

**SPECIAL EXCEPTION / VARIANCE APPLICATION**

**THE BOROUGH OF HANOVER  
44 FREDERICK STREET  
HANOVER, PA 17331**

**TELEPHONE # (717) 637-3877  
FACSIMILE # (717) 637-2805**

**PART 1 - REQUEST**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

I/we request that determination be made by the Board of Adjustment on the following appeal, which was denied by the Zoning Officer on: \_\_\_\_\_ (Date) for the reason that it was a matter in the opinion of the Zoning Officer which should properly come from the Board.

- : An Interpretation      : A Special Exception      : A Variance

is requested to article: \_\_\_\_\_ Section: \_\_\_\_\_

Subsection: \_\_\_\_\_ Paragraph: \_\_\_\_\_ of the Zoning Ordinance for the reason that:

- : It is an appeal for an interpretation of the Ordinance or Map.  
: It is a special exception to the Ordinance on which the Board of Adjustment is required to pass.  
: It is a request for a variance relating to the area frontage yard height use or: \_\_\_\_\_ Provisions of the Ordinance.

**PART 2 - PROPERTY**

The description of the property involved in this appeal is as follows:

Location: \_\_\_\_\_

Lot Size: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Present Use: \_\_\_\_\_

Present Improvements Upon Land: \_\_\_\_\_

Proposed Use or Change: \_\_\_\_\_

**PART 3 - GROUNDS**

I/We believe that the Board should approve this request because: (Include grounds for appeal or reasons with respect to law and fact for granting the appeal or special exception or variance, and if hardship is claimed, state the specific hardship).

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

**PART 4 - DECISION OF THE ZONING HEARING BOARD**

Appeal is :Denied :Granted in accordance with the following resolutions:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Secretary of Zoning Hearing Board)

**SPECIAL EXCEPTION / VARIANCE CHECKLIST\***

1. **FEES** THE FEES FOR SPECIAL EXCEPTION / VARIANCE HEARINGS ARE \$200.00. THERE IS AN ADDITIONAL COST OF \$125.00 MINIMUM COST FOR STENOGRAPHY TAKEN DURING THE HEARING. A COPY OF THE TRANSCRIPT WILL BE PROVIDED TO EACH APPLICANT.
  
2. **SITE PLAN** A SITE PLAN SHOWING THE FOLLOWING SHOULD BE SUPPLIED WITH EACH APPLICATION.
  - A. STREETS / EXISTING AND PROPOSED
  - B. LOT DIMENSIONS
  - C. EXISTING AND PROPOSED BUILDINGS
  - D. SET BACKS OF BUILDINGS
  - E. PARKING AREAS/ NUMBER OF SPACES
  
3. **STRUCTURE**
  - A. LAYOUT AND DIMENSIONS OF STRUCTURES
  - B. DIMENSIONS OF ROOMS
  - C. USES OF ROOMS
  - D. USES OF ANY ACCESSORY STRUCTURES

\*Application will not be submitted to Zoning Hearing Board until all of the above items are completed in their entirety.  
FOR BOROUGH OFFICE USE ONLY

Appeal Number: \_\_\_\_\_ Date: \_\_\_\_\_

Dates Hearing Advertised: \_\_\_\_\_ , \_\_\_\_\_

Special Exception / Variance Receipt No.: \_\_\_\_\_

Fee Special Exception / Variance: \$ \_\_\_\_\_

Fee Paid for Hearing Transcript: \$ \_\_\_\_\_

: Plans or sketch attached