



City Of York, Pennsylvania

1 Marketway West 3rd Floor, York, PA 17401

717.849.2256 (office) 717.849.2329 (fax)

www.yorkcity.org

John S. Brenner, Mayor

Bureau of Permits, Planning & Zoning
(717)-849-2240

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 twelve (12) 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. Delineate 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 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 \$350 for the first appeal and \$100 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. Ex. Submittal by January 2, 2007, will be heard at the scheduled meetings of February. 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 717-849-2240, or PP&Z at 717-849-2256 for further information.