

## ZONING HEARING BOARD HEARING PROCEDURES

### A. FORMS TO BE COMPLETED AND INFORMATION SUBMITTED:

1. Zoning Permit application.
2. Plot Plan showing ALL of the existing and proposed buildings or structures. The plot plan must be accurate and drawn to scale. (Submit six (6) copies).
3. Notice of appeal including all accompanying data. (Submit six (6) copies).

### B. ZONING HEARING BOARD FEES:

The fees are in accordance with Resolution No. 2017-32 and are as follows:

1. The fee for any industrial, business or commercial appeal and/or Special Exception Review to the Zoning Hearing Board shall be One Thousand Dollars (\$ 1,000.00).
2. The fee for an appeal and/or Special Exception Review to the Zoning Hearing Board pertaining to one single family residential property shall be Fifty Dollars (\$ 50.00).
3. The fee for an appeal to the Zoning Hearing Board for any project involving more than one single family dwelling unit shall be Three Hundred Dollars (\$ 300.00).

**C. MISCELLANEOUS INFORMATION:**

1. All information required must be submitted and all fees must be paid no later than 3:30 PM on the date of submission. Applications must be submitted in time to allow for proper public notice required by Ordinance 518 to be met. If the submission is not complete, or the deadline is missed, the application will be held until the following month.
2. The Zoning Hearing Board is permitted forty-five (45) days following the last hearing on an appeal to render a decision.
3. There is a thirty (30) day appeal period following the issuance of a decision by the Zoning Hearing Board in which an appeal may be taken to the Court of Common Pleas of the county to reverse or limit said decision.
4. In the event that a variance has been granted or other action has been authorized by the Zoning Hearing Board, the applicant shall secure the necessary permits and commence the authorized action, construction or alteration.

***Any questions concerning zoning should be addressed to the Zoning Officer, Chris Garges, who may be reached at the Township Building (610-264-1069) during normal business hours.***

*Hanover Township*

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*Lehigh County, PA*

*A Home Rule Municipality*

**CHRISTOPHER GARGES**  
Township Manager/  
Zoning Officer

2202 Grove Road  
Allentown, PA 18109  
610-264-1069  
Cell 610-730-1112  
Fax 610-264-2773  
cgarges@hanleco.org

Do Not Write In This Space---For Office Use Only

Fee Paid \_\_\_\_\_ Appeal No. \_\_\_\_\_  
Date(s) Advertised \_\_\_\_\_ Application Date \_\_\_\_\_  
Hearing Date(s) \_\_\_\_\_ Decision Due \_\_\_\_\_

DECISION \_\_\_\_\_

**ZONING HEARING BOARD**  
**NOTICE OF APPEAL**

(I) (We) \_\_\_\_\_ of \_\_\_\_\_  
(name) (address)

request that a determination be made by the Zoning Hearing Board on the following  
appeal from a denial by the Zoning Officer on \_\_\_\_\_, 20 \_\_\_\_,  
on Application No. \_\_\_\_\_.

*We hereby request:*

An INTERPRETATION of the Zoning Ordinance regarding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(List all relevant Articles, Sections, Subsections & Paragraphs)

An INTERPRETATION of the Zoning Map regarding:

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(Describe portion of Zoning Map in question)

A SPECIAL EXCEPTION to the Zoning Ordinance on which the Zoning Hearing Board is required to pass in accordance with:

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(List all relevant Articles, Sections, Subsections & Paragraphs)

A VARIANCE relating to the area frontage height yard use  
or:

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from the requirements of :

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(List all relevant Articles, Sections, Subsections & Paragraphs)

OTHER: \_\_\_\_\_ regarding

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

Location: \_\_\_\_\_

Lot Size: \_\_\_\_\_

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

Zoning District: \_\_\_\_\_

Present improvements upon land:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Use:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(I) (We) believe that the Zoning Hearing Board should approve this request because:  
(include the grounds for appeal or reasons both with respect to law and fact for granting  
the appeal, special exception, variance or other, and if hardship is claimed, state the  
specific hardship)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has any previous application or appeal been filed in connection with these premises?  
Yes                      No

What is the applicant's interest in the premises affected?  
Owner              Equitable Owner              Lessee              Authorized Agent for Owner  
of Subject Property

What is the approximate cost of the work involved?

