

Borough of West Hazleton  
100 South 4<sup>th</sup> Street  
West Hazleton, PA 18202  
570-455-7851 (v) 570-455-4223 (f)  
whb1@ptd.net

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**Application for Zoning Appeal**

Enclosed please find one (1) copy of an application for a Zoning Appeal and an Affidavit form to complete.

Please complete all information legibly.

Pursuant to the Pennsylvania Municipal Code 53 P.M. `100908(7), the West Hazleton Zoning Hearing Board of Appeals is required to keep a stenographic record of all its proceedings. Furthermore, the appearance fee for the stenographer shall be shared by the applicant and the board. Therefore, we will require a \$32.50 appearance fee for the stenographer for each application of appeal.

**Note the required steps to correctly file a Zoning Appeal:**

- Appeal Application and Affidavit must be returned with payment of \$500.00 to the license and permit clerk. This is to cover standard fee and the stenographic fee.
- The returned Affidavit must be notarized by a licensed Notary Public.

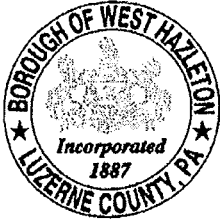
**When attending the meeting you are required to bring the following:**

1. The Affidavit and receipt must accompany you at the hearing.
2. Provide a copy of deed when attending meeting with Zoning Hearing board, and a drawing of proposed subdivision/alteration or addition is also required when attending.

If the applicant does not own the property or is in the process of buying the property an official sale agreement or lease to buy agreement must be presented to the board. **The owner of the property must attend and a deed must be presented.**

**\*\* Note all subdivision or parking lot approvals are subjected to approval by the West Hazleton Planning Commission**

..... **Scheduled meetings are subject to change** .....



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**Zoning Appeal Application**

Applicant/Appellant

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Do you own Property in question? Yes  No

If not, give name and address of owner(s) \_\_\_\_\_

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**\*\*\* Owner must be present at the Zoning Hearing Board Meeting \*\*\***

Name of attorney, if any: \_\_\_\_\_

Interest of appellant/applicant if not owner: \_\_\_\_\_

Please indicate if (Agent, leasee, prospective purchaser or other)

1. Appeal application relates to: (check item or items applicable)

Use of property \_\_\_\_\_ Lot coverage \_\_\_\_\_

Building Height \_\_\_\_\_ Side yards \_\_\_\_\_

Front yards \_\_\_\_\_ Rear yards \_\_\_\_\_

Existing bldg. \_\_\_\_\_ Proposed bldg. \_\_\_\_\_

2. Location of Real Estate Affected: \_\_\_\_\_

Present Use: \_\_\_\_\_

(Indicate vacant, residence, commercial, etc.)

Zoning District \_\_\_\_\_ (R-1, R-2, R-3, OS, O, CC, CH, I-1, I-2)

3. Date determination made by Zoning Administrator: \_\_\_\_\_

4. Reason applicant/appellant believes board should approve action and whether hardship is claimed, and specific hardships:

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(If necessary, continue items #4 on reverse side.)

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Applicant/appellant's signature



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**Zoning Appeal Affidavit**

The undersigned has applied to the West Hazleton Zoning hearing Board:

For: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A hearing will be held on: \_\_\_\_\_

At 6:00 PM in Council Chambers, West Hazleton Borough Building, West Hazleton, PA, persons objecting may appear at that time.

I do hereby certify that I will post the within notice on the premises ten (10) days prior to the date of the hearing.

\_\_\_\_\_  
Property Owner signature  
**Owner must be present**  
**along with copy of deed**

\_\_\_\_\_  
Appellant Name – Please Print

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Tenant Signature (if applicable)

\_\_\_\_\_  
Application Number

Commonwealth of Pennsylvania:  
:SS

County of Luzerne

On this, the \_\_\_\_\_ day of \_\_\_\_\_,

Before me, a Notary Public, the undersigned officer personally appeared,

\_\_\_\_\_ Known to me (or satisfactorily proven)

To be the person(s) whose name(s) is/are subscribed to the within instrument, and acknowledged that he/she/they executed the same for the purpose therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and notarial seal

\_\_\_\_\_  
NOTARY PUBLIC