST COCALICO TOWNSHIP

100 Hill Road, Denver, PA 17517
Phone: 717-336-1720 Website: ECT.Town

ZONING HEARING BOARD APPLICATION

1. **APPLICANT:**
   Name: _____
   Address: _____
   Phone: _____ Cell: _____ Email: _____

2. **OWNER** (IF OTHER THAN APPLICANT):
   Name: _____
   Address: _____
   Phone: _____ Cell: _____ Email: _____

3. **APPLICANT'S ATTORNEY/REPRESENTATIVE, IF APPLICABLE:**
   Name: _____
   Address: _____
   Phone: _____ Cell: _____ Email: _____

4. **PROPERTY INFORMATION:**
   Address/Location: _____
   Lot Size: _____ Width: _____ Depth: _____
   Zoning District: _____ Tax ID No. _____
   Present Use: _____
   Proposed Use/Purpose for Which Hearing is Sought:

5. **APPLICATION IS MADE FOR:**
   ☐ A. Variance from Requirement(s) of the Zoning Ordinance – *see page 2*
   ☐ B. Special Exception under the Zoning Ordinance – *see page 3*
   ☐ C. Appeal Zoning Officer Determination or Enforcement Notice – *see page 3*
   ☐ D. Other Type of Appeal, as provided for by the PA Municipalities Planning Code – *see page 3*

FOR TOWNSHIP USE

ZHB Case No. _____ Date Complete Application Received: _____
Zoning Hearing Board Hearing Date(s): _____
Date of Zoning Hearing Board Decision: _____
Date of Written Decision: _____
Date Decision Mailed to Applicant(s): _____

Revised October 2025

A. VARIANCES – The following information shall be provided for variance applications:

1. Include:
   (a) The Zoning Ordinance section(s) from which relief is sought: _____
   (b) A written description of the requested variance, along with a description of the hardship that is being alleged, and reasons why the variance should be granted, and
   (c) A site plan with sufficient detail and accuracy so as to present the nature of the request and the unique site conditions that create hardship to strict compliance with the Zoning Ordinance.
   (d) Names and addresses of adjoining property owners, including properties directly across a public right-of-way.

2. Describe the unique physical circumstances or conditions of the property, including irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions, that create an unnecessary hardship that prevents it from being used in a manner that is consistent with the Ordinance:

3. Describe how because of such unique physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the Ordinance, and therefore the granting of a variance is necessary to enable the reasonable use of the property:

4. Explain why the unnecessary hardship has not been created by the applicant:

5. Explain why the variance, if granted, will not alter the character of the neighborhood or district in which the property is located, nor substantially or permanently impair the appropriate use or development of the adjacent property, nor be detrimental to the public welfare:

6. Describe how the variance, if granted, will represent the minimum variance that will afford relief, and will represent the least modification possible of the relevant Ordinance provision(s):

(attach additional sheets of paper if necessary)

B. SPECIAL EXCEPTIONS – An application for a special exception must demonstrate compliance with the general requirements of Section 220-142.C(2) below, as well as any use-specific requirements.

1. Include:
   (a) Ground floor plans and elevations of proposed structures,
   (b) Names and addresses of adjoining property owners, including properties directly across a public right-of-way,
   (c) A site plan with sufficient detail and accuracy to demonstrate compliance with all applicable provisions of the Zoning Ordinance, and
   (d) A written description of the proposed use in sufficient detail to demonstrate compliance with all applicable provisions of the Zoning Ordinance.

2. The proposed use shall be consistent with the purpose and intent of this chapter;
3. The proposed use shall not detract from the use and enjoyment of adjoining or nearby properties;
4. The proposed use will not substantially change the character of the subject property's neighborhood;
5. Adequate public facilities are available to serve the proposed use (e.g., schools, fire, police and ambulance protection, sewer, water and other utilities, parks, solid waste disposal, vehicular access, etc.)
6. The proposed use shall comply with those criteria specifically attached to it. In addition, the proposed use must comply with all other applicable regulations contained in this chapter;
7. The traffic generated by the proposed use shall be safely and adequately accommodated during peak and nonpeak periods, or improvements made by the applicant shall be made in order to effect the same;
8. The proposed use shall be in and of itself properly designed with regard to internal circulation, parking, buffering, screening, and all other elements of proper design, as required by this chapter and any other federal, state or local ordinance, law or regulation;
9. The proposed use will not have deleterious impact on adjoining properties or the neighborhood, due to impacts and/or by-products of the proposed use, such as noise, dust, odor, smoke, litter, glare, heat, radiation, electromagnetic interference, etc.;
10. The proposed use will not substantially impair the integrity of the Comprehensive Plan; and
11. For development within the Floodplain Zone, the application shall comply with those requirements listed in §220-19 of this chapter.

C. APPEAL OF ZONING OFFICER DETERMINATION OR ENFORCEMENT NOTICE – These include, but are not limited to, the granting or denial of any permit, or failure to act on the application therefor, the issuance of any cease and desist order, or the registration or refusal to register any nonconforming use, structure or lot. Attach copies of enforcement notices or other relevant documentation.

D. OTHER TYPE OF APPEAL – The PA Municipalities Code gives municipal Zoning Hearing Boards the jurisdiction to hear appeals and render decisions on the following matters:

1. Substantive challenges to the validity of any land use ordinance, except those brought before the governing body pursuant to sections 609.1 (landowner curative amendments) and 916.1(a)(2) (validity of ordinance).

2. Appeals from a determination by a Township Engineer or the Zoning Officer with reference to the administration of any flood plain or flood hazard ordinance or such provisions within a land use ordinance.
3. Appeals from the determination or any officer or agency charged with the administration of any transfers of development rights (TDRs) or performance density provisions of the Zoning Ordinance.
4. Appeals from the Zoning Officer's preliminary determination (MPC Section 916.2).
5. Appeals from the determination of the Zoning Officer or the Township Engineer in the administration of any land use ordinance or provision thereof with reference to sedimentation and erosion control and storm water management not relating to land development or planned residential development.

==========
==========

Please submit seven (7) copies of the application, plans, list of adjoining property owners, photographs, all other supporting documentation, and the correct application fee to the East Cocalico Township Office. Note the Township must receive a complete application package and correct fee to be scheduled for a hearing.

The Zoning Hearing Board generally meets on the second Wednesday of each month. Applications to the Zoning Hearing Board must be received at the Township Building no later than the first business day of the month prior to the month of the hearing (*read: about six weeks before the meeting*).

THIS IS A LEGAL PROCEEDING; YOU MAY WANT TO CONSIDER HAVING AN ATTORNEY REPRESENT YOU AT THE HEARING.

==========

To the best of my/our knowledge and belief, all information submitted herein is true and complete. NOTE: The application MAY NOT be signed by an agent, but MUST be signed by the applicant(s) and/or owner(s).

_____ _____
Applicant Signature(s) Date 00/00/0000

_____
Print Applicant Name(s)

_____ _____
Owner Signature(s) Date 00/00/0000

_____
Print Owner Name(s)