



West Lebanon Township  
322 North 22<sup>nd</sup> Street, Lebanon, PA. 17046  
Phone # (717) 274-1598 Fax: (717) 274-5119

*Zoning Hearing Board*  
APPLICATION PROCEDURES

1. Please submit 8 copies of the following: (please check off each box as applicable)
  - Zoning Hearing Board Application with appropriate attachments (signed by applicant and owner or equitable owner.
  - Supplemental Information Forms (as appropriate and required)
  - Detailed site plan showing all existing and proposed structures, parking areas, driveways, sidewalks, street names, easements, right-of-ways, etc. Building plans including detailed floor plans are also required if application specifically involves issues related to a specific use. Plans may be hand drawn but must be accurate and to scale with North arrow.
  - Documentation showing evidence that the applicant is the owner or an equitable owner (such as an agreement of sale.
  - Zoning Hearing Board fee of \$500.00 (check made out to West Lebanon Township)
2. Additional Information:
  - A. If one or more items listed above are incomplete or missing, your application will not be processed, nor will it be assigned a case number or hearing date. The application, along with an explanation as to why the application was not accepted, will be returned for you to make the necessary corrections.
  - B. The owner or equitable owner of the subject property must sign the application prior to acceptance and the scheduling of a hearing.
  - C. Upon an application determined to be complete, the West Lebanon Township Zoning hearing Board shall have sixty (60) days in which to initiate a hearing on an application unless an extension of time is granted by the applicant.
  - D. The Board has forty-five (45) days within which to render a formal decision following the closing of testimony.
  - E. A thirty (30) day appeal period follows the issuance of the formal written decision by the Board. Any party with an interest in the decision may appeal a decision of the Board by filing an appeal with the Lebanon County Court of Common Pleas, seeking to reverse, modify or limit a decision.
  - F. After a Variance, Special exception or other action has been authorized by the Zoning Hearing Board, the applicant shall secure the necessary permit(s) within one (1) year from the date of receipt of the formal decision or the time specified within the decision. Such construction shall be completed within one (1) year from the issuance of the necessary permit. Notwithstanding the foregoing, the Zoning Officer may, upon a written request and for good cause, extend the time in which to obtain a permit or time by which to complete the construction thereof.
  - G. Copies of West Lebanon Township Zoning Codes are available for purchase or review at West Lebanon Township Office.



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**Application for Zoning Hearing**  
Applicant Information

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone; ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Property Owner Information (if different from applicant)

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone; ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Legal/Applicant Representative Information  
 (if different from applicant)

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone; ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Subject Property Information

Subject Property Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Lot Size: \_\_\_\_\_ x \_\_\_\_\_ Lot Area \_\_\_\_\_ Sq. Ft.

**FOR OFFICE USE ONLY**

Date Application Received; \_\_\_\_\_ Date Accepted \_\_\_\_\_

Case Number; \_\_\_\_\_ Hearing Date \_\_\_\_\_

Date of Decision; \_\_\_\_\_ Previous Decision(s) \_\_\_\_\_

Fee Paid; \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

Date Paid: \_\_\_\_\_ Received By: \_\_\_\_\_

Present Use(s) \_\_\_\_\_

**PROJECT APPLICATION INFORMATION**

Request for a hearing hereby made the Zoning Hearing Board to consider the Following:

- Variance** to Section(s) \_\_\_\_\_ of West Lebanon Township Zoning Code. The Variance relates to one or more of the following:

\_\_\_\_\_ Building SetBack      \_\_\_\_\_ Lot Coverage      \_\_\_\_\_ Parking  
\_\_\_\_\_ Lot Width      \_\_\_\_\_ Lot Area      \_\_\_\_\_ Bldg. Height  
\_\_\_\_\_ Special Exception Standard(s)  
\_\_\_\_\_ Other; \_\_\_\_\_

- Special Exception(s)** pursuant to Section(s) \_\_\_\_\_ of West Lebanon Township Zoning code. The Special Exception relates to the following;

\_\_\_\_\_ Use-Specify; \_\_\_\_\_  
\_\_\_\_\_ Floodplain Issue-Specify: \_\_\_\_\_  
\_\_\_\_\_ Non-conforming Use expansion  
\_\_\_\_\_ Non-conforming Use Substitution

- Use(s) Not Provide For**  
Specify: \_\_\_\_\_

\_\_\_\_\_

- Modification** of a prior decision of the Zoning Hearing Board dated \_\_\_\_\_ and relates to \_\_\_\_\_

- Appeal/Interpretation** of a denial of a Zoning Permit or Interpretation of Section \_\_\_\_\_ of the Zoning Code by the Zoning Officer. Said denial/interpretation involved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant / Property Owner Certification**

I/We hereby certify, under penalty of law, that all statements made herein and contained on any related documents submitted herewith are true and accurate to the best of my/our knowledge and belief. If Applicant is not the property owner of record, the property owner shall sign application signifying consent to this application being filed.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

The following pages contain a list of questions designed to assist you and the Zoning Hearing Board in the efficient and effective review of your application. Please thoroughly complete all areas which are applicable to your application. If the space is insufficient, additional sheets may be attached.

PROJECT DESCRIPTION (All applicants complete this section) - Please type or print clearly.

1. Briefly describe the project for which the application has been filed. Give specific details about any structures being removed and/or constructed; explain what the existing use of the property is as well as the proposed use, etc.

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2. Describe the location of the property based on streets, nearest intersections, waterways and/or local landmarks.

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3. What is the character and use of the adjoining properties and the neighborhood in general

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4. List any easements, rights-of-way and/or deed restrictions on the property (show on site plan)

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# SUPPLEMENTAL INFORMATION - SPECIAL EXCEPTION

## Worksheet / Project Narrative

A Special Exception Use is one, by virtue of its own particular character, may be permitted in a specified zoning district only after review by the Zoning Hearing Board. Before any Special Exception is issued, the Board shall make written findings certifying compliance with the specific rules governing the individual Special Exception and that satisfactory provision and arrangement has been made concerning the following, where applicable:

1. Ingress and egress to the property and proposed structures thereon with particular reference to automotive and pedestrian safety and conveniences, traffic flow and control and access in case of fire or catastrophe:

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2. Off-street parking and loading areas where required, with particular attention to the items above hereof and the economic effect, noise, glare or odor resulting from the Special Exception on adjoining properties generally in the district:

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3. Refuse and service areas, with particular reference to the items above:

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4. Utilities, with reference to locations, availability and compatibility:

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5. Screening and buffering with reference to type, dimensions and character:

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## SUPPLEMENTAL INFORMATION - VARIANCE

### Worksheet / Project Narrative

The Pennsylvania Municipalities Planning Code allows a Zoning Hearing Board to potentially grant a variance (relief to a regulation) provided that all of the following findings are made where relevant in a given case:

1. What are the unique physical circumstances or conditions, including irregularity, narrowness or shallowness of lot size or shape or exceptional topographical or other physical conditions peculiar to the particular property, and that the unnecessary hardship is due to such conditions and not the circumstances or condition generally created by the provisions of the Zoning Code in the neighborhood or district in which the property is located:

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2. Explain how such physical circumstances or conditions, which are not the fault of the applicant, result in no possibility of the property being developed in strict conformity with the provisions of the Zoning Code and that the authorization of a variance is therefore necessary to enable the reasonable use of the property. (i.e. unable to meet required setback, height or other lot restrictions, etc.

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3. Explain how the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, nor substantially or permanently impair the appropriate use or development of adjacent property, nor be detrimental to the public welfare:

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4. Explain how the variance being requested is the minimum necessary to afford relief and will represent the least modification possible of the regulation:

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**A. Appeal / Interpretation by the Zoning Officer (Section: \_\_\_\_\_ )**

Briefly describe the issue detailing the above zoning code section and how you feel the Zoning Officer wrongly applied it to your situation.

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**B. Use not provided for in the current Zoning Code (Zoning District \_\_\_\_\_ )**

Explain in detail the proposed use. Include existing use of the property in comparison to the new use. Include changes / impacts new use will have on all surrounding properties / neighborhood.

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**C. Modification of a prior decision from the Zoning Hearing Board**

Previous Case # \_\_\_\_\_

Describe the previous condition(s) and explain your proposed amendment. Make sure to include the need for the amendment and the potential new impacts to the current use of the property.

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