

**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 \$600.00 payable to "Sugar creek Borough" for zoning fees and advertising fees. \*\*\*\*\*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 Sugar creek Borough Building or downloaded online at [www.sugarcreekborough.us](http://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 Number: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Number: \_\_\_\_\_

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:

Assessment Map No.: 28- \_\_\_\_\_  
Current Zoning District: \_\_\_\_\_  
Lot Size with Dimensions: \_\_\_\_\_  
Flood Plain:  Yes  No  
Present Land Use: \_\_\_\_\_  
Present Improvements: \_\_\_\_\_  
Proposed Use &/or Improvements \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Approx. cost of proposed improvements: \_\_\_\_\_  
Number of Employees: \_\_\_\_\_  
Existing Off-Street Parking Spaces: \_\_\_\_\_  
Proposed Off-Street Parking Spaces: \_\_\_\_\_

