

ZONING HEARING BOARD CHECKLIST

A Zoning Appeal shall include the following:

1. The 11-page **Notice of Appeal Form** (complete, legible, and signed).
2. A copy of the **Deed** for the Applicant's property.
3. The **Application Fee** (cash or check).
4. A copy of the **Disapproved Permit and Decision of the Zoning Officer** (if applicable).
5. A copy of the appropriate **County Tax Map** segment (North indicated).
6. **Sketches** of any proposed buildings. The sketches shall **Show Dimensions** and provide a **Description** of the construction type.
7. A complete list of the **Names and Mailing Addresses** of all **Property Owners** located within 500 feet of all sides of the Applicant's property (including across public roads). The names and addresses shall be placed in order under each road.
8. A plot plan **Sketch of the Applicant's Property**. The plot plan sketch shall be drafted to scale, shall indicate the direction North, and shall show the following:
 - a) The outside dimensions and shape of the property.
 - b) The location of public roads and their names.
 - c) The location, dimensions, and identification of all buildings and structures, present or proposed.
 - d) The location of adjoining lots and the names of the owners of these lots.
 - e) The location of all wells.
 - f) The location of all septic systems.
 - g) The location of all streams or ponds.
 - h) The location of all neighboring wells or septic systems.
 - i) The yard setbacks (in feet).
 - j) The subdivision name and lot number (if applicable).
 - k) Driveways and private parking lots.

PROVIDE 12 COPIES OF THE NOTICE OF APPEAL AND OTHER REQUIRED INFORMATION. EACH NOTICE OF APPEAL AND OTHER REQUIRED INFORMATION SHALL BE PLACED IN SEPARATE INDIVIDUAL PACKETS.

MOORE TOWNSHIP ZONING HEARING BOARD

APPEAL PROCEDURE

A. FORMS TO BE COMPLETED AND INFORMATION SUBMITTED

1. Zoning Permit Application (if applicable).
2. Plot Plan.
3. Notice of Appeal (attached).
4. Appeal information (form attached).

B. ZONING HEARING BOARD FEE

1. Commercial \$1,000.00
2. Residential \$750.00

C. MISCELLANEOUS INFORMATION

1. **ALL APPLICANTS ARE NOTIFIED THAT APPLICATIONS FOR HEARINGS BEFORE THE ZONING HEARING BOARD OF MOORE TOWNSHIP ARE ONLY CONSIDERED FILED WITH THE TOWNSHIP WHEN THEY ARE PERSONALLY DELIVERED TO THE ZONING HEARING BOARD SECRETARY (BY APPOINTMENT) IN COMPLETED FORM AND WITH THE REQUIRED FILING FEE. DELIVERY OF ZONING APPLICATIONS TO ANY OTHER PERSON OR IN ANY OTHER MANNER SHALL NOT BE CONSIDERED BY THE ZONING HEARING BOARD AS BEING "FILED" AND SHALL NOT BE ACCEPTED. INCOMPLETE APPLICATIONS OR APPLICATIONS DELIVERED WITHOUT THE PROPER FILING FEE WILL BE REJECTED.**
2. All information required must be submitted and all fees must be paid no later than 4:00 PM on the cutoff date listed. If the submission is not complete, the application will be held until the following month.
3. The cost of the original transcript of the hearing shall be by the Board if requested by the Board. If the appellant wishes to obtain a copy of a transcript, the appellant is required to purchase it from the stenographer.

DO NOT WRITE IN THIS SPACE. FOR OFFICIAL USE ONLY.

Submission Date: _____ Appeal Number: _____

Fee Paid: _____ Meeting Date: _____

MOORE TOWNSHIP ZONING HEARING BOARD

NOTICE OF APPEAL

I/We _____

of _____

Request that a determination be made by the Zoning Hearing Board on the application made

to, or interpretation made by, the Zoning Officer on _____ or other matter which should properly come before the Board.

| SECTION | **TYPE OF REQUEST | DESCRIPTION |
|---------|-------------------|-------------|
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| | | |
| | | |
| | | |

****Variance, Special Exception, Conditional use, Relief with Respect to Nonconformities; Favorable Interpretation**

The description of the property involved in this appeal is as follows:

Location: _____

Lot Size: _____ Zoning District: _____

APPEAL INFORMATION FORM

Please answer the following questions which apply to your appeal. The purpose of this information is to assist both you and the Zoning Hearing Board in the quick and efficient review of your application. **Please type or print clearly.**

1. What is the full name and mailing address of the owner of the premises which is the subject of this appeal?

NAME: _____

ADDRESS: _____

2. If the appellant is other than the owner, what is the full name and mailing address of the applicant, and the specific interest of the appellant in the subject property (e.g. agent for the owner, equitable interest, agreement of sale, etc.) Please attach proof of interest or a written statement from the property owner giving you permission to represent their interest before the Board.

