

East Cocalico Township

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Dear Applicant,

Please find attached an application form to be completed for a Variance, Special Exception, Conditional Use, or an Appeal for East Cocalico Township.

In the past, applicants have occasionally been unprepared for the hearing. Therefore, to help alleviate the unprepared situation, attached is a list of items that are required to be submitted with the completed application. If this application is for a Home Occupation, Section 220-96 of the East Cocalico Township Zoning Ordinance (copy attached), or for a Rural Occupation, Section 220-117 of the Zoning Ordinance, please be prepared to fully demonstrate complete compliance with the requirements of the Ordinance.

Please be reminded that the Zoning Hearings are held with the three members of the Zoning Hearing Board and the Zoning Hearing Board Solicitor (appointed by the Township), as well as a Court Reporter who will take the verbatim testimony at the hearing. You will be sworn or affirmed by the Court Stenographer, after which the attorney will begin questioning, followed by any questions or comments by the Board members.

After all testimony has been given, the Board will vote either to approve or disapprove a Special Exception. In the case of a Variance, the Board will vote to continue the hearing and make the decision at their next regular meeting.

You are permitted to have legal counsel or other qualified consultants represent you in your application before the Board. Be advised if you are unprepared, it is the option of the Zoning Hearing Board to postpone your hearing until the following month or deny the application based on insufficient information.

If you should have any questions concerning this information or the hearing itself, please do not hesitate to contact the Zoning Office.

Sincerely,

East Cocalico Township
Zoning and Code Enforcement Officer

SUPPORTING INFORMATION FOR ALL VARIANCE AND SPECIAL EXCEPTION APPLICATIONS

- A scaled drawing (site plan) showing actual dimension, shape and acreage of the site with sufficient detail and accuracy to demonstrate compliance with all applicable provisions of this ordinance.
- Exact location and dimensions of any structure proposed to be erected, constructed or altered or use to be established.
- Other existing structures and uses, including the number of occupied units, businesses, etc. on the property.
- Current land use, general topographic features, general type and extend of existing vegetation and any site development limitations.
- Off street parking and loading spaces if applicable, should be shown on the drawing.
- Utility systems affected and proposed.
- Copies of any applicable subdivision/land development plan.
- A written description of the proposed use in detail to demonstrate compliance with the Ordinance.
- Written note stating the agent is acting on behalf of the owner if another individual, not the property owner, makes the application.
- The appropriate fee shall accompany each application as prescribed by the Board of Supervisors pursuant to fee resolution. No application shall be considered complete without payment of the required fee.
- In addition, if the application is for a Home Occupation, the attached requirements pursuant to Section 220-96 of the East Cocalico Township Zoning Ordinance, shall apply. If the application is for a Rural Occupation, the requirements pursuant to Section 220-117 shall apply. Please be prepared to demonstrate, by credible evidence, compliance with the standards outlined.

ZONING HEARING BOARD APPLICANTS

PLEASE BE ADVISED

If you are considering submitting the required application fee to present your application to the Zoning Hearing Board of East Cocalico Township, please don't come to the Hearing unprepared. You have a responsibility of presenting the necessary facts to the Board so that they can justify granting your request.

You may be entitled to the relief you are requesting, but if you do not provide the Board with sufficient facts to show and support how you are going to fully comply with the ordinance, it is not the Board's responsibility to supply the information for you.

The Zoning Hearing Board most likely will deny your request because you are not prepared, and failed to justify the relief you are requesting. You should read the Zoning Ordinance to determine how it will affect your proposed use.

In addition to completing the zoning application in its entirety, you must provide the information set forth in Section 220-142 of the Zoning Ordinance.

We will need six (6) copies of your application and pertinent information. If you are seeking a variance you must also show how you meet all the general criteria in Section 220-142.D.(2) in particular 220-142.D.(a through g), in addition to any specific criteria outlined in Article IV of the Zoning Ordinance. If your request is for a Special Exception, Section 220-142.C.(2) (a through j) is applicable. In addition, please be familiar with other relevant sections of the ordinance and show how you intend to comply with these sections. You must also indicate what section of the ordinance permits you to request a Special Exception. If your request is not permitted by Special Exception you are not entitled to it.

Each Zoning District has a list of uses that are permitted by Special Exception and Special Criteria associated with those particular uses. It is your responsibility to determine what criteria applies to you and to demonstrate how you will comply. It is not enough to say "I will do whatever you ask" or "I will do whatever is necessary" or "I will comply with the Ordinance."

You are not required to be represented by an Attorney, or hire an engineer to draw your plans or complete your application. Nevertheless you may want to consider consulting a professional and ask for help, if this is the first time you have done this. The more detailed the information submitted is, the easier it will be for the Board to reevaluate and consider your request.

While the Zoning Hearing Officer may be able to give you some advice and "pointers" it is not his/her responsibility to complete your application or present your case at the hearing; nor is it the Zoning Hearing Board's function.

If you have done all of this, your request for relief may be denied because the Zoning Hearing Board may not have the authority to grant your request.

Thanking you in advance for your anticipated cooperation in this matter.

Sincerely,

East Cocalico Township Zoning Hearing Board