

ELIZABETHTOWN BOROUGH ZONING HEARING BOARD

APPLICATION INFORMATION SHEET

The Zoning Hearing Board (ZHB) is a quasi-judicial body that considers applications for variances and special exceptions to the Borough's Zoning Ordinance and in accordance with the PA Municipalities Planning Code. This information sheet is meant to assist an applicant in completing the attached application for the ZHB.

The Elizabethtown Borough Zoning Hearing Board meets on the first Monday of the month. A \$850.00 fee must be submitted with the application and the fee is non-refundable, regardless of the results of the hearing.

Applicants have the right to be represented by an attorney during the hearing, although an attorney is not required.

Special Exception - A special exception is a granting of the modification of the provisions of the zoning ordinance as authorized by the Zoning Hearing Board. In addition to the public hearing, the applicant must also present their application to the Elizabethtown Borough Planning Commission for review and comment. Specific special exception uses are listed in the ordinance. The ordinance also call out standards that each proposed special exception must meet.

Variance - A variance is a change in the present zoning brought about due to some hardship inflicted by the present zoning upon a property owner. Variances may be granted or denied due to any of the following conditions:

- There are 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, and that the unnecessary hardship is due to such conditions and not the circumstances or conditions generally created by the provisions of this chapter in the district which the property is located.
- Because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of this chapter and that the authorization of a variance is therefore necessary to enable the reasonable use of the property.
- The unnecessary hardship has not been created by the appellant.
- The variance, if authorized, will not alter the essential character of the district in which the property is located, will not substantially or permanently impair the appropriate use or development of adjacent property, and will not be detrimental to the public welfare.
- The variance, if authorized, will represent the minimum variance that will afford relief and represent the least modification possible of the regulation in issue.

If you have additional questions about the Zoning Hearing Board application process, please contact the Borough Office.

a. Special Exception:

1. Reason for Request:

b. Variance Request:

2. Explain hardship caused by the zoning ordinance:

Part III.

Signature: _____ Date: ____/____/____

Part IV.

I have included the following with my application:

- Drawing(s) or sketch of existing property building
- Drawing(s) or sketch of proposed change(s)
- Blueprints
- Architectural renderings
- Photographs
- Check for \$850.00 payable to 'Elizabethtown Borough'
- Proof of ownership (i.e., executed sales agreement and or property deed)

** Please note that upon receiving the application the Zoning Hearing Board may request further information.