NAME: _____

ADDRESS: _____

INTEREST: _____

3. What is the exact location of the property in question? Please include the county tax map number:

LOCATION: _____

TAX MAP NO.: _____

4. Has any previous application or appeal been filed in connection with these premises?

YES

NO

If YES, please list the name and appeal number under which it was filed:

NAME: _____

APPEAL: _____

5. What is the applicant's interest in the premises? (Owner, Agent, Lessee, Contractor, etc.)

INTEREST: _____

6. What was the date of the acquisition of the subject premises by the owner?

DATE: _____

7. What are the exact dimensions of the premises (i.e. the length of the front, sides, and rear property lines)?

DIMENSIONS: _____

8. What is the square footage of the premises?

SQUARE FOOTAGE: _____

9. Please describe the dimensions (height, width, and depth) and the type of construction (materials used) for the proposed building or structure.

DIMENSIONS: _____

TYPE OF CONSTRUCTION: _____

10. What is the specific nature of the present use being made of the property?

PRESENT USE: _____

11. What is the approximate cost of the work involved? **COST:** _____

12. Upon what grounds do you base this appeal?

A. **Special Exception Use.** Section 200-18 of the Moore Township Zoning Ordinance ("Zoning Ordinance") sets forth the procedure for Special Exception Uses. A Special Exception Use is a specific use, shown as a Special Exception Use in the Zoning District Schedule, which is permitted upon the approval by the Zoning Hearing Board if the Board finds that the use is generally not detrimental to the neighbor and that the specific standards specified for the use are proposed. Those specific standards can be found at Section 200-18.E of the Zoning Ordinance. Alterations, reconstruction, expansion or enlargement of nonconforming uses shall be permitted by Special Exception according to the provisions of Section 200-28.C(3)(a) of the Zoning Ordinance. The Board can attach any reasonable conditions it deems appropriate.

B. **Conditional Uses.** Section 200-19 of the Moore Township Zoning Ordinance ("Zoning Ordinance") sets forth the procedure for Conditional Uses Before any zoning permit is granted for the use of land or a building for a Conditional Use, a development plan shall be reviewed by the Planning Commission and approved by the Township Supervisors. As with Special Exceptions, the landowner must demonstrate that the use is generally not detrimental to the neighborhood and that the specific standards specified for the use are proposed. The General Standards are set forth in Section 200-19.C of the Zoning Ordinance. The specific standards for each Conditional Use are set forth in Section 200-19.D of the Zoning Ordinance.

ANSWER NUMBERS 13 THROUGH 18 FOR VARIANCE REQUEST

13. Are there unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of the lot's size or shape, or exceptional topographical or other physical conditions peculiar to the subject property?

CONDITION: _____

14. Do the conditions stated in question Number 13 prevent the possibility that the property can be developed within the strict conformity of the Zoning Ordinance?

YES (Explain): _____

NO (Explain): _____

15. Has this hardship been created by the applicant?

YES (Explain): _____

NO (Explain): _____

16. Will the character of the neighborhood be altered by the granting of this variance?

YES (Explain): _____

NO (Explain): _____

17. Is the requested variance the minimum variance needed to afford relief from the Zoning Ordinance?

YES (Explain): _____

NO (Explain): _____

18. Is the proposed use of the property permitted in the Zoning District it is located within?

YES (Explain): _____

NO (Explain): _____

19. Will the specific intended use of the premises generate any nuisance characteristics such as noise, dust, odor, etc.?

YES (Explain): _____

NO (Explain): _____

20. How many employees will be employed and what are the hours of operation (if applicable).

EMPLOYEES: _____ **HOURS:** _____

21. What landscape/buffer is planned, if any?

BUFFER: _____

22. What are the characteristics of the structures and uses on properties abutting the subject premises (e.g. single family residential dwelling, church, etc.)?

ABUTTING STRUCTURES: _____

23. What type of water and sewerage facilities are available on the property?

NOTE: A plot plan of the subject property is required to be submitted with this application. The plot plan must be drawn to a scale and show all property lines, the location of the structures on the property (both existing and proposed), and the distances to property lines of all proposed improvements. (See Pages 10 to 13.)

I HEREBY CERTIFY THAT ALL OF THE ABOVE STATEMENTS AND THE STATEMENTS CONTAINED IN ANY ATTACHMENTS SUBMITTED HEREWITH ARE TRUE TO THE BEST OF MY KNOWLEDGE.

(Signature)

(Printed Name of Applicant)

(Telephone Number)

(Fax Number, If Applicable)

(E-Mail Address, If Applicable)

If you are going to be represented by an attorney at the time of the hearing before the Zoning Hearing Board, please provide the following:

