

# HEIDELBERG TOWNSHIP ZONING HEARING BOARD

111 Mill Road, P.O. BOX 188  
Schaefferstown, PA 17088  
Web: [heidelbergtownship.com](http://heidelbergtownship.com)

Phone (717) 949-3885  
Fax: (717) 949-2915  
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## HEIDELBERG TOWNSHIP ZONING HEARING BOARD SUPPLEMENTARY APPLICATION INFORMATION

### **1. Forms to be completed and information submitted:**

- A. A building/zoning permit application (if applicable).
- B. Six (6) copies of the plot plan showing **all** existing and proposed buildings or structures. The plot plan must be accurate and drawn to scale in conjunction with the informational requirements listed on the application.
- C. Six (6) copies of the Zoning Hearing Board Application. If necessary, use additional sheets and attach them to the application.
- D. Zoning Hearing Board Application Fee of \$750.00. The check should be made payable to Heidelberg Township.

### **2. Miscellaneous Information:**

- A. The Heidelberg Township Zoning Hearing Board schedules its meetings on the fourth Wednesday of each month at 7:00 p.m. at the Heidelberg Township Municipal Office.
- B. The application deadline for consideration at a hearing is noon on the fourth Wednesday of the month before the date of the next scheduled hearing. If the application is not complete and does not adequately identify the request or describe the proposal, the application will be not be accepted and will be held until the following month, provided that it is fully completed prior to the next submission deadline.
- C. The Zoning Hearing Board is permitted forty-five (45) days following the closing of testimony at the last hearing on an application to render a decision.
- D. There is a thirty (30) day appeal period following the issuance of a decision by the Zoning Hearing Board in which an appeal may be filed with the Court of Common Pleas of Lebanon County to reverse or limit said decision.
- E. If a Special Exception, Variance or Conditional Use is granted, the necessary permit shall be secured within two (2) years after the date when such approval is finally granted; provided that, if the necessary permit is not secured within the aforesaid time period due to reasons beyond the applicant's control (such as ongoing appeals), failure of governmental bodies other than Heidelberg Township to issue permits which are a condition precedent to the issuance of the permit, or the failure of Heidelberg Township or its agencies to proceed diligently and in good faith in the consideration of the permit application, the two (2) year period shall not apply. If the Special Exception, Variance or Conditional Use has not been implemented within two (2) years of the date of the Zoning Hearing Board (or the Board of Supervisors in the case of a Conditional Use), said approval shall expire and become null and void. Alterations or changes to the use or building authorized by the Zoning Hearing Board, or the Board of Supervisors in the case of a Conditional Use, shall require reapplication to the Board (or to the Board of Supervisors in the case of a Conditional Use.).
- F. Any questions regarding the application or process may be directed to Barry R. Wagner, Heidelberg Township Zoning Officer via phone at (717) 625-0444, via fax at (717) 625-0445 or via e-mail at [brwconsultants@dejazzd.com](mailto:brwconsultants@dejazzd.com).

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## ZONING HEARING BOARD APPLICATION OR APPEAL NOTICE

Do Not Write in This Space. For Office Use Only.

Appeal No. \_\_\_\_\_ Hearing Date: \_\_\_\_\_ Dates Advertised: \_\_\_\_\_  
Tax Map No. \_\_\_\_\_ Fee Paid/Date: \_\_\_\_\_ Check No. \_\_\_\_\_

1. Applicant's name, address, and telephone number: \_\_\_\_\_

2. Owner's name, address, and telephone number (if other than above): \_\_\_\_\_

3. If the applicant is other than the owner, explain the legal status which allows this application and supply a copy of any legal documentation in support of same.

4. The type of relief requested:

- \_\_\_\_\_ Appeal from a decision/determination of the Zoning Officer
- \_\_\_\_\_ Special Exception
- \_\_\_\_\_ Variance
- \_\_\_\_\_ Conditional Use
- \_\_\_\_\_ Other: \_\_\_\_\_

5. If this is an appeal from a decision or determination of the Zoning Officer, explain the objection to same and attach a copy of the decision.

6. Describe the relief being requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Address of the property in question: \_\_\_\_\_  
\_\_\_\_\_
8. The zoning district of the property: \_\_\_\_\_
9. The size of the property: \_\_\_\_\_
10. The present use of the property: \_\_\_\_\_

**ADDITIONAL REQUIREMENTS (WHERE APPLICABLE):**

1. Written report indicating the section of the Zoning Ordinance under which the Special Exception, Conditional Use or variance is sought and stating the grounds on which it is requested.
2. Listing of names and addresses of adjoining property owners, including properties directly across a public right-of-way.
3. Ground Floor Plans and elevations of proposed structures.
4. A site plan of the site with detail demonstrating compliance with all applicable provisions of the zoning ordinance, indicating, for example, setbacks, lot area, lot width, lot coverage, height, landscaping, etc.
5. A plan showing vehicular access, off-street parking and loading, signs, screening and landscaping, etc.
6. Applicants requesting special exceptions proposed in the Floodplain Zone or those in the Watershed Conservation District need to show compliance with the regulations contained in Article 13 of the Zoning Ordinance.

**I (we) hereby represent that all of the information supplied in or submitted with this application is complete, true, and correct to the best of my (our) knowledge, information, and belief. I understand that any intentional misrepresentation, misinformation or incomplete information may result in the nullification of any relief granted by the Zoning Hearing Board and that any false information supplied herein may subject me (us) to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.**

Date: \_\_\_\_\_

Dated, filed, and accepted,  
and fee paid:

\_\_\_\_\_