



# *BOROUGH OF SUGARCREEK*

Zoning Department  
212 Fox Street  
Franklin, PA 16323  
P – 814-437-9453 F – 814-437-1014  
[www.sugarcreekborough.us](http://www.sugarcreekborough.us)

## **GUIDE FOR SPECIAL EXCEPTION/VARIANCE REQUEST**

**Request for a Special Exception/Variance 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
- An \$800.00 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](http://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 \$800.00 payable to “Sugar creek Borough” for zoning fees (\$300) and advertising fees (\$500). 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 #:	Application Date:	Bldg Permit #:
Application Received:	Fee Received:	Receipt #:
Advertising Dates:	Property Posted Date:	Notices Mailed Date:
Hearing Date:	Decision Date:	Decisions Mailed Date:

### ZONING OR OTHER APPEAL APPLICATION

Name:	Phone #
Address:	Cell #

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

Type of Appeal:			
<input type="checkbox"/>	Interpretation	<input type="checkbox"/>	Curative Amendment
<input type="checkbox"/>	Special Exception	<input type="checkbox"/>	Unified Appeal
<input type="checkbox"/>	Variance	<input type="checkbox"/>	Validity of Ordinance
<input type="checkbox"/>	Other (explain):		

Applicable Section(s) of Zoning or other Ordinance:			
Article		Subsection	
Section		Paragraph	

Property Under Appeal:	
Assessment Map #: 28-	Current Zoning District:
Lot Size with Dimensions:	Flood Plain: <input type="checkbox"/> Yes <input type="checkbox"/> No
Present Land Use:	
Present Improvements:	
Proposed Use &/or Improvements:	
_____	
_____	
_____	
_____	

Property Under Appeal (Continued):	
Has any previous zoning or other application or appeal been filed in connection with this property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Approximate cost of proposed improvements:	Number of Employees:
Existing Off-Street Parking Spaces:	Proposed Off-Street Parking Spaces:

Appellant:
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):
_____
_____
_____
_____
_____
_____
_____
_____
_____

Appellant is:			
<input type="checkbox"/>	Owner	<input type="checkbox"/>	Renter
<input type="checkbox"/>	Lessee	<input type="checkbox"/>	Other (Specify)

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)	
<b>*****This appeal must be signed by the property owner or his designated representative*****</b>	