Name of the Attorney: _____

Name of the Firm: _____


Address: _____

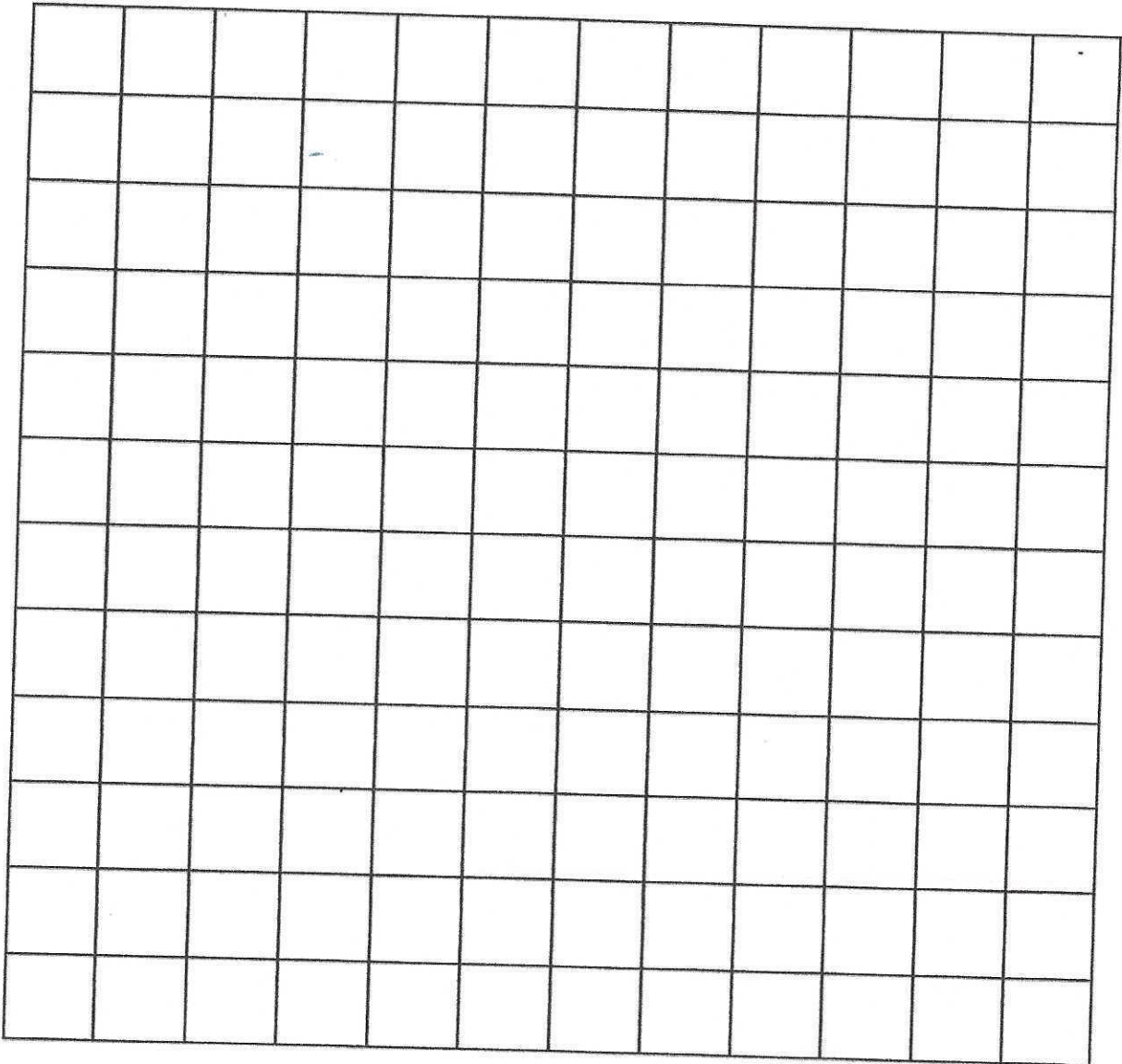
Phone: _____ Fax: _____

E-mail Address: _____

Plot Plan is Required

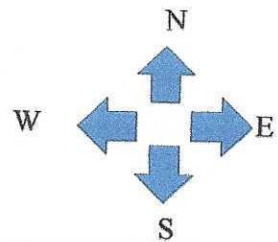
All items must be shown that are applicable. If item is not applicable put N/A next to item.

1. Show Property Lines.
2. Show House with following: Footage from Street, Left Side Property Line, Right Side Property Line, Rear Property Line, from Septic and from Drain Field.
3. Show where Septic System is.
4. Show where Drain Field is.
5. Show where Well is with following: Footage from House, from Septic System, and from Drain Field.
6. Show Garage with the following: Footage from House, from Well, from Septic System, and from Drain Field.
7. Show any Sheds with the following: Footage from House and Footage from closest Property Line.
8. Show any Streams with the following: Footage from Closest Building and closest Property Line.
9. Show where Proposed New Structure or Structures would be with the following: Footage to all Existing Structures and Dimensions of New Structure.
10. Show where Barn or Barns are located with the Footage from all Property Lines.
11. Show Existing Structures and Footage from all Property Lines.
12. Show Driveways and Footage of Length.
13. Show Trees and their locations.
14. Show a Compass on map such as: (to Note North, South, East, and West) 
15. Show Pool and Footage from House.
16. Show Fences and Footage in Length and Location.
17. Show Deck Size and Location.
18. Show any Areas with Restricted Building Codes, for example: wetlands or utility easements.



EACH BLOCK = FT IN

- PROPERTY LINE
- ADDITION
- HOUSE
- WELL
- SEPTIC
- DRAIN FIELD
- GARAGE
- SHED
- BARN
- DRIVEWAY
- STREET



Each Block = Foot _____ or Inch _____

