The City of York
Pennsylvania

101 South George Street ❖ P.O. Box 509 ❖ York PA 17405
www.yorkcity.org
Honorable C. Kim Bracey, Mayor

Bureau of Permits, Planning and Zoning

ZONING HEARING BOARD APPEAL APPLICATION REQUIREMENTS

The following items together must be submitted to the Bureau of Permits, Planning, and Zoning to make up a complete application to the Zoning Hearing Board. All items must be complete and legible, and submitted in fifteen (15) separate sets to comprise an entire package.

__ **Application:** Complete with designation of owner(s) and signatures. A representative of either the owner or applicant must be designated in writing by that party.

__ **Ownership:** A deed in the applicant's name, a signed lease between owner and applicant, or an agreement of purchase/sale executed by both parties.

__ **Site Plan:** An overhead view of the property showing lot boundaries, adjacent streets and public ways, all paved areas, buildings, and other structures on the lot including setback and separation dimensions. Show off- Street parking availability.

__ **Signs:** Size and location of any signs existing or proposed on site or on structures.

__ **Improvements:** A description and detail of work to be performed to accommodate use(s).

__ **Floor Plans:** Showing all rooms and spaces in the structure labeled to identify intended use(s), with accurate measurements of each area. Must be neatly/clearly drawn.

__ **Narrative:** A comprehensive statement of intentions for use of the property and/or proposed improvements including a description of the business operations, number of employees (present and projected), the hours of operation, etc.

__ **All required Fees:** Presently $500.00 for the first appeal and $100.00 for each additional appeal provided on the same application.

__ **Photographs:** Clear, color photographs or digital prints of the exterior property as well as interior spaces are highly recommended to clarify but are not required.

All submittals are ***due by the first Monday*** of any month (or the next day following a legal holiday) to have the case heard the following month. The Planning Commission hears the case on the ***second Monday*** and makes recommendation to the Zoning Hearing Board to be heard on the ***third Thursday*** of that month.

Contact the Zoning Officer at 717-849-2280, or PP&Z at 717-849-2256 for further information.

City of York, PA
C. Kim Bracey, Mayor

Zoning Hearing Board Appeal

Please be advised: THIS APPEAL WILL BE HEARD AT **BOTH** PLANNING COMMISSION **AND** ZONING HEARING BOARD MEETINGS. *All requests for continuance of a Zoning Hearing Board Appeal, which are made after the public notice is submitted and advertised in the local newspaper, must be made in writing. This request should be submitted with the $500.00 fee and Waiver of the Sixty (60) Day Hearing requirement.*

FEES: 1st Appeal $500.00 – Each Additional Appeal $100.00

(Please check appropriate appeals)
Special Exception:_____ Variance:_____ Determination:_____

(Please print all information except signatures)
Location/Property Address:

Applicant's Name/Address:

City/State/Zip Phone Number Email

Owner's Name/Address:

City/State/Zip Phone Number Email

Description of Appeal:

Previous Use of Property (If Known) Present Use of Property

Is Property Vacant? If Yes, for How Long? Total Lot Area?

Note: *A site plan and layout must be submitted with this application.*

TO THE BEST OF MY KNOWLEDGE THE ABOVE INFORMATION IS TRUE AND ACCURATE
Owners' Signature & Date:

Applicant's Signature & Date: _____

FOR OFFICIAL USE ONLY

Case #_____Date Received_____ Fee Paid $_____Zoning District_____

Zoning Officer's Review: _____

_____

_____

Zoning Officer's Signature: _____

BUREAU OF PERMITS, PLANNING & ZONING
101 SOUTH George Street · P. O. Box 509 · York, PA 17401 · (717)849-2256

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275TH ANNIVERSARY
1741-2016

Cheryl A. Rascoe
Zoning Officer
Bureau of Permits, Planning and Zoning

EXTENSION OF TIME WAIVER

Application Number: _____

Property Address: _____

Owner/Applicant: _____

_____

_____

I, the undersigned applicant, or agent of the applicant, understand that the first hearing before the Zoning Hearing Board or Hearing Officer shall be commenced within sixty (60) days from the date of receipt of the applicant's application, unless the applicant has agreed in writing to an extension of time.

