



BOROUGH OF SUGARCREEK

Zoning Department

212 Fox Street

Franklin, PA 16323

P – 814-437-9453 F – 814-437-1014

www.sugarcreekborough.us

GUIDE FOR SPECIAL EXCEPTION REQUEST

Request for a Special Exception to the Zoning Ordinance of the Borough of Sugar Creek, shall be filed with the Zoning Hearing Board through the Office of the Zoning Officer.

Normal procedure will require about 45-60 days for review, advertisement and necessary public hearing.

The attached form is provided to aid applicants in preparing their requests.

The Special Exception request shall include the following:

- The proper legal description of the property being considered for Special Exception
- A \$600.00 fee shall accompany the Special Exception Application, prior to the scheduling of a Public Hearing and may be subject to increases based on actual Borough expenditures.
- Seven (7) copies of an 11" x 17" Site Plan, if required.

The Borough Zoning Ordinance can be viewed or downloaded from the Borough website: www.sugarcreekborough.us and select "Ordinances" from the menu.

Borough of Sugar Creek Pennsylvania, County of Venango
Villages of Galloway, Reno, Rocky Grove, Sugar Creek and Wyattville

SUGARCREEK BOROUGH
212 Fox Street, Franklin, PA 16323
Phone: 814 – 437 - 9453 Fax: 814 – 437 – 1014

ZONING HEARING BOARD APPLICATION

APPLICANT'S INFORMATION

1. You will have a formal hearing.
2. You can represent yourself or have some other person and/or an attorney present to represent you.
3. You may call witnesses to testify on your behalf. Other witnesses may appear to give testimony against your appeal.
4. All testimony and evidence must be presented to the Zoning Hearing Board at the time and date of the hearing. No testimony or evidence will be accepted either before or after the hearing.
5. The Planning Commission may review your appeal before the hearing and present a recommendation at the date and time of the hearing.
6. In accordance with Act 247, the Municipalities Planning Code, any person or group disagreeing with the decision of the Zoning Hearing Board may appeal to the Venango County Court of Common Pleas within thirty (30) days of the decision.

INFORMATION REQUIRED BY THE ZONING HEARING BOARD

1. Seven (7) copies of a site plan, a minimum of 11' x 17' in size shall be submitted, when required, with dimensions and to scale, showing the following:
 - a. The property under appeal including the width, depth and location.
 - b. All existing structures and improvements.
 - c. All proposed structures and/or improvements.
 - d. Distances between existing & proposed structures.
 - e. All front, side and rear yard dimensions from existing property lines to existing and/or proposed structures and improvements, to abutting streets.
2. You must submit any other information requested by the Zoning Hearing Board or Zoning Officer.
3. Once completed, your application, site plan and any other required information shall be submitted to the Zoning Officer, along with a check for \$1,000.00 payable to "Sugarcreek Borough" for zoning fees (\$700) and advertising fees (\$300). You may be billed for additional advertising fees.
4. **FAILURE TO FURNISH ANY OF THE REQUIRED INFORMATION MAY RESULT IN THE CONTINUATION OF THE HEARING TO A NEW HEARING DATE AS SET BY THE BOARD. AN ADDITIONAL REVIEW FEE OF \$200.00 MAY BE CHARGED FOR ERRONEOUS OR INCOMPLETE INFORMATION.**

*A copy of the Borough Zoning Ordinance may be reviewed at the Sugarcreek Borough Building or downloaded online at www.sugarcreekborough.us, under Ordinances.

FOR OFFICE USE ONLY

Application No. _____ Application Date _____ Bldg Permit No. _____
Fee\$ _____ Receipt No. _____ Receipt Date _____
Advertisement Date _____ Posting Date _____ Notices Date _____
Hearing Date _____ Decision Date _____ Decisions Mailed Date _____

ZONING OR OTHER APPEAL APPLICATION

1. Name _____ Phone# _____

Address _____ Cell # _____

2. The Zoning Officer's interpretation of the Sugarcreek Borough Zoning Ordinance or other applicable ordinance denies my/our request for a zoning certificate and I am/are entitled to appeal this interpretation to the Zoning Hearing Board pursuant to the terms of each respective Ordinance.

3. Type of Appeal:

_____ Interpretation	_____ Curative Amendment
_____ Special Exception	_____ Unified Appeal
_____ Variance	_____ Validity of Ordinance
_____ Other _____	

4. Applicable Section(s) of Zoning or other Ordinance:

Article _____	Subsection _____
Section _____	Paragraph _____

5. Property Under Appeal:

- A. Assessment Map No.: 28- _____
- B. Current Zoning District: _____
- C. Lot Size with Dimensions: _____
- D. Flood Plain: _____ Yes _____ No
- E. Present Land Use: _____
- F. Present Improvements: _____
- G. Proposed Use & /or Improvements: _____

H. Has any previous zoning or other application or appeal been filed in connection with this property?
_____ Yes _____ No

I. Approximate cost of proposed improvements: _____

J. Number of Employees: _____

K. Existing Off – Street Parking Spaces: _____

L. Proposed Off – Street Parking Spaces: _____

6. Appellant:

A. I/We believe this request should be approved because (include the grounds for the appeal or reasons with respect both to law and/or fact for granting the appeal. If a hardship is claimed, state the specific hardship): _____

B. Appellant is:

_____ Owner _____ Renter
_____ Lessee _____ Other

C. I/we attest that the information provided above is true and correct to the best of my/our knowledge.

Appellant _____ Date _____
(Signature)

Owner/Representative _____ Date _____
(Signature)

*****This appeal must be signed by the owner or his designated representative.*****