



## HILLTOWN TOWNSHIP

13 West Creamery Road  
P.O. Box 260  
Hilltown, PA 18927  
(215) 453-6000 Fax: (215) 453-1024  
www.hilltown.org

### **APPEAL TO ZONING HEARING BOARD** **HILLTOWN TOWNSHIP**

*Please note: It is **required** that all applicants submit an application for a Subdivision/Land Development and/or apply for a **Zoning Permit** and receive a **review** from the Township prior to submitting an application to the Zoning Hearing Board.*

#### **TOWNSHIP USE:**

Appeal #: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Received By: \_\_\_\_\_

#### **PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION**

**PLEASE ATTACH ALL REQUESTED DOCUMENTATION. FAILURE TO COMPLETE ALL SECTIONS OR ATTACH ALL REQUESTED DOCUMENTATION MAY RESULT IN A DENIAL OF YOUR APPLICATION. YOUR INITIALS BELOW INDICATE THAT YOU HAVE A COMPLETE UNDERSTANDING OF THE APPLICATION AND REQUIRED DOCUMENTATION.**

**THE TOWNSHIP WILL NOT ACCEPT APPLICATIONS UNLESS INITIALED BELOW.**

\_\_\_\_\_  
*Initials*

Date: \_\_\_\_\_

**1. Applicant:**

a. Name: \_\_\_\_\_

b. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

c. Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

d. State whether the Applicant is: *(Check one or more if applicable)*

\_\_\_\_ Owner of Legal Title

\_\_\_\_ Owner of Equitable Title

\_\_\_\_ Tenant with the Permission of Legal Title

**2. Applicant's Attorney: *(if any)***

a. Attorney's and Firm Name: \_\_\_\_\_

b. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

c. Phone Number: \_\_\_\_\_ Fax No.: \_\_\_\_\_

d. Email Address: \_\_\_\_\_

**HILLTOWN TOWNSHIP**  
**ZONING AND BUILDING DEPARTMENT**

3. Property Information:

- a. Present Zoning Use Classification: \_\_\_\_\_
- b. Tax Parcel Number: \_\_\_\_\_
- c. Location: *(with reference to nearby intersections or prominent features)*  
\_\_\_\_\_  
\_\_\_\_\_

4. Present Use: \_\_\_\_\_

5. Proposed Use: *(if different)* \_\_\_\_\_

6. Classification of Appeal: *(Check one or more if applicable)*

- ☐ A. Request for a Variance (Zoning Ordinance §160-104.A)
- ☐ B. Request for Special Exception (Zoning Ordinance §160-104.B)
- ☐ C. Interpretation of Law
- ☐ D. Appeal from action of the Zoning Officer (Attach all related correspondence)
- ☐ E. Other (Please specify)

7. Cite Zoning Ordinance sections applicable to, and summarize, relief request:  
(use separate paper if necessary)

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

8. Have any previous appeals been filed regarding this property: \_\_\_\_\_ Yes \_\_\_\_\_ No

a. If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

b. Prior Appeal Number: \_\_\_\_\_

I (We) hereby certify that the above information is true and correct to the best of my (our) knowledge, information, or belief.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

# HILLTOWN TOWNSHIP

## ZONING AND BUILDING DEPARTMENT

The following need to accompany this application:

1. Six (6) copies of the application
2. Six (6) copies of the deed (MUST BE ATTACHED TO APPLICATION)
3. Six (6) copies of the plans (MUST BE ATTACHED TO APPLICATION)
  - a. Commercial Properties: plan(s) must be prepared by a professional engineer or surveyor.
  - b. Residential Applications: The Board requires that all applications include a plan that is complete and accurate and prefers that all applications include plan prepared by a professional engineer or surveyor. Applications for relief may include plans prepared by licensed professionals or other qualified individuals who must be ready to state under oath that the plan(s) are complete and accurate. The plan(s) must contain all of the information relevant to the Appeal, including but not limited to the following:
    - All adjoining street information (name, width, right of way, ultimate right of way, etc.)
    - The dimensions and area of the lot
    - The dimensions and location of existing buildings or improvements
    - The dimensions and locations of proposed uses
    - Building(s) or improvements
4. Six (6) copies of any and all information you feel explains or is supportive of your application
5. Six (6) copies of Zoning Permit Review Letter Denial
6. One (1) copy of a list of all properties within five hundred (500) feet of the subject property, including those located opposite the property across any adjoining road or street. This list shall be printed on template Avery Labels 5160.
7. One (1) PDF version (flash drive or file sharing link) of all documents stated 1-6 above including, but not limited to: application, deed, plans, denial letter and any other supportive documentation.
8. The required filing fee, (listed below), is not returnable once the Appeal is accepted.

<b><u>Application to Zoning Hearing Board</u></b>	<b><u>FEE</u></b>
A. Residential Use	\$1000.00
B. Residential Development (3 or More Lots)	\$1,500.00
C. Non-Residential Use	\$2,000.00
D. Multiple Hearing-Additional Testimony Only	50% of Original Fee
E. Court Ordered Remand Hearing	50% of Original Fee
F. Legal Non-Profit Corporation	25% of Non-Residential Use Fee

**THIS APPLICATION WILL RESULT IN THE SCHEDULING OF A ZONING HEARING BEFORE THE HILLTOWN TOWNSHIP ZONING HEARING BOARD. ZONING HEARINGS ARE LEGAL PROCEEDINGS GOVERNED BY STATUTE. TO OBTAIN THE RELIEF YOU SEEK IN THIS APPLICATION, YOU WILL NEED TO PRESENT TESTIMONY AND EVIDENCE TO THE ZONING HEARING BOARD. SUCH TESTIMONY AND EVIDENCE WILL HAVE TO BE OF A FORM AND SUBSTANCE SUFFICIENT TO MEET CERTAIN EVIDENTIARY STANDARDS. FAILURE TO PRODUCE THE REQUISITE TESTIMONY AND EVIDENCE WILL RESULT IN YOUR APPLICATION BEING DENIED. IN ADDITION, PLEASE BE ADVISED THAT YOU COULD FACE OPPOSITION TO YOUR APPLICATION AT THE ZONING HEARING. GIVEN THE FOREGOING, IT IS STRONGLY RECOMMENDED THAT YOU CONSULT WITH AND/OR RETAIN THE SERVICES OF PROFESSIONALS TO ASSIST YOU WITH THE PRESENTATION OF YOUR TESTIMONY AND EVIDENCE TO THE ZONING HEARING.**