

Application for Hearing before the Fairfield Borough Zoning Hearing Board

Property Address: _____, Fairfield, PA

Parcel #: _____ Zoning District: _____

Section 1 – Contact Information

Applicant Name: _____

Applicant Address: _____

Applicant Email: _____

Applicant Phone: (h) _____ (bus) _____ (cell): _____

Owner of Property (if different): _____

Owner Address: _____

Owner Email: _____

Owner Phone: (h) _____ (bus): _____ (cell): _____

Applicant’s Agent or Representative (if any): _____

Agent Address: _____

Agent Email: _____

Agent Phone: (h) _____ (bus): _____ (cell): _____

Applicant’s Legal Counsel (if any): _____

Legal Counsel Address: _____

Legal Counsel Email: _____

Legal Counsel Phone: (bus): _____ (cell): _____

Section 2 – Existing & Proposed Use

Clearly describe the **existing use** of land and/or existing structures: _____

Clearly describe the **proposed use** of land and/or existing structures: _____

Clearly describe **proposed improvements**, including size, location, and extent of the improvements: _____

Section 3 – Grounds for Application – Check all boxes that apply & complete appropriate section.

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> A. Variance | Complete ► Sub-section I below. |
| <input type="checkbox"/> B. Special Exception | Complete ► Sub-section II below. |
| <input type="checkbox"/> C. Appeal of Determination of Zoning Officer | Complete ► Sub-section III below. |
| <input type="checkbox"/> D. Challenge to Validity of Zoning Ordinance | Complete ► Sub-section IV below. |

► Sub-section I - If box “A” – Variance – is checked, complete the applicable numbers 1-6 below explaining how the application conforms to the following requirements.

1. Describe the unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of the lot; or the shape, exceptional topographic, or other physical conditions of the property: _____

2. Describe how these unique physical circumstances or conditions of the lot / property, and not the circumstances or conditions generally created by the provisions of the zoning ordinance in the neighborhood or district where the property is located, create an unnecessary hardship: _____

3. Describe how these physical circumstances or conditions preclude the possibility that the property can be developed in strict conformity with the provisions of the zoning ordinance, and that authorization of a variance is necessary to enable reasonable use of the property: _____

4. Demonstrate that the unnecessary hardship has not been created by the applicant: _____

5. Describe how the variance, if approved, will not alter the essential character of the neighborhood or district where the property is located, nor substantially or permanently impair the appropriate use or development of adjacent property, nor be detrimental to the public welfare: _____

6. Describe how the variance, if approved, will represent the minimum variance necessary to afford relief, and will represent the least modification possible to the regulation in issue: _____

► **Sub-section II - If box “B” – Special Exception - is checked, cite the sections(s) of the Zoning Ordinance upon which the application is based and briefly describe how the application addresses the applicable requirements of the Zoning Ordinance.**

Section Number(s): _____

Applicable Requirement(s): _____

► **Sub-section III – If box “C” – Appeal of Determination of Zoning Officer – is checked, explain the action of the Zoning Officer which is being appealed, the justification and/or grounds for appeal, and the section(s) of the Zoning Ordinance which are related to the appeal:** _____

► **Sub-section IV – if box “D” – Challenge to Validity of Zoning Ordinance – is checked, list matters which are at issue and the grounds for the challenge.** _____

Section 4 – Documentation. Submit the following documents (if applicable) – check those contained in this application.

- Certificate of Ownership.
- Narrative giving a detailed explanation.
- Completed Zoning Permit Application.
- Completed Preliminary / Final Subdivision / Land Development Plan Application.
- Proposed Site Development Plan.
- Vicinity Map and Plot Plan.
- Other (specify): _____

Complete Section 5, Affirmation and Fee Acknowledgement on page 4

Section 5 – Affirmation

I certify that I am the owner of record or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record. I certify that the Zoning Officer or his/her representative shall have the authority to enter the area in which this work is being performed, at any reasonable hour, to enforce the provisions of the Zoning Ordinance governing this project. I further certify that the foregoing information is true and correct to the best of my knowledge and belief. Ref. 18 P. Cons. Stat. §4903 relating to unsworn falsifications to authorities.

Applicant Signature: _____ Date: ____/____/____

In addition to the payment of the application fee set forth in the Fairfield Borough fee schedule, an applicant before the Zoning Hearing Board shall be charged and invoiced following the zoning hearing for the sum equivalent to one-half of the appearance fee for the stenographer performing the required stenographic services. In the event that the actual expenses incurred by Fairfield Borough in connection with the zoning hearing exceed the application fee paid by the applicant, the applicant may also be subsequently invoiced for those actual expenses incurred by the Borough exceeding the amount of the application fee paid by the applicant. Such expenses may include the costs for additional legal notices and advertising and any other necessary and required administrative expenses incurred by the Borough in connection with the conduct of the hearing. However, such invoiced expenses shall not include the legal expenses of the Zoning Hearing Board, nor shall the same include any expenses for engineering, architectural, or other technical consultants or expert witness costs or fees incurred by the Borough.

Applicant Acknowledgement of Zoning Hearing Board Fees: _____ (Initials) Date: ____/____/____

For official use only

Date Received in Office: _____ Fee Received: \$ _____ Received By: _____

Stenographer: _____ Date Retained: _____

Date of Hearing: _____ Time of Hearing: _____ Location of Hearing: _____

Date(s) of Legal Notice: _____ Publication Used for Legal Notice: _____

Date Property Posted (if applicable): _____ By: _____

Date Notices Sent (if applicable): _____

Action by Zoning Hearing Board: _____ Date of Action: _____

Date Written Decision Issued: _____
