

# HEARING APPLICATION INSTUCTIONS



1

The APPLICATION FORM must be filled out completely with full answers to every statement and question. The application MAY NOT be signed by an agent or attorney but MUST be signed by the lessee, owner, or owners.

2

The FILING FEE required in the amount of \$ 1500.00, must be paid at the time of filing application. This fee only partially covers the extra cost to the municipality of investigating and processing the application through its various stages.

3

INFORMATION REQUIRED FOR SPECIAL PERMIT OR VARIANCE APPLICATION. Each APPLICATION for a special permit or variance must be accompanied by the information below and must be submitted on sheet size 8 1/2 inches by 11 inches or multiples thereof.

- a. Site Plan: including location and use of open spaces and structures and other improvements on the lot. Must be drawn to a scale of 1 inch = 20 feet for lots less than 1/2 acre and to a scale of 1 inch = 40 feet for larger lots.
- b. Ground floor plans and elevations of proposed structures.
- c. Names and addresses of adjoining property owners and such others' as the Zoning Officer may require.
- d. Additional information required by the Zoning Ordinance for special uses.

4

PHOTOGRAPHS REQUIRED FOR SPECIAL PERMIT OR VARIANCE APPLICATION. PHOTOGRAPHS of the property involved not over 8 1/2 x 11 inches but of adequate size to illustrate the condition of the property under discussion are always helpful and may be request as exhibits with this application.

5

When all above listed requirements are met, file Application, Plans and other exhibits with the Secretary to the Zoning Hearing Bd. and pay the Filing Fee. The Application must be complete in every respect, with ALL questions and demands answered before the staff can receive and certify the Application.

# HOPEWELL TOWNSHIP APPLICATION FOR HEARING BEFORE THE ZONING HEARING BOARD

**1. APPLICANT:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**2. PROPERTY OWNER (If other than Applicant):**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

**3. PROPERTY AT ISSUE:**

Address: \_\_\_\_\_

Street or Road Location: \_\_\_\_\_

Date Purchased or obtained interest in property (attach copy of present deed, sales agreement or lease): \_\_\_\_\_

Lot Size: \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Area (square feet): \_\_\_\_\_

Zoning District of Property: \_\_\_\_\_

Dates of any previous applications : \_\_\_\_\_

Present Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Attach a site plan to this application, showing the proposed use, existing and proposed buildings.

**APPLICATION REQUESTS A HEARING BEFORE THE ZONING HEARING BOARD FROM AN ADVERSE DECISION OF THE ZONING OFFICER ON THE FOLLOWING MATTERS:**

☐

Special Exception

☐

Variance

☐

Ordinance Interpretation

(Complete the following sections as applicable)

## SPECIAL EXCEPTION

Ordinance Section(s) at issue: \_\_\_\_\_

The proposed use at the proposed location is proper and appropriate because:

a. The proposed use is in harmony with the appropriate development of the the zone as follows: \_\_\_\_\_

b. The use of adjacent land will not be discourage nor value impaired by the location, nature, or height of buildings, walls and fences as follows: \_\_\_\_\_

c. The use will have proper location with respect to existing and future streets, and will not create traffic congestion as follows: \_\_\_\_\_

d. Proper accommodations as required by the zoning Ordinance will be made for water, drainage, and sewer as follows: \_\_\_\_\_

Do Not Write In This Space

Case No. \_\_\_\_\_

### Checklist

Action Taken

Date

Application Filed . . . . .

Fee Paid . . . . . (\$ ) .

Receipt Issued . . . . .

Hearing Scheduled For . . . . .

Notice of : a) Applicant  
Hearing : b) Nearby property  
Mailed to owners

Notice Posted on Property

e. Meets or will meet the specific standards of Section \_\_\_\_\_ of the Zoning Ordinance as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## VARIANCE

Ordinance Section(s) at issue: \_\_\_\_\_

Nature of Variance(s) sought (refer to each Zoning Ordinance section and state how you wish to vary from each): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

An unnecessary hardship exists as follows: \_\_\_\_\_  
\_\_\_\_\_

The standards for a variance can be met as follows:

- a. There are unique physical circumstances or conditions peculiar to the property, which are not due to or created by the Zoning Ordinance as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. Because of those physical circumstances or conditions, the property cannot reasonably be used in strict conformity with the Zoning Ordinance as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c. The unnecessary hardship has not been created by the Applicant as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d. The variance will not alter the essential character of the neighborhood, nor substantially or permanently impair the appropriate use or development of adjacent property, nor be detrimental to the public welfare as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- e. The variance will represent the minimum variance which will afford relief and will represent the least modification possible of the regulation at issue as follows: \_\_\_\_\_  
\_\_\_\_\_

## ORDINANCE INTERPRETATION

Date of Zoning Officer's decision: \_\_\_\_\_ Ordinance Section(s) at issue: \_\_\_\_\_

Nature of error or improper interpretation (Provide details of how the interpretation is in error, referring to specific Zoning Ordinance Sections): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that I have provided the Township with the names and addresses of all neighbors as required by the Zoning Ordinance, and that the information set forth herein is true and accurate.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_