I freely and voluntarily waive the above time requirement.

The undersigned is authorized to make this waiver on behalf of the applicant.

_____ _____
Signature Date

_____
Name (Please Type or Print)

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Cheryl Rascoe, Zoning Officer
Bureau of Permits, Planning and Zoning

Applicant: Please complete the information below, adding additional sheets as needed. The information is required as part of the submittal for the Zoning Hearing Board.

1311.10 ZONING HEARING BOARD FUNCTIONS - VARIANCES.

The Board may grant a variance, provided that all of the following findings are made where relevant in a given case: (attached additional sheets if necessary)

1) Explain what 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) Explain 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.

_____

3) Explain how such unnecessary hardship has not been created by the applicant

_____

4) Explain how, 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 or development of adjacent property, nor be detrimental to the public welfare.

_____

5) Explain how 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.

_____

e) In granting any variance, the Board may attach such reasonable conditions and safeguards, as it may deem necessary to implement the purposes of this Act and the Zoning Ordinance.

_____

_____ _____
Signature Date

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Cheryl Rascoe, Zoning Officer
Bureau of Permits, Planning and Zoning

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SECTION 1311.11 ZONING HEARING BOARD FUNCTIONS - SPECIAL EXCEPTION

The Board may thereafter authorize issuance a zoning permit if, in its judgment, the use meets all specific standards and criteria contained in this Ordinance and the following general provisions:

1) **PURPOSE** – Explain how the intended purpose of this proposed use shall be consistent with the City's development objectives established in the Comprehensive Plan and/or any redevelopment plans.

_____

2) **COMPATIBILITY** – Explain how the proposed use shall be in the best interest of properties in the general area as well as the community at large. The proposed use shall be reviewed as to its relationship to, and effect on, surrounding land uses and existing environmental conditions regarding the pollution of air, land and water, noise, potential hazards and congestion, illumination and glare, restrictions to natural light and circulation of air.

_____

3) **SUITABILITY** – Explain how the proposed use shall be suitable for the property in question and shall be designed, constructed, operated and maintained suitably for the anticipated activity and population served, numbers of participating population, frequency of use, adequacy of space and traffic generated.

_____

4) **SERVICEABILITY** –Explain how assurance shall be made as to the adequacy and availability of utility services, facilities, such as sanitary and storm sewers, water, trash and garbage collection and disposal and the ability of the City to supply such services.

_____

5) **ACCESSIBILITY** – Explain how proposed use will provide adequate ingress and egress, interior circulation of both pedestrians and vehicles, off-street parking and accessibility to the existing or proposed City street system.

_____

6) **CONFORMITY** – Explain how proposed use shall be in conformance with all application requirements of this Zoning Ordinance or Subdivision and Land Development Ordinance and where applicable in accordance with the Subdivision and Land Development Ordinance.

_____

(Continued on next page)

7) **CONGESTION** – Explain how the proposed use shall not substantially increase traffic congestion.

_____

8) **PUBLIC SAFETY** – Explain how the proposed use shall not increase the danger of fire or otherwise endanger public safety.

_____

9) **OVERCROWDING** – Explain how the proposed use shall not overcrowd the land or create an undue concentration of population.

_____

10) **LIGHT & AIR** – Explain how the proposed use shall not impair an adequate supply of light and air to an adjacent property.

_____

11) **IMPACT** – Explain how the proposed use shall not adversely affect transportation, or unduly burden water, sewer, school, park, or other public facilities.

_____

12) **FLOODPLAIN** – For special exception application located within the one-hundred-year (100) floodplain, the provisions of the City of York Floodplain Management Ordinance shall also be considered.

_____

_____ _____

Signature Date