

Hazle Township Zoning  
PO Box 506  
Harleigh, Pa. 18225  
P-570-455-2030 F-570-453-2402  
Physical Address: 101 West 27<sup>th</sup> Street Hazle Township, Pa. 18202  
[zonin@hazletownship.com](mailto:zonin@hazletownship.com)

## **ZONING HEARING BOARD**

### **APPLICATION PROCEDURES**

1. All information must be completed. If not applicable answer N/A. Do not leave blank answers. Any incomplete applications will be returned to the applicant.
2. All Corporations must be represented by an Attorney licensed to practice in Pennsylvania.
3. Proof of legal standing for appeal must be provided. If Applicant is NOT the property owner, the owner must be present or provide notarized proof of permission at time of application.
4. A Site plan and or floor plan showing all existing and proposed buildings, structures and other significant features such as parking lots, driveways, sidewalks, etc. The plan must be accurate and shall be drawn to scale