

APPLICATION FOR APPEAL  
To The Zoning Hearing Board

1. Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)  
Home Phone No. \_\_\_\_\_ Business Phone No. \_\_\_\_\_

2. Name of Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)  
Home Phone No. \_\_\_\_\_ Business Phone No. \_\_\_\_\_

3. Name of Attorney: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)  
Home Phone No. \_\_\_\_\_ Business Phone No. \_\_\_\_\_

4. The subject property is located as follows (street address, tax parcel number and a narrative of general location) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. The request for an appeal is for (check the appropriate category):  
Interpretation: \_\_\_\_\_ Variance: \_\_\_\_\_ Use Variance \_\_\_\_\_  
Substantive Challenge to Validity of Ordinance: \_\_\_\_\_ Special Exception: \_\_\_\_\_ (Expansion of a Nonconforming Use)

**Note:** Interpretation appeals must be accompanied by a narrative describing reasons for appeal and a copy of the Zoning Officer's decision in accordance with Section 195-197C.

Substantive Challenge to Validity of Ordinance must be accompanied by a narrative describing the reason the ordinance should be considered invalid in accordance with Section 195-197A.

Variance or Use Variance appeals must be accompanied by a narrative describing hardship in accordance with Section 195-199.

Special exceptions must be accompanied by a narrative in accordance with Section 195-200, Section 195-77 and 195-72.B.2

6. Section of the Zoning Ordinance for which an appeal is sought: \_\_\_\_\_  
\_\_\_\_\_

7. Zoning District of property in question: \_\_\_\_\_

A site plan must be submitted for appeals involving setbacks, lot area, signs, height, or land characteristics. The site plan must include property lines, lot dimensions, proposed and existing building(s), front, sides, rear setback lines, off-street parking areas, existing use of abutting properties.

\_\_\_\_\_  
(Date submitted)

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Owner)

OFFICE USE ONLY

Date received \_\_\_\_\_ Fee paid: \_\_\_\_\_ Case no. \_\_\_\_\_  
Date of Zoning Hearing Board meeting: \_\_\_\_\_ Publication Date: \_\_\_\_\_ Newspaper: \_\_\_\_\_  
Property Owner notices date mailed \_\_\_\_\_ Action taken: \_\_\_\_\_

**Section 195-199  
Variance Narrative**

1. That there are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical 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 in the neighborhood or district in which the property is located.

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2. That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the zoning ordinance and that the authorization of a variance is therefore necessary to enable the reasonable use of the property.

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3. That such unnecessary hardship has not been created by the appellant.

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4. That the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, nor substantially or permanently impair the appropriate use or development of adjacent property, nor be detrimental to the public welfare.

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5. That the variance, if authorized, will represent the minimum variance that will afford relief and will represent the least modification possible for the regulation in issue.

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