



ZONING HEARING BOARD APPLICATION

FREEDOM TOWNSHIP
2184 Pumping Station Road
Fairfield, PA 17320

www.freedomtownship.us

For Office Use Only – Application Submittal Checklist

ZHB:	File Date:	Parcel#:
Hearing Date:	Date Received:	Existing Zoning:

SECTION A - DATA

Property Description

Address (full) _____

Parcel # _____ Zoning Classification _____

Existing Use _____ Proposed Use _____

Total Property area (sq/ft or acres) _____

Is site located within an identified Floodplain and/or Wetland Area? _____

Nonconformities:

Dimensional _____

Lot _____

Use _____

Setbacks:

Existing:

Front _____

Rear _____

Sides _____

Proposed:

Front _____

Rear _____

Sides _____

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Square Footage of Structure:

Existing _____

Proposed _____

Percent Expansion _____

Percentage of Lot Coverage:

Existing _____

Proposed _____

Applicant

Name _____

Address (full) _____

Phone _____ Cell _____

E-mail _____ Fax _____

(If applicant is not owner, consent to act on the owner's behalf is required)

Owner(s)

Name _____

Address (full) _____

Phone _____ Cell _____

E-mail _____ Fax _____

Proxy (if applicable)

This is to certify that the undersigned has designated _____
as his/her representative to provide testimony and act on the owners behalf at the Zoning Hearing Board Meeting
to be held on _____ (date), and any related lawfully adjourned meetings thereof.

In no event shall this proxy be valid for a period longer than the legal decision rendered for this Zoning Hearing
Meeting. This proxy shall be revocable at any time at the request of the undersigned Owner.

(Signature)

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SECTION B – INSTRUCTIONS

*This is to assist applicants in applying to the ZHB. The process is explained more completely in Article 17 (Section 1702 for Variances and Section 1703 for Special Exceptions) of the Freedom Township Zoning Ordinance. Any information provided in these checklists is intended only as a guide. The Applicant is advised to consult these chapters as well as obtain the services of an attorney, engineer or other professionals in completing this application and presenting evidence before the board. The Applicant is not required to be represented by third parties. **The burden of proof rests upon the applicant** to present their case before the Zoning Hearing Board by a preponderance of the evidence.*

1. Attach appropriate written explanation/arguments that indicate how the applicants request meets the burden of proof in establishing the findings required for a variance (Section E) or special exception (Section F), or on what grounds the appeal is based. Variance applicants must also attach a copy of a denied building and/or zoning permit. For appeals, attach a true copy of the Decision/Order/Determination of the Zoning Officer.
2. Attach all drawings, plans, and/or illustrations, which will help explain the request. One (1) copy of 8.5"x11" documents or six (6) copies of any documents over 8.5"x11" are required. Only one (1) print of each Exhibit photograph is necessary. Any material submitted with this application or entered as Exhibits during the hearing become the property of Freedom Township and are kept with this application. Include existing and proposed building structures, driveways, parking, landscaping, property lines, etc. Be sure to include all dimensions where applicable.
3. It is the applicant's responsibility to locate property lines and to check the property deed for easements and restrictive covenants.
4. The Freedom Township Zoning Hearing Board meets on an as-needed basis. Complete applications, with exhibits, for consideration in any given month must be submitted on the first business day of each month. The date, place, and time of the hearing will be confirmed by phone or mail. In addition, the Freedom Township Zoning Ordinance requires the Zoning Hearing Board (or their designated Township Official) to advertise a request in a newspaper of general circulation in the municipality for two successive weeks prior to the hearing date and to post the subject property with a Hearing Notice prior to the date of the hearing.
5. The applicant, or their representative, shall present the request to the Zoning Hearing Board and be available to answer questions, if needed. If the applicant or their representatives are not at the meeting, the request will be denied.

The Zoning Hearing Board may hold more than one hearing on an application, or may continue a hearing over several dates. Once the hearing has concluded, the Zoning Hearing Board has forty-five (45) days in which to render its decision in writing. All deliberations and decisions will be made in public at scheduled hearing dates and times. Many times, the Board will make its decision immediately following the conclusion of the hearing. However, no decision is deemed effective until it has been made in writing, dated, and signed by the appropriate Zoning Hearing Board members. The applicant or other aggrieved parties may appeal decisions of the Zoning Hearing Board to the Court of Common Pleas of Adams County within thirty (30) days of the written decision.

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SECTION E - VARIANCE APPLICATIONS

The Zoning Hearing Board may grant a variance, provided that **all** of the following findings are made where relevant in a given case: (Ref: §910.2 of the Pennsylvania Municipalities Planning Code, and §1702 of the Code of the Township of Freedom).

This is only a partial checklist. Complete a separate form for each variance and/or section requested.

Request for Variance of Section _____ of the Township Zoning Ordinance

Variance(s) requested _____

(1) That 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 the zoning ordinance in the neighborhood or district in which the property is located.

(2) That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the zoning ordinance and that the authorization of a variance is therefore necessary to enable the reasonable use of the property.

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(3) That the appellant has not created such unnecessary hardship. _____

(4) That the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, nor substantially or permanently impair the appropriate use of development of adjacent property, nor be detrimental to the public welfare.

(5) That the variance, if authorized, will ***represent the minimum variance*** that will afford relief and will represent the least modification possible of the regulation in issue.

THE APPLICANT MUST PROVE, BOTH IN WRITING AND THROUGH TESTIMONY, HOW THE VARIANCE REQUEST MEETS THE RELEVANT CRITERIA STATED ABOVE.

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SECTION F - SPECIAL EXCEPTION APPLICATIONS

The Zoning Hearing Board may grant a special exception pursuant to express standards and criteria listed in the Freedom Township Zoning Ordinance (§1703).

This is only a partial checklist. Complete a separate form for each variance and/or section requested.

Request for Special Exception of Section _____ of the Township Zoning Ordinance

Special Exception(s) requested _____

A. The location of the use, including with respect to the existing or future streets giving access to it, is in harmony with the orderly and appropriate development for the district in which the use is to be located.

B. The nature and intensity of the operation involved are in harmony with the orderly and appropriate development of the district in which the use is to be located.

C. The granting of the special exception shall not materially increase traffic congestion on roads and highways, nor cause nor encourage commercial or industrial traffic to use residential streets.

