

**ZONING HEARING BOARD APPLICATION  
FOR ONTELAUNEE TOWNSHIP**

Application is hereby made to the Ontelaunee Township Zoning Hearing Board to:

Check applicable item or items:

- Appeal the action of the Zoning Officer in refusing an application for a Zoning Permit and/or Certificate of Occupancy, said denial dated \_\_\_\_\_ 20\_\_\_\_.
- Appeal action of the Zoning Officer, more specifically described in this application, said action dated \_\_\_\_\_ 20\_\_\_\_\_.
- Clarification of Section \_\_\_\_\_ of the Ontelaunee Township Zoning Ordinance.
- Request a Special Exception as prescribed in the Ontelaunee Township Zoning Ordinance, Section \_\_\_\_\_.
- Request a Variance from the Ontelaunee Township Zoning Ordinance, Section \_\_\_\_\_. A description of the request is more fully explained in this application.
- Other: \_\_\_\_\_  
\_\_\_\_\_

Section 1. General Information

Applicant's Name: \_\_\_\_\_

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

Telephone #: (\_\_\_\_) \_\_\_\_\_ (this should be daytime contact #)

Interest of applicant if not owner (agent, lessee, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

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

Telephone #: (\_\_\_\_) \_\_\_\_\_ (this should be daytime contact #)

Attorney's Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Telephone #: (\_\_\_\_) \_\_\_\_\_ {this should be daytime contact #}

*Note: Representation of the applicant by legal council is not required, this information is requested only if the applicant will be represented by legal council at the hearing.*

Section 2. Site Information

Physical Site Location (street & number): \_\_\_\_\_

Property Identification # (This number can be obtained from your tax notice; it may be listed as the parcel number): 68 - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Subdivision Name & Lot No. (if applicable): \_\_\_\_\_

Total Acreage of Property / Lot Area: \_\_\_\_\_

Present Use of the Premises: \_\_\_\_\_

\_\_\_\_\_

Current Zoning District Classification: \_\_\_\_\_

Description of existing buildings and/or structures on the property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the property been the subject of previous action by the Zoning Hearing Board?

Yes \_\_\_ (Include copy of previous decision) No \_\_\_ Unknown \_\_\_

Section 3. Request Information

Indicate the nature of the applicants request: (check all applicable items)

- |  |  |
|--|--|
| <input type="checkbox"/> Use of Property           | <input type="checkbox"/> Use of Building/Structure   |
| <input type="checkbox"/> Yard Requirements         | <input type="checkbox"/> Lot Coverage                |
| <input type="checkbox"/> Lot Area                  | <input type="checkbox"/> Proposed Building/Structure |
| <input type="checkbox"/> Building/Structure Height | <input type="checkbox"/> Existing Building/Structure |

Provide a written description of the nature of the application, if necessary provide additional information on a separate paper and attach it to this application: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Provide a written description of the action which the applicant requests the Zoning Hearing Board to take, if necessary provide additional information on a separate paper and attach it to this application: \_\_\_\_\_

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If this is an appeal from an action of the Zoning Officer, indicate the date and action of the Zoning Officer which is being appealed. Furthermore, indicate the justification for which the appeal is being made, include the grounds for the appeal or reasons both with respect to law and fact for granting the appeal. Specifications of errors must state separately the appellant's objections to the action of the Zoning Officer with respect to each question of law and fact which is sought to be reviewed: \_\_\_\_\_

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If this is a request for a variance from the provisions of the Zoning Ordinance, indicate the nature of the request including specific section of the Ordinance the variance would be from as well as the specific hardship the Ordinance places upon the premises. Furthermore, indicate the justification for which the appeal is being made, include the grounds for the appeal or reasons both with respect to law and fact for granting the appeal. : \_\_\_\_\_

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If this is a request for a special exception as provided the Zoning Ordinance, indicate the nature of the request including specific section of the Ordinance that allows the Special Exception. Furthermore, provide the specific information needed to address the Special Exception Criteria as set forth in Section 802.5 of the Zoning Ordinance. : \_\_\_\_\_

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Section 4. General Instructions

Section 803 of the Ontelaunee Township Zoning Ordinance, outlines the procedures for application to the Zoning Hearing Board. This section reads as follows:

“The Board shall act in accordance with the procedures specified by the Pennsylvania Municipalities Planning Code, as amended, and by this Ordinance. All appeals and applications made to the Board shall be in writing, on forms prescribed by the Board. Every appeal or application shall refer to the specific provision of this Ordinance involved and shall exactly set forth the interpretation that is claimed, the grounds for any challenges to the validity of this Ordinance, the use for which a special exception is sought, or the details of the variance that is applied for and the grounds on which it is claimed that the variance should be granted, as the case may be. All appeals and stay of proceedings shall be in accordance with the Pennsylvania Municipalities Planning Code, as amended.

Applications and appeals, together with the required filing fee as established by the Board of Supervisors, shall be submitted to the Zoning Officer. As a minimum, all material required for a zoning permit shall be submitted with the application. The applicant shall also submit a description of the operations proposed in sufficient detail to include the effects of those operations proposed in producing traffic congestion, noise, glare, water pollution, fire hazards, safety hazards or other potentially harmful activities.”

Section 5. Supplemental Instructions

The following information must be submitted, when applicable:

- \_\_\_\_\_ Completed application (if more space is needed to provide information as requested on the form, additional information may be provided on separate pages and such pages may be attached to the application)
- \_\_\_\_\_ Copy of the subject property deed
- \_\_\_\_\_ Plans of the property showing proposed building or improvements (indicating location and size of lot, size of improvement now erected and proposed to be erected thereon, or other change desired, also any other information required)
- \_\_\_\_\_ Payment of Zoning Hearing Board Application Fee (check or money order payable to “**Ontelaunee Township**”). The current application fee to the Ontelaunee Township Zoning Hearing Board is \$1,600 Residential and \$2,000 Commercial

Ontelaunee Township  
35 Ontelaunee Drive  
Reading, PA 19605  
610-926-4240

A total of seven (7) copies of the above listed items shall be submitted. The copies will be distributed by the Zoning Officer as follows: Zoning Hearing Board (3), Zoning Hearing Board Solicitor (1), Zoning Officer (1), Board of Supervisors (1) and Planning Commission (1).

Applications shall be submitted to the Ontelaunee Township Zoning Officer:

Ontelaunee Township Zoning Officer  
35 Ontelaunee Drive  
Reading, PA 19605

In the event the appeal costs exceed the amount of the application fee, the applicant will be billed for such excess costs. In addition, in the event costs do not exceed the application fee any excess will be refunded to the applicant. No continued hearing will be held and no decision will be given until the Township of Ontelaunee has been paid for all costs or arrangements satisfactory to the Township of Ontelaunee have been made for the payment of all costs.

In order to meet the requirements of the Pennsylvania Municipalities Planning Code, a copy of the Notice of Hearing will be posted on the premises in a conspicuous location by the Zoning Officer.

Section 6. Certification

I hereby depose and say that all of the above statements and the statements contained in any papers or plans submitted herewith are true and correct to the best of my knowledge and belief. I have read the General Instructions and Supplemental Instructions contained in the application, and acknowledge understanding of these instructions. I further understand that any action taken by the Zoning Hearing Board is subject to the conditions set forth in the Board's written decision, the time limitation criteria set forth in Section 804 of the Zoning Ordinance, as well as the Pennsylvania Municipalities Planning Code.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Applicant Name - Printed)

\_\_\_\_\_  
(Witness Signature)

\_\_\_\_\_  
(Witness Name - Printed)

Ontelaunee Township  
35 Ontelaunee Drive  
Reading, PA 19605  
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**This section for Township use only**

**Date Application Received by Zoning Officer:** \_\_\_\_\_  
**Scheduled Date of Hearing** \_\_\_\_\_  
**Date of Property Posting** \_\_\_\_\_  
**Date of Advertisement** \_\_\_\_\_  
**First Hearing Date** \_\_\_\_\_  
**Written Decision Dated** \_\_\_\_\_