**Names and addresses of adjoining property owners including those across the street and any other person or group including civic or community organizations. The Board shall have the power to require that all of the above persons and groups enter appearances in writing. (Please Print)**

**NAMES**

**COMPLETE ADDRESS**

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____
11.	_____
12.	_____
13.	_____
14.	_____
15.	_____
16.	_____
17.	_____
18.	_____

5. What are the exact dimensions of the premises (length of front, side, and rear boundary lines of the subject property (ies)?

Front \_\_\_\_\_  
Side \_\_\_\_\_  
Rear \_\_\_\_\_

6. Square footage of premises is: \_\_\_\_\_

7. Briefly describe the dimensions (height, width and depth), the type of construction (materials used), and front, side and rear yard setbacks of the building, structure, or other improvement (including any signs) that are existing and proposed for the subject premises:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Upon what grounds do you base this appeal?

An *INTERPRETATION* by the Zoning Hearing Board is necessary if you believe the proposed use, building or structure does meet all zoning requirement and that the Zoning Officer has incorrectly interpreted the Zoning Ordinance.

A **SPECIAL EXCEPTION** by the Zoning Hearing Board is a permitted use which by virtue of its own characteristics may be allowed in particular areas only after review, public hearing, and approval by the Zoning Hearing Board. Special Exceptions may be granted subject to certain requirements as may be deemed necessary for the preservation of the general character of the neighborhood in which such building or structure is to be placed.

*NOTE:* A special exception in any district will be granted only if the permit application is accompanied by plans and other descriptive matter sufficient to clearly portray the intentions of the applicant.

A **VARIANCE** by the Zoning Hearing Board is required if the proposed use, building or structure do not meet all the requirements of the Zoning Ordinance of Hanover Township. A variance may be granted where such variance will not be contrary to the public interest and where, owing to special conditions, a literal enforcement of the provisions of the ordinance will result in unnecessary hardship. Such hardships occur only where circumstances affecting the land are unique and applicable to that land alone, and are not conditions that affect the whole neighborhood. If there is general hardship, the situation should be remedied by the revision of the general zoning regulation and not by a grant of special privilege to single owners.

- A. Does there exist 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?

(It must be remembered that the granting of the variance is based upon the unnecessary hardship due to existing conditions, and not to the circumstances or conditions generally created by the provisions of the Zoning Ordinances in the neighborhood or district in which the property is located).

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B. Will the variance, if authorized, alter the essential character of the neighborhood or district in which the property is located, or substantially or permanently impair the appropriate use of development of adjacent property, or be detrimental to the public welfare?

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10. What is the effect of the specific intended use of the premises, considering such factors as: traffic generated; parking facilities; number of employees; nuisance characteristics such as noise, dust, odor or smoke; fire hazards; and hours and manner of operation.

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11. What landscaping is planned, if any?

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12. What type of sewage and water facilities are available on the property in question?

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**This application must be filed with the Zoning Officer: Hanover Township, Lehigh County, 2202 Grove Road, Allentown, PA 18109. A copy of the plan of real estate affected showing location and size of lot, the size of improvements now erected or proposed to be erected, or other change desired, together with any other information required by the Zoning Hearing Board must be attached to each copy of this application and make specific reference to the question being answered.**

*I hereby certify that all above statements and the statements contained in any papers or plans herewith are true to the best of my knowledge and belief.*

\_\_\_\_\_  
(signature)

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Fax Number)

\_\_\_\_\_  
(E-Mail)

\_\_\_\_\_  
\_\_\_\_\_  
(Firm)