

**EXETER BOROUGH  
ZONING HEARING BOARD  
APPLICATION FOR APPEAL AND HEARING**

**1. NAME, ADDRESS AND PHONE NUMBER OF APPLICANT:**

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**2. NAME, ADDRESS AND PHONE NUMBER OF OWNER:**

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**3. THE ADDRESS AND ZONING DISTRICT IN WHICH THE SUBJECT PROPERTY IS LOCATED:**

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**4. DESCRIBE PRESENT USE OF LAND AND/OR STRUCTURE(S):**

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**5. DESCRIBE PROPOSED USE OF LAND AND/OR STRUCTURE(S):**

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**6. TYPE OF APPEAL:**

- A.  A VARIANCE PER SECTION 1609 OF THE ZONING ORDINANCE.
- B.  A SPECIAL EXCEPTION PER SECTION 1610 OF ZONING ORDINANCE.
- C.  A REVIEW OF THE DECISION OF THE ZONING OFFICER PER SECTION 1608, SUBSECTIONS (C), (D), and/or (G).
- D.  A VALIDITY CHALLENGE BASED UPON SUBSTANTIVE GROUNDS PER SECTION 1608, SUBSECTION (A).
- E.  A VALIDITY CHALLENGE BASED UPON PROCEDURAL GROUNDS PER SECTION 1608, SUBSECTION (B).
- F.  REVOCATION OF PERMIT

**BASED UPON THE ABOVE INDICATED ITEMS, SPECIFICALLY STATE THE NATURE OF YOUR REQUEST, APPEAL AND/OR CHALLENGE TO THE ZONING HEARING BOARD; ATTACH ADDITIONAL SHEETS IF NECESSARY**

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**7. A COPY OF YOUR APPLICATION FOR A ZONING PERMIT AND/OR NOTICE OF A ZONING VIOLATION (IF APPLICABLE) AND ANY RELATED INFORMATION FROM ZONING OFFICER MUST ACCOMPANY THIS APPLICATION.**

**8. SPECIFICALLY STATE THE GROUNDS BASED UPON THE ZONING ORDINANCE AND/OR ANY OTHER RELATED OR APPROPRIATE GROUNDS WHICH CAN SUPPORT AND/OR SUBSTANTIATE THE REQUEST, APPEAL AND/OR CHALLENGE CONTAINED IN THIS APPLICATION; ATTACH ADDITIONAL SHEETS IF NECESSARY.**

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**Signature of Applicant**

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**Date**

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**Signature of Owner**

\_\_\_\_\_  
**Date**

**FOR BOROUGH USE ONLY**

- A. Zoning Permit Application Number: \_\_\_\_\_
- B. Date of Written Request for Hearing: \_\_\_\_\_
- C. Publication Dates of Public Notice: \_\_\_\_\_
- D. Date of Hearing: \_\_\_\_\_
- E. Decision of Board: \_\_\_\_\_
- F. Date Decision Rendered: \_\_\_\_\_

## GENERAL INFORMATION SHEET FOR ZONING HEARINGS

The Zoning Hearing Board shall conduct hearings and render decisions in accordance with the following:

- A. Notice of hearings before the Board shall be by public notice; a notice published once a week for two (2) successive weeks in a newspaper of general circulation in the Borough. Such notice shall state the time and place of the hearing and the particular nature of matters to be considered at the hearing by the Board. The first publication shall not be more than thirty (30) days and the second publication shall not be less than seven (7) days from the date of the hearing. (*Applicant is responsible for advertising costs*)
- B. Written notice of all hearings before the Board shall be conspicuously posted on the affected property not less than one week prior to the hearing.
- C. Written notice shall be given to the Zoning Officer, to the applicant, to the owner of record of the subject property before the Board, if different than that of the applicant, to the owner of record of any property which has an adjoining or contiguous property boundary with the subject property subject property before the Board and to the owner of record of any property within two hundred (200) linear feet of the subject property before the Board. An adjoining or contiguous property boundary shall be deemed to also include such properties which have any amount of opposite front, rear or side yard areas including those properties that are separated from the subject property before the Board by a public or private street, road, alley and/or similar right-of-way. In cases of a corner property subject to a hearing before the Board, in addition to the owners of record with an adjoining or contiguous property boundary, notice shall also be given to any owner of record of any property which has frontage along the intersection of the public or private streets or roads in question.

The applicant shall be responsible for providing the Zoning Officer with the names and addresses of the true and correct owners of record based upon the records contained in the Luzerne County Tax Assessor's Office. While it shall be the intent of the Exeter Borough Zoning Hearing Board to provide written notice to property owners which have an adjoining or contiguous property boundary with the subject property before the Board and to the owner of record of any property within two hundred (200) linear feet of the subject property before the Board, failure to do so, shall not represent a basis for appeal or otherwise invalidate a decision and/or finding of the Zoning Hearing Board.