



Application for Zoning Hearing Board

Franklin County, Pennsylvania

Borough of Greencastle
60 N. Washington Street
Greencastle, PA 17225
Phone: 717-597-7143
Email: office@greencastlepa.gov

PART 1 – INSTRUCTIONS & COSTS

- Review Chapter 205, entitled “Zoning” of the Code of the Borough of Greencastle, available online at <https://greencastlepa.gov/>, or for review at the Borough Office at 60 North Washington Street, Greencastle, PA 17225.
- Submit the \$350.00 Application Fee in accordance with the Borough of Greencastle Fee Schedule, as approved and as may be amended by the Borough Council.
- By submission of this application, the applicant agrees to reimburse the Borough for all costs incurred in connection with the Zoning Hearing Board proceeding, including but not limited to legal advertising, stenographic services, legal review, and any professional consultant fees (e.g., engineering or planning), as applicable.

PART 2 – APPLICANT INFORMATION (person or entity responsible for all costs)

Applicant Name:	Relationship to Property Owner:
Applicant Street Address (if P.O. Box, include street address also):	
City, State, and Zip Code:	
Telephone Number:	Email Address:

PART 3 – PROPERTY OWNER INFORMATION

Property Owner Name (person or entity that will own the Improved Property upon completion of work):
Property Owner Street Address (if P.O. Box, include street address also):
City, State, and Zip Code:

PART 4 – PROPERTY INFORMATION

Street Address of Property for which Zoning Permit is being sought (if P.O. Box, include street address also):		
City, State, and Zip Code:		
Tax Map ID#:	Subdivision Name (if applicable):	Lot # (if applicable):

PART 5 – DATE PROPERTY ACQUIRED BY OWNER

Month, Day, and Year:

PART 6 – EXISTING LAND USE (check all that apply)

- Residential Dwelling
 - Single-Family
 - Townhouse
 - Two-Family
 - Multi-Family

- Non-Residential
 - Commercial
 - Educational
 - Industrial
 - Institutional
 - Other _____

PART 7 – ZONING DISTRICT (check all that apply)

Zoning District:

- R-1 R-2 CC CC-II HC I R-M MX INS

PART 8 – REQUESTED RELIEF (check all that apply)

- Variance per Section(s) _____
- Special Exception per Sections(s) _____
- Expansion and/or Change of Nonconforming Use (Section 205-30)
- Appeal of Zoning Officer's Permit Decision Dated: _____
- Appeal of Zoning Officer's Preliminary Opinion Dated: _____
- Appeal of Zoning Officer's Determination Dated: _____
- Appeal of Zoning Officer's Floodplain or Flood Hazard Area Determination Dated: _____
- Substantive Challenge to the Validity of Zoning Ordinance
- Validity Challenge to the Zoning Ordinance regarding Procedural Questions or Alleged Defects in Process

Statement of Requested Relief – Provide a clear description of all relief being requested under Chapter 205 of the Code, entitled "Zoning," including variances, special exceptions, appeals from a Zoning Officer or Borough Engineer decision or determination, validity challenges, and/or approval of the expansion or change of a nonconforming use, as applicable. Please include references to the applicable sections of Chapter 205 where known. The Applicant must include sufficient detail to describe the nature, scope, and location of the proposed work or use so that the request may be properly advertised and reviewed.

PART 9 – SPECIAL EXCEPTION AND NONCONFORMING USE STANDARDS AND CRITERIA (complete if applicable)

The Applicant shall have the burden to prove compliance with the relevant standards and criteria set forth in Chapter 205 of the Code, entitled “Zoning”, as may be applicable for the particular form of relief requested, including special exceptions and expansion or change of nonconforming uses. In addition, certain review factors for special exceptions in floodplain districts are set forth at Section 205-45(B) of the Code.

If the Applicant is seeking approval to expand or change a nonconforming use, at the hearing before the Board, the Applicant shall have the burden to prove compliance with the following standards and criteria, set forth in Section 205-30 of the Code:

1. The proposed expansion or change will not be contrary to the purposes of Chapter 205 and the public health, safety, and welfare of municipal residents generally, and of the residents of the immediate area, in particular.
2. The expansion or change will not extend beyond the lot lines existing on the effective date of Chapter 205 or any applicable amendment.
3. The expansion or change will comply with the applicable yard and setback requirements of the zoning district in which the property is located.
4. Where a change from one nonconforming use to another is proposed, the Applicant shall demonstrate that the proposed new nonconforming use is more compliant with the applicable provisions of Chapter 205 than the existing nonconforming use.
5. The Applicant acknowledges that the Zoning Hearing Board may attach reasonable conditions to any approval in order to promote the objectives and intent of Chapter 205.

PART 10 – VARIANCE STANDARDS AND CRITERIA (complete if applicable)

If the Applicant is seeking a variance, at the hearing before the Board, the Applicant shall have the burden to prove compliance with the following standards and criteria, set forth at Section 205-44 of the Code:

1. There are 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 the unnecessary hardship is due to such conditions and not the circumstances or conditions generally created by the provisions of this chapter in the neighborhood or district in which the property is located.
2. Because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of Chapter 205, entitled "Zoning", and the authorization of a variance is therefore necessary to enable the reasonable use of the property.
3. Such unnecessary hardship has not been created by the applicant.
4. 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.
5. That, in the case where the property is located in part or totally within the regulatory floodway, the Applicant has demonstrated compliance with the criteria and standards set forth in Section 205-44(C) of the Code.
6. The variance, if authorized, will represent the minimum variance that will afford relief and will represent the least modification possible of the regulation in issue.

PART 11 – APPLICATION CHECKLIST

The following items shall be submitted as applicable to the requested relief:

- Site plan or sketch showing property boundaries, existing and proposed structures and/or areas of use
- Written narrative describing the proposed work or use (if not fully described in Part 8)
- Copy of any Zoning Officer determination/decision being appealed (if applicable)
- Supporting documentation (plans, photographs, reports, etc.)
- Authorization from property owner (if applicant is not the owner)

Failure to provide required materials may result in the application being deemed incomplete and not scheduled for a hearing.

PART 12 – CERTIFICATION

____ I am the Property Owner, or
____ am an officer or official of the Property Owner, or
____ have the authority to make this application (attach delegation of signatory authority),
and acknowledge that the information provided in this Application, including any plans and specifications, is true and correct to the best of my knowledge and belief.

_____	_____
Name (type or print legibly)	Official Title
_____	_____
Street Address	City, State Zip
_____	_____
Phone Number	E-Mail Address
_____	_____
Signature	Date

PART 13 – BOROUGH ACTION

Permit Application Fee \$ _____ Paid Not Paid Cash Check No. _____

Application Received By: _____ Date: _____

Application Deemed Complete By: _____ Date: _____