

Paupack Township Zoning Hearing Board
Paupack Township Municipal Building
25 Daniels Road
Lakeville, PA 18438

*APPLICATION TO THE
PAUPACK TOWNSHIP
ZONING HEARING BOARD*

(EXHIBIT A)

**APPLICATION TO THE PAUPACK TOWNSHIP
ZONING HEARING BOARD
(EXHIBIT A)**

(Fee for this hearing must accompany this application)

Application is made to the Zoning Hearing Board of Paupack Township for the following purpose (circle purpose of application):

- A. Special Exception
- B. Variance
- C. Appeal
- D. Validity Challenge

A complete application contains Six (6) copies of the following information:

- A. Application to the Paupack Township Zoning Hearing Board (Exhibit A).
- B. Plan (as defined within Section 9 of this Application).
- C. Check for the Application filing fee made payable to Paupack Township (The Paupack Township Board of Supervisors will establish a filing fee on an annual basis by Resolution).

1. Full name, address and phone number(s) of the applicant and owner of the property:

Applicant:

Owner:

2. Tax map and parcel number of the property including a brief description of the location of the property (i.e. road, drive and subdivision the property is located in).

3. Interest of the applicant in the property: (if the applicant is other than the owner of the property, the applicant shall provide a notarized statement from the owner indicating that authorization to act on behalf of the owner has been given to the applicant. This statement shall be attached to this application.

4. Name, address and telephone number of the attorney, representing the owner, if any:

5. Has a previous application been submitted to the Paupack Township Zoning Hearing Board regarding this property?

Yes

No

If the answer to this question is yes, please provide the previous date of the application submission.

6. The applicant shall submit photographs of the property in relationship to this application identifying the following information:

- A. Established property lines.
- B. Any structures.
- C. An unusual physical limitations which might exist on the property (i.e. bodies of water, steep slopes etc.).
- D. Access road(s).
- E. Any nearby improvements on adjacent properties.

7. Identify the Section(s) of the Paupack Township Zoning Ordinance upon which this application is based:

8. Provide a brief statement of the relief sought through this application for a **SPECIAL EXCEPTION** or **VARIANCE**: (Be specific, i.e. two (2) feet from the existing front yard setback requirement).

9. The applicant must submit a plan of the property identifying the following information:

- A. Existing or planned building, drawn to scale.
- B. Lot dimensions (this includes lot area defined in square feet or acreage).
- C. Location of corner stakes or monuments.
- D. Setbacks (front, back and side-yards).
- E. Well or other source of water.
- F. On-site septic system or public/private sewer access.
- G. Water courses or right-of-way(s) which may exist on the property.
- H. Existing uses of all lots within two-hundred (200) feet of the property in question.
- I. Existing zoning classification of the property.
- J. Existing and proposed use of the property.

If a current or recent subdivision or land development is involved with the property, or if the application is for a Special Exception, the plan must be prepared, dated and signed by a registered engineer or a professional land surveyor. If no subdivision or land development is involved with the property, the plan may be prepared by the Applicant.

The Zoning Hearing Board of Paupack Township reserves the right, in its sole discretion, to reject any application not accompanied by a plan that meets the above stated requirements to the Board's satisfaction. ***THE SUBMISSION OF AN UNACCEPTABLE PLAN WILL NOT COMMENCE THE RUNNING OF ANY STATUTORY TIME PERIODS IN ANY APPLICATION TO THIS BOARD.***

10. The Secretary of the Paupack Township Zoning Hearing Board will, on behalf of the Applicant, research the Tax Map and Parcel number, name and address of each property owner within two-hundred (200) feet of the property in question in order to notify them of the intent of the Applicant and the date of the hearing.

11. The Applicant must submit a copy of the deed which identifies ownership of the property.

12. The application must include a statement of the grounds of the Appeal, or of the reasons both in law and in fact for granting of the Special Exception or Variance, including a description of the use of neighboring properties where pertinent. The Applicant must include an explanation of the impact of the economic, noise, glare and odor effects on adjoining property(s) and the general compatibility with properties in the surrounding area. In cases of appeal, the specifications of error shall state separately the Applicants objections to the action of the Administrative Officer with respect to each question of law and fact which is sought to be reviewed.

In the case of a Validity Challenge, the Applicant shall state the alleged flaw(s) in the Paupack Township Zoning Ordinance and how such flaw or flaws prohibit or restrict the use or development of land which the Applicant has an interest.

13. Upon written request of the Chairperson or Secretary of the Paupack Township Zoning Hearing Board, the Applicant will provide any additional information and records which may be relevant. Where an appeal is filed, there shall be attached hereto a true and exact copy of the order, requirement, decision, or determination of the Administrative Officer.

14. Justification of Variance: In order for a Variance to be granted, the Applicant must prove to the Zoning Hearing Board that the following conditions exist (Please attach these comments on a separate sheet).

- A. Special conditions exist peculiar to the land or building in question.*
- B. That the property cannot be developed or used in strict conformity with the provisions of this Zoning Ordinance.*
- C. That the special conditions do not result from previous actions of the Applicant.*
- D. That the requested variance is the minimum variance that will allow a reasonable use of the land or building(s).*
- E. Why the variance requested will not alter the character of the neighborhood, nor adversely affect the use or development of adjacent properties, nor be detrimental to the public welfare.*

15. This application, together with the appropriate filing fee and all supporting documentation shall be submitted to the Paupack Township Zoning Officer.

**REFER TO THE PAUPACK TOWNSHIP ZONING ORDINANCE FOR
SPECIFIC VARIANCE REQUIREMENTS.**

I verify that the statements made in the foregoing application are true and correct. I understand that false statements herein are made subject to the penalties of 18 PA. C.S. 4940, relating to unsown falsification to authorities.

Applicant

Owner

Dated: _____

**FOLLOWING ARE ALL OF THE VARIOUS ACTIVITIES WITH ASSOCIATED FEES AS
DEFINED BY THE TOWNSHIP OF PAUPACK, WAYNE COUNTY:**

<u>ACTIVITY- ZONING</u>	<u>TOWNSHIP FEE</u>	
(1) Residential principal structures.....	\$ 300.00	
(2) Additions to principal structures.....	\$150.00	
(3) Residential detached accessory structures, incl. - detached garages and outdoor wood burning devices..... (greater than 5 ft ht or 100 sf floor)	\$ 100.00	
(4) Additions to residential detached accessory structures.....	\$100.00	
(5) Residential detached accessory structures less than 100 sf in floor area ...	\$ 75.00	
(6) Multi- Family Dwellings per Unit.....	\$150.00	
(7) Agricultural Structures.....	Exempt	
(8) Commercial Principal Structures..... (.08 cents per ft. or \$350.00 whichever is greater)	\$350.00	
(9) Commercial accessory structures..... (or \$.05 cents per sq. ft. whichever is greater)	\$150.00	
(10) Sign Permits (new and replaced)	\$100.00	
(11) Commercial Conditional Use Application.....	\$750.00	
(12) Residential Conditional Use Application.....	\$500.00	
(13) Certificate of Use (C of U):		
a. Reissuance of a Certificate of Use.....	\$ 25.00	
b. Temporary Commercial Certificate of Use (i.e. Office Trailer)	\$ 50.00	Under 30 days
c. Temporary Commercial Certificate of Use (i.e. Office Trailer)	\$100.00	Over 30 days
d. Certificate of Use / Occupancy (Resale of Property if requested)....	\$200.00	
e. Yard or Garage Sale: (limit 3 C of U per Property per Year).....	\$ 25.00	
(14) Late Filing Fee: Charged for projects commenced prior approval.....	\$ Twice the applicable fee	
(15) Curative Amendment	\$350.00*	
(16) Zoning Hearing Board application for Variance or Special Exception:	\$500.00*	

*In addition to the fee of \$500.00 dollars required to be submitted at the time of application to the Paupack Township, the Township may require a deposit of not more than \$500.00 to cover the cost of additional hearing dates and hearing cost. The Paupack Township Zoning Hearing Board and/or the Paupack Township Board of Supervisors shall be empowered to require a deposit not in excess of \$500.00 for anticipated stenographic fees and related advertising cost pursuant to Township Ordinances and/or Resolutions and/or Act 247, the Pennsylvania Municipalities Planning Code.

ACTIVITY – SUBDIVISION

	<u>County Fee</u>	<u>Township Fee</u>
(1) Minor Sketch Plan application fee (2 lots):..... (an additional fee of \$15.00 is charged for each additional lot within the proposed subdivision) (Wayne County Dept. of Planning review fee is established by the County of Wayne)	\$ 75.00	\$ 25.00
(2) Major Subdivision - Sketch application Fee: Add \$15.00 for each newly created lot (Wayne County Dept. of Planning review fee established by the County of Wayne)	\$100.00	\$100.00
(3) Lot Consolidation - 2 lots to 1 - Application Fee Add \$50.00 each for lots 3-10 & add \$7.50 each lot there after (Wayne County Dept. of Planning review fee established by the County of Wayne)	\$ 75.00	\$ 75.00
(4) Addition and change in lot lines - Application Fee Add \$50.00 for each addition or change of lot line thereafter. (Wayne County Dept. of Planning review fee established by the County of Wayne)	\$ 75.00	\$ 75.00
(5) Un-Subdivision - 1 st lot - Application Fee Add \$50.00 each for lots 2-10 Add \$7.50 each lot thereafter (Wayne County Department of Planning Review fee established by the County of Wayne)	\$ 75.00	\$ 75.00

(7) Major Subdivision - Application Fee \$200.00 \$200.00
Add the following fee for each newly created lot, including mobile home and recreational lots

<u>Number of Lots</u>	<u>Each Lot</u>	<i>Fees required at time of Final Approval</i>
11-50	\$ 70.00	
51 – 100	\$ 65.00	
101 – 200	\$ 60.00	
201 – 250	\$ 55.00	
251 – Plus	\$ 50.00	

(Wayne County Dept. of Planning Review fee established by the County of Wayne)

(8) Minor Subdivision - Application Fee \$150.00 \$150.00
Add the following fee for each newly created lot, including mobile home and recreational lots

<u>Number of Lots</u>	<u>Each Lot</u>	<i>Fees required at time of Final Approval</i>
2 – 10	\$ 55.00	
11 – 50	\$ 50.00	
51 – 100	\$ 45.00	
101 – 200	\$ 40.00	
201 – 250	\$ 35.00	
251 – Plus	\$ 30.00	

(Wayne County Dept. of Planning Review fee established by the County of Wayne)

(9) Land Development – Multi-Family \$ 75.00 (+50 /ea unit)
(Wayne County Department of Planning Review fee established by the County of Wayne)

(10)	Land Development - Commercial, Industrial, Non-residential... Add \$30.00 per one tenth (1/10) of an acre of impervious surface in excess of the first acre Wayne County Department of Planning Review fee established by the County of Wayne	\$200.00	\$200.00
(11)	Public hearing scheduled by the Board of Supervisors or the Planning Commission to receive input on a specific subdivision, land development or modification request.	\$ 150.00	
	*Annual Inspection Fee	\$ 0.00	\$ 75.00

* The fees identified above for the Curative Amendment, Application for a Variance, Special Exception and Conditional Use provides for a hearing extending not longer than one-half of a day (*one-half of a day is defined as a maximum of four (4) hours*)-, a similar fee shall be charged to the applicant for each one-half day or any part thereof over and above the first one-half day hearing. *Cost in excess of the initial Hearing fee posted by the applicant shall be invoiced to the applicant prior to the next scheduled hearing. The applicant is required to pay the invoice prior to the next scheduled hearing.* The Paupack Township Zoning Hearing Board and/or the Paupack Township Board of Supervisors hereby reserves the right to require the applicant to post additional monies at the time of the filling of the application, commensurate with the scope and magnitude of the application filled therewith: