

General Instructions for Zoning Hearing Applicants

1. All information requested on the application must be furnished with supporting documents.
2. Applicant must be present at the hearing otherwise the petition will be dismissed unless postponed by the Zoning Hearing Board upon cause shown or upon their motion.
3. At all hearings, proof of title to the property affected must be available to the Zoning Hearing Board whether the applicant's interest be as owner, tenant, purchaser or in any other capacity.
4. The following must accompany all applications:
 - (a) **Thirteen (13)** plot plans of the real estate affected, indicating the location and size of the improvements now erected and/or proposed to be erected thereon.
5. The Zoning Hearing Board has the following powers:
 - (a) To hear and decide appeals from a decision or determination of any administrative official in the enforcement of the Zoning Ordinance and its amendments thereto. Such appeals must be made within thirty (30) days after the date of the decision. A copy of the appeal petition must be served on the official which service must be at least five (5) days prior to the hearing.
 - (b) To hear and decide Special Exceptions to the terms of the Zoning Ordinance and amendments thereto, as specifically set forth and permitted by the ordinance(s).
 - (c) To authorize, upon appeal, in specific cases, such variance from the terms of the Zoning Ordinance and amendments thereto, as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the Zoning Ordinance will result in unnecessary hardship, and so that the Ordinance will be observed and substantial justice done. The burden of proof of the "unnecessary hardship" as defined by the courts shall rest upon the applicant. The circumstance must be unique and applicable to the applicant's particular property and no other. The possibility of applicant's earning a greater financial return if a variance were granted does not in itself constitute sufficient reason for such a variance.
6. All meetings of the Zoning Hearing Board shall be open to the public.
7. No decision by the Zoning Hearing Board shall relieve any applicant from the responsibility of obtaining any required permits in the manner prescribed by the Zoning Ordinance(s).

Thirteen (13) copies each of: Application, plans, drawings, etc., must be submitted to the Zoning Officer together, with a check for the 1st hearing fee according to the Township fee schedule.

1. Name/Address/Phone of applicant _____

Phone: _____

2. Name/Address/Phone of owner _____

Phone: _____

3. If applicant is not the owner, state applicant's authority to title interest to bring this application _____

4. _____ The undersigned hereby: (a) __appeals the action of the Zoning Officer

(b) _____ requests a special exception

(c) _____ requests a variance

(d) _____ challenges the validity of a zoning ordinance or map

5. Description of the premises involved (attach plan of the lot and the improvements both erected and proposed).

6. Tax Parcel No. _____ 7. Present Zoning Classification _____

8. Present use _____

9. Nature of Improvements _____

10. Use in case of an appeal from the action of the Zoning Officer:

(a) The action taken was: _____

(b) The date the action was taken was: _____

(c) The foregoing action was in error because: _____

11. Use in case of a challenger to the validity of a zoning ordinance or map:

(a) The ordinance or map is as follows: _____

(b) The challenge is ripe for decision because: _____

(c) The ordinance challenged is invalid because: _____

12. Use for request for a special exception:

(a) Nature of special exception sought is: _____

(b) The special exception is allowed under Article _____ Section _____

Subsection _____ of the Springfield Township Zoning Ordinance.

(If more than one exception is requested, list ordinance references on a separate page.)

(c) The reason for the request is: _____

FEES

The filing fee for an appeal to the Zoning Hearing Board from an order, requirement, decision or determination of the administrative officer, for all requests to the Zoning Hearing Board for a variance or special exception shall be in accordance with the following schedule:

A. Variance, Special Exception, Appeal:	1 st Hearing	2 nd Hearing
Agricultural use	\$550.00	\$400.00
Res.	\$800.00	\$400.00
Res. B11a,B12,B15,H1-5,H-7-15	\$550.00	\$400.00
C, D, E, F, G, H6 uses	\$800.00	\$400.00
Signs for A and H Uses	\$550.00	\$400.00
Signs for all other uses	\$800.00	\$400.00
Procedural Appeals	\$800.00	\$400.00

The 2nd Hearing Fee will be collected at the time the ZHB determines it necessary. A 2nd hearing is defined as a second or subsequent hearing where testimony or closing arguments are presented on behalf of the applicant.

In the event of cancellation or postponement of a hearing, written notification must be given 15 days in advance.

B. Challenge to Validity of Zoning Ordinance or Map - \$10,000.00 Filing Fee

Must be accompanied with nineteen (19) copies of draft of the proposed amendment, plans and/or other documents.

In the event of cancellation or postponement of a hearing, written notification must be given fifteen (15) days in advance.