

## Lower Allen Township Zoning Hearing Board Application Instructions

1. An applicant for a variance or special exception must be the property owner of record, or an agent or equitable owner who is authorized by the owner of record. An applicant for all types of appeals authorized by the PA Municipalities Planning Code and the Code of Lower Allen Township (LAT Code) must meet the eligibility requirements contained therein.
2. Applicants must complete all sections of this form that are relevant to the request. Multiple categories of requests within a category may be filed using one application form. Attach a continuation sheet if necessary.
3. The applicant should provide as much information as possible (plot plans, site plans, diagrams, photographs, etc.) to help the Zoning Hearing Board understand the request. Any plans submitted should be readable. When submitting for a Special Exception for Section 220-241 Reduction in Parking Spaces and Stacking Distance Requirements a Parking Study is required. Submit seven (7) copies of the application and all exhibits.
4. The applicant must appear at the public hearing during a Zoning Hearing Board Meeting to present the request and answer any questions resulting from testimony.
5. The meetings are scheduled every third Thursday of the month but may be cancelled if no new cases are filed. The deadline to submit the applications is 30 days prior to the meeting.
6. Applicants should familiarize themselves with the LAT Code Section 220-269, (available online at the following link: <https://ecode360.com/13736608>), particularly the items the Zoning Hearing Board must consider in reaching its decision. Applicants should also be familiar with any specific section of the Zoning Ordinance pertaining to the request.
7. It is strongly recommended that applicants schedule a pre-application meeting with the Zoning Officer at (717) 975-7575, prior to submitting an application to assure that all necessary information is provided with the application.
8. Submit all required copies of the application, including attachments and exhibits, to the attention of the Zoning Officer at the Community & Economic Development Department, Lower Allen Township Municipal Service Center, 2233 Gettysburg Rd, Camp Hill, PA 17011. All applications must be accompanied by the appropriate fee (see fee schedule published at [www.latwp.org](http://www.latwp.org)).

**LOWER ALLEN TOWNSHIP ZONING HEARING BOARD APPLICATION**

Property Address \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone # \_\_\_\_\_

Applicant Address \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone # \_\_\_\_\_

Owner's Address \_\_\_\_\_

Zoning District: \_\_\_\_\_ Present Use: \_\_\_\_\_

Relief Sought: ( ) Special Exception ( ) Variance ( ) Appeal from decision  
(Complete Sec. 1) (Complete Sec. 2) of Zoning Officer/Other  
(Complete Sec. 3)

**1. Special Exception**

A. Section of Lower Allen Township Code, Chapter 220, Zoning, authorizing this request:

B. Describe proposed use or situation for which a special exception is requested:

C. Provide an attachment that describes how the applicant will meet all specific criteria contained in the code section identified above in 1.A., and the fourteen (14) general criteria contained in LAT Code §220-269.D. for Special Exceptions.

**2. Variance**

A. Section(s) of LAT Code, Chapter 220, Zoning, from which a variance is requested:

B. This request for a variance relates to:

Area: \_\_\_\_\_ Use: \_\_\_\_\_ Setback: \_\_\_\_\_ Height: \_\_\_\_\_ Other: \_\_\_\_\_

C. Describe situation for which a variance is requested:

D. Provide an attachment that describes how the applicant will meet the five (5) criteria for granting of variances contained in LAT Code §220-269.C.

**3. Appeal from decision of Zoning Officer/Other**

A. Section of LAT Code § 220-269.B. applicable to this appeal: \_\_\_\_\_

B. Applicant is [ ] Affected landowner [ ] Aggrieved person/party

C. Describe request and attach dated copy of determination, opinion, permit, or ordinance that is the subject of this appeal:

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

**List of attachments:**

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**Certification by Applicant**

I hereby certify that I am the owner of record or am authorized by the owner of record to submit this application on the owner's behalf, and that the information submitted herewith is true and correct. I understand that false statements are subject to penalties of 18 PA C.S. Section 4904, relating to unsworn falsification to authorities.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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**OFFICE USE ONLY**

Application Filed: \_\_\_\_\_  
Fee Paid: \$ \_\_\_\_\_  
Date of Zoning Hearing Board Meeting: \_\_\_\_\_  
Notice was advertised on: \_\_\_\_\_  
Notice was sent to applicant on: \_\_\_\_\_  
Notice was sent to property owners on: \_\_\_\_\_  
Property was posted on: \_\_\_\_\_  
Transcript was received on: \_\_\_\_\_  
Decision was received on: \_\_\_\_\_  
Decision was sent to Applicant on: \_\_\_\_\_