

**PENN LAKE PARK BOROUGH
ZONING HEARING BOARD
APPLICATION FOR APPEAL AND HEARING**

1. NAME, ADDRESS AND PHONE NUMBER OF APPLICANT:

2. NAME, ADDRESS AND PHONE NUMBER OF OWNER, IF THE APPLICANT IS NOT THE OWNER OF THE SUBJECT PROPERTY:

3. THE ADDRESS AND ZONING DISTRICT IN WHICH THE SUBJECT PROPERTY IS LOCATED:

4. DESCRIBE PRESENT USE OF LAND AND/OR STRUCTURE(S):

5. DESCRIBE PROPOSED USE OF LAND AND/OR STRUCTURE(S):

6. TYPE OF APPEAL:

- A. A VARIANCE PER SECTION 1509 OF THE ZONING ORDINANCE.
- B. A SPECIAL EXCEPTION PER SECTION 1510 OF ZONING ORDINANCE.
- C. A REVIEW OF THE DECISION OF THE ZONING OFFICER PER SECTION 1508, SUBSECTIONS (C), (D), and/or (G).
- D. A VALIDITY CHALLENGE BASED UPON SUBSTANTIVE GROUNDS PER SECTION 1508, SUBSECTION (A).
- E. A VALIDITY CHALLENGE BASED UPON PROCEDURAL GROUNDS PER SECTION 1508, SUBSECTION (B).
- F. REVOCATION OF PERMIT

BASED UPON THE ABOVE INDICATED ITEMS, SPECIFICALLY STATE THE NATURE OF YOUR REQUEST, APPEAL AND/OR CHALLENGE TO THE ZONING HEARING BOARD; ATTACH ADDITIONAL SHEETS IF NECESSARY

7. A COPY OF YOUR APPLICATION FOR A ZONING PERMIT AND/OR NOTICE OF A ZONING VIOLATION (IF APPLICABLE) AND ANY RELATED INFORMATION FROM ZONING OFFICER MUST ACCOMPANY THIS APPLICATION.

8. SPECIFICALLY STATE THE GROUNDS BASED UPON THE ZONING ORDINANCE AND/OR ANY OTHER RELATED OR APPROPRIATE GROUNDS WHICH CAN SUPPORT AND/OR SUBSTANTIATE THE REQUEST, APPEAL AND/OR CHALLENGE CONTAINED IN THIS APPLICATION; ATTACH ADDITIONAL SHEETS IF NECESSARY.

HEARINGS BEFORE THE ZONING HEARING BOARD

The Zoning Hearing Board shall conduct hearings and render decisions in accordance with the following:

- A. Notice of hearings before the Board shall be by public notice; a notice published once a week for two (2) successive weeks in a newspaper of general circulation in the Borough. Such notice shall state the time and place of the hearing and the particular nature of matters to be considered at the hearing by the Board. The first publication shall not be more than thirty (30) days and the second publication shall not be less than seven (7) days from the date of the hearing.
- B. Written notice of all hearings before the Board shall be conspicuously posted on the affected property not less than one week prior to the hearing.

Written notice shall be given to the Zoning Officer, to the applicant, to the owner of record of the subject property before the Board, if different than that of the applicant, to the owner of record of any property which has a common side yard, rear yard or opposite frontage with the subject property before the Board and to any party or person who has submitted a written request to receive notification on the subject property.

The applicant shall be responsible for providing the Zoning Hearing Board with the names and addresses of the true and correct owners of record based upon the records contained in the Luzerne County Tax Assessor's Office. While it shall be the intent of the Penn Lake Park Borough Zoning Hearing Board to provide written notice to property owners which have a common side yard, rear yard or opposite frontage to the subject property before the Board, failure to do so, shall not represent a basis for appeal or otherwise invalidate a decision and/or finding of the Zoning Hearing Board.