



Borough of Denver

INSTRUCTION SHEET FOR ZONING HEARING BOARD APPLICANTS (Zoning Hearing Board meets the fourth Wednesday of every month on an as needed basis)

1. Complete the Zoning Hearing Board Application by including the name, address, and telephone number of the property owner and the name, address, telephone number, and address of the property affected if the applicant is different from the property owner.
2. State the purpose for which the Zoning Hearing Board relief is sought. Include any attachments if necessary.
3. State the section of the Borough Ordinance under which the Variance or Special Exception is being requested. Include any attachments as necessary.
4. Attach seven (7) copies of the application, site plan, and all attachments in compliance with the requirements listed in the Zoning Ordinance.
5. Submit a check in the amount of \$500.00 with the application made payable to the Borough of Denver. Applications will not be processed and scheduled without the application fee.
6. Sign and date the Zoning Hearing Board Application and return to the Denver Borough Municipal Building, 501 Main Street, Denver, PA 17517.
7. Applications shall be submitted to the Denver Borough Municipal Building by the first day of the month in order to be scheduled on that month's Zoning Hearing Board meeting agenda. The Zoning Hearing Board meets at the Denver Borough Municipal Building on the fourth Wednesday of the month on an as needed basis at 7:00 p.m.
8. The applicant will be sent a copy of the public notice stating the date and time of the scheduled hearing. This notice is typically sent at the beginning of the month the hearing is scheduled.
9. A copy of the public notice is sent to all property owners within 200 feet of the subject property. A copy of the public notice also is posted on the property.
10. If you have any additional questions or comments, please contact the Denver Borough Municipal Building at (717) 336-2831.

**Application to the Zoning Hearing Board
Borough of Denver
Lancaster County, Pennsylvania**

1. Please check the appropriate application.

_____ Application for Special Exception

_____ Application for Variance

_____ Application for Appeal of the Decision of the Zoning Officer

2. Name of Property Owner: _____

3. Address of Property Owner: _____

4. Telephone Number of Property Owner: _____

Complete Questions #5 - #8 only if the Applicant is Different from the Property Owner. Also, please attach a written authorization from the property owner authorizing the application and designating the applicant as his agent.

5. Name of Applicant: _____

6. Interest of Applicant: _____

7. Address of Applicant: _____

8. Telephone Number of Applicant: _____

9. Address of Property Affected: _____

10. State the purpose for which the relief is sought including a statement of the present zoning classification of the property, the improvements thereon, and the present use of the property. Include any attachments if necessary:

11. State the section of the Borough Zoning Ordinance under which the relief is being requested and the conditions under which the relief is requested:

12. Attach a reasonably accurate description of the changes intended to be made under this application, indicating the size, material, and general construction of such proposed improvements. Attach to the description a plot plan of the property to be affected, indicating the location and size of the lot and the size of the existing and intended improvements, as well as any other information required by the Zoning Ordinance.
13. Submit seven (7) copies of the application, plot plan, and all attachments.
14. Submit a check in the amount of \$500.00 with the application made payable to the Borough of Denver. Applications will not be processed and scheduled without the application fee. In making this application, the Applicant agrees to pay all fees required by the fee schedule adopted by the Borough Council by ordinance or resolution in effect on the date of the application.
15. Sign and date the application and submit the application, information, and fee to the Denver Borough Municipal Building, 501 Main Street, Denver, PA 17517.
16. Applications shall be submitted to the Denver Borough Municipal Building by the first day of the month in order to be scheduled on that month's Zoning Hearing Board meeting agenda. The Zoning Hearing Board meets on the fourth Wednesday of the month on an as needed basis.

I, _____, the undersigned, certify that the information I have provided for this application for Zoning Hearing Board approval is true and correct.

Applicant/Authorized Agent

Date