

**NEW OXFORD BOROUGH**

124 NORTH PETERS STREET

NEW OXFORD, PA 17350

PHONE: (717) 624-2188

Date Received: \_\_\_\_\_

File No.: \_\_\_\_\_

**ZONING HEARING APPLICATION**

Complete all questions that apply legibly and in ink (type or print)

**1. CONTACT INFORMATION:**

• Applicants Name(s) \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

• Property Owner(s) \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

• Applicant's Agent or Representative if any: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

• Applicant's Legal Counsel if any: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

2. The subject property is located as follows: \_\_\_\_\_

\_\_\_\_\_ Parcel #: \_\_\_\_\_

3. Zoning District of the subject property: \_\_\_\_\_

4. Clearly describe the existing use of land and/or building: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Clearly describe the proposed use of the subject property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Grounds for Application (Please check all boxes that apply. See the Fees as required by the New Oxford Borough Fee Schedule at the bottom of page 2 of this application.

- A. Variance
- B. Special Exception
- C. Non-Conforming Use Change
- D. Appeal from decision of Zoning Officer
- E. Challenge to validity of Zoning Ordinance

a. If box "A" "B" or "C" above is checked, please cite the section(s) of the New Oxford Borough Zoning Ordinance upon which the application is based and briefly state the relief sought and state facts or reasons in support of the grant of the application:

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

b. If box "D" above is checked, please explain the action of the Zoning Officer which is being appealed, the justification and/or grounds for appeal, and the section of the Zoning Ordinance which was allegedly violated:

\_\_\_\_\_

c. If box "E" above is checked, please list matters which are at issue and the grounds for the challenge. In addition, please attach the plans or other materials describing the use or development permitted by the challenged ordinance or map and attach the proper certification as required by Section 1004 of the "The Pennsylvania Municipalities Planning Code."

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Please submit the following documents (*check below the documents contained in this application*):

- a. A Certificate of Ownership
- b. A Narrative giving a detailed explanation
- c. A completed Zoning/ and Use Permit Application
- d. A completed Preliminary Subdivision Plat Application
- e. A proposed Site Development Plan
- f. A Vicinity Map and Plot Plan
- g. Subdivision Water and Sewage Report
- i. Other (specify) \_\_\_\_\_

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record. I certify that the Code official or his representative shall have the authority to enter the areas in which this work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project. I further certify that the foregoing information is true and correct to the best of my knowledge and belief. Ref. 18 Pa. Cons. Stat. § 4903 relating to unsworn falsifications to authorities.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name (*legibly*): \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
*street / city / zip*

*For official use only*

Date Received in Office: \_\_\_\_\_ Fee Received: \$ \_\_\_\_\_ Received By: \_\_\_\_\_

Date(s) of Publication: \_\_\_\_\_ What Publication: \_\_\_\_\_

Hired Stenographer: \_\_\_\_\_ Date of Hearing: \_\_\_\_\_

Sent Notices: \_\_\_\_\_ Date of Action: \_\_\_\_\_

Date Property is Posted: \_\_\_\_\_ by: \_\_\_\_\_ Action: \_\_\_\_\_

FEES:	Variance, Residential Property	\$750.00	Special Exception Application	\$800.00
	Variance, Non-Residential Property	\$750.00	Other Applications	\$800.00

In addition to the payment of the application fee set forth in the aforesaid fee schedule, an applicant before the Zoning Hearing Board shall be charged and invoiced following the zoning hearing for the sum equivalent to one-half of the appearance fee for the stenographer performing the required stenographic services. In the event that the actual expenses incurred by the Borough of New Oxford in connection with the zoning hearing exceed the application fee paid by the applicant, the applicant may be subsequently invoiced for those actual expenses incurred by the Borough exceeding the amount of the application fee paid by the applicant. Such expenses may include the costs for additional legal notices and advertising and any other necessary and required administrative expenses incurred by the Borough in connection with the conduct of the hearing. However, such invoiced expenses shall not include the legal expenses of the Zoning Hearing Board nor shall the same include any expenses for engineering, architectural or other technical consultants or expert witness costs or fees incurred by the Borough.

*Resolution No. 07-2015 Effective 6-1-15*