

**ZONING HEARING BOARD
OF THE
TOWNSHIP OF SPRINGFIELD**

INFORMATION REQUIRED IN ZONING HEARING BOARD APPLICATIONS

Individuals, firms and their attorneys who desire matters to be considered by the Zoning Hearing Board are required to supply all information pertinent and necessary to aid the Board in reaching a decision. Each case will have particular facts and special circumstances which should be set out in full.

All applications shall be typed, double-spaced and **twelve (12) copies** submitted. Deed, plans, etc. in support of petition need not be filed as originals but may be retained by the petitioner, and copies thereof attached to the petition. If the applicant is not the property owner, a letter from the owner supporting the application must be attached. Petitions shall be signed by the applicant and verified under oath. In the event that any application filed shall be deficient in respect to the required information, the Board reserves the right to return the application and/or delay the advertising and/or delay the setting of a hearing and/or continue the application upon hearing until the required information is received. Applications must be accompanied by an advance filed fee of:

- **\$300.00** for residential properties, one acre or less, in “A”, “B” or “C” Districts
- **\$750.00** for non-residential properties *

and, in addition thereto, costs of advertising and transcription as may be in excess of said filing fee.

(over)

The following questions are important in most instances and should be adequately covered in any application submitted to the Board.

1. Name, address, telephone number of petitioner and/or attorney.
2. Name, address, telephone number of property owner.
3. Legal description of premises (as contained on deed).
4. Date property acquired: Deed Book and Page Number where recorded.
5. Plot Plan, scale drawing, or sketch of property, showing improvements, municipal improvements abutting, width of abutting streets, set backs, rear yard and side yards, and nature of abutting properties.
6. Photographs no less than 3" x 5" in size of relevant portion(s) of premises.
7. Zoning property, applicable section of Zoning Code.
8. Restriction on property (deed restrictions, easements, etc.).
9. Is this request for a Special Exception, a Variance or an Appeal?
10. If Special Exception, Section of Zoning Code authorizing grant of special exceptions.
11. If Variance – (a) copy of administrative official's disapproval of requested use, and (b) list of special hardships relied upon.
12. If Appeal – copy of administrative official's disapproval of requested use.
13. List of uses of property that has been put to since enactment of Zoning Code and reference to any prior Zoning Hearing Board decisions which have affected this property.
14. Describe in detail the intended use and/or construction (including diagrams, plans, setting forth in detail locations and nature of buildings, parking area, surface drainage facilities and related topography, lighting, signs, fencing, screening and other pertinent items where required by ordinance or statute or where such information will be helpful to the Zoning Hearing Board in its consideration of the application).
15. State reasons for desiring the requested use.
16. Request a hearing by the Zoning Hearing Board.
17. Application shall be **signed by applicant and notarized.**
18. **Applicant must be present at the hearing.**