

East Cocalico Township

100 Hill Road, Denver, PA 17517
Phone: (717) 336-1720 **Fax:** (717) 336-1724
E-mail: Township@eastcocalicotownship.com
Website: www.eastcocalicotownship.com

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

**THE ZONING HEARING BOARD
EAST COCALICO TOWNSHIP
LANCASTER COUNTY
APPLICATION**

Special Exception Zoning District _____

Variance

Conditional Use

Appeal

- 1. Name of Property Owner: _____
- 2. Address of Property Owner: _____

- 3. Phone Number of Property Owner: () _____

Complete items 4 and 5 only if Applicant is different from Property Owner.

- 4. Applicant Name: _____
Address: _____

- Phone: () _____

- 5. Interest of Applicant: _____
- 6. Address of Property subject to this hearing: _____

- 7. Describe location of property if the property will not be readily located: _____

- 8. State the purpose for which this Zoning Hearing is sought: _____

9. State the Section of the Zoning Ordinance under which this application is being requested, and the conditions under which the application is requested:_____

10. State why Application should be granted:_____

11. Describe Proposed Improvements:_____

12. Intended use of Proposed Buildings:_____

13. Size of Lot:_____
14. Percentage of area by Existing Buildings:_____
15. Percentage of area by Proposed Buildings:_____

The following information, as applicable, shall accompany this Application: (6 copies)

- A. A map of the lot in question, indicating the lot size and showing all dimensions of lot lines; the exact location(s) on the lot of all proposed buildings and structures; any alterations to the buildings and structures.
- B. Indication of zoning district. If more than one zone, place district line on map.
- C. A statement indicating the number of families, and/or commercial/industrial establishments, to be accommodated within existing and proposed buildings on the lot. In the case of commercial and industrial uses and home occupations, indicate the floor area to be devoted to each use.
- D. The number, location, and design of parking and loading areas, recreation areas, signs, buffer yards and landscaping.
- E. Means of ingress and egress to the lot; routes for pedestrian and vehicular traffic.
- F. Indication of outdoor lighting throughout the tract.

The appropriate fee must accompany this application.

Owner's Signature

Applicant's Signature

Date:_____

Date:_____

Per Resolution 2007-09, enacted February 20, 2007, the following filing fees are adopted and shall be collected by East Cocalico Township prior to the acceptance of any application for any of the following:

- A.** Special Exception: \$600.00
- B.** Variance: \$600.00
- C.** Conditional Use: \$1,200.00
- D.** Substantive Challenges to the Validity of Any Land Use Ordinance: \$500.00
- E.** Challenges to the Validity of Any Land Use Ordinance Raising Procedural Questions: \$500.00
- F.** Appeals from the Determination of the Zoning Officer: \$500.00
- G.** Appeals from a Determination by a Municipal Engineer or Zoning Officer with Reference to Administrative Provisions of any Flood Plain or Flood Hazard Ordinance: \$500.00
- H.** Validity and Constitutionality of Zoning Ordinance: \$500.00
- I.** Curative Amendment: \$500.00
- J.** Zoning Map Change: \$1,200.00

These fees shall not include the cost of any transcript to be paid by the applicant which this fee shall be paid directly to the stenographer. Pursuant to 53 P.S. §10908(7) the cost of the original Transcript shall be paid by the municipality if the transcript is ordered by the Zoning Hearing Board or Hearing Officer; or shall be paid by the person appealing from the decision of the Zoning Hearing Board if such appeal is made and, and in either event the person requesting such copy or copies shall pay the cost of additional copies. In other cases, the party requesting the original transcript shall bear the cost thereof.

The above fees are to be charged to all applicants and all checks are to be made payable to East Cocalico Township.