

Zoning Hearing Board Application Instructions

- 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 and must be signed by the owner or owners of the property.
- 2) The application fee must be paid at the time of filing.
- 3) Information is required for all classifications of Appeals, under Section No. 3 on the application. Each application to the Zoning Hearing Board must be accompanied by the information below, submitted on 8½" x 11" paper.
 - a) Site Plan: Eight copies, including location and use of open space, structures and other improvements on lot. Must be drawn to a scale of 1 inch = 20 feet for lots less than ½ acre, and a scale of 1 inch = 40 feet for lots over ½ acre.
 - b) Ground floor plans and elevations of proposed structures. (Eight copies).
 - c) Additional information that may be required by the Zoning Ordinance for special uses. (Eight copies).
- 4) Photographs are required when applying for a Special Exception or Variance. Photographs of the property involved must be submitted of a size sufficient to illustrate the conditions of the property and submitted as exhibits with the application. Photograph size is not to exceed 8½" x 11". (Three copies).
- 5) The application and accompanying documentation can be filed with the Borough Office. Incomplete applications will not be accepted.
- 6) The Borough can provide the information required in question number 7 if not readily accessible to the applicant.

For borough use only:

Date application filed: _____ Fee paid: _____ Check # _____

Received by: _____
Name and Title

DUBLIN BOROUGH
119 Maple Avenue
Dublin, PA 18917
215 -249-3310 Fax 215-249-9875
www.dublinborough.org

I (we) hereby certify that the above information is true and correct to the best of my (our) knowledge, information, or belief.

Applicant(s) _____ Property Owner(s) _____

Copy of deed must be filed with application.

Property owner must sign to indicate that applicant has permission to proceed with this application for subject site.

Notes:

- (1) For 4 (A), (B), (C), one copy of one or more plans (if size 8½” by 11”) or ten copies (if larger than 8½ x 11”) must be attached to the appeal. The plan or plans should be prepared by a professional engineer or surveyor, but the Board will accept any plan which is complete and accurate, provided that if not prepared by a professional engineer or surveyor, the person who prepared the plan must be prepared to state under oath at the formal hearing that the plan is complete and accurate. The plan or plans must contain all information relevant to the appeal, including but not limited to, the following: the property related to a street, the dimensions and area of the lot, the dimensions and location of existing buildings or other improvements, the dimensions and locations of proposed uses, buildings, or improvements.
- (2) Filing fee, which must accompany this Application, and which is not refundable once the application is accepted:

Variance/Special Exception/Zoning Interpretations of Law

Residential	\$1,000.00
Non-Residential	\$1,250.00

**The applicant is responsible for additional costs associated with any continuance, unless otherwise agreed upon.*

- (3) Following a favorable opinion of the zoning hearing board, the time limited for commencement of improvements is one year.
- (4) Applicants are advised to read Part 12 of the Dublin Borough Zoning Ordinance.

ZONING HEARING BOARD APPLICATION

1. Date: _____

2. Applicant Name(s): _____

Mailing Address: _____

Phone: _____

Email address: _____

State whether owner of legal title, owner of equitable title, or tenant with permission of owner of legal title: _____

Name and address of owner, if different from applicant: _____

_____ Phone: _____

Applicant's Attorney name, address, phone & email: _____

3. Property Address: _____

Tax Parcel Number (TMP): _____

Present Zoning Use Classification: _____

Proposed Zoning Use Classification: _____

Location of Property (with reference to nearby intersection or prominent features or landmarks):

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4. Classification of Appeal (Check one or more if applicable)

- _____ (A) Request for Variance _____ (B) Request for Special Exception
_____ (C) Interpretation of Law _____ (D) Validity Challenge
_____ (E) Appeal from determination of Zoning Officer or Borough Engineer

5. Legal grounds for appeal (cite specific sections of Planning Code, Zoning Ordinance, Subdivision regulations or other Acts or Ordinance). Attach letter of denial from Zoning Officer or Borough Engineer if applicable, along with copy of original zoning application.

6. List any previous application of appeal filed concerning the subject of this appeal:

7. Names and mailing addresses of owners of properties adjoining or across public roads from the subject property.
