

SPECIAL EXCEPTION / VARIANCE APPLICATION

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

**TELEPHONE # (717) 637-3877
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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:

Signature: _____ Date: _____
(Secretary of Zoning Hearing Board)

SPECIAL EXCEPTION / VARIANCE CHECKLIST*

1. FEES REFERENCE ANNUAL FEE RESOLUTION FOR UPDATED FEES.
EXPENSES INCURRED WHICH EXCEED THE APPLICATION FEE, SUCH AS BUT NOT LIMITED TO,
ADVERTISING FEES, STENOGRAPHER FEES, ETC. WILL BE BILLED TO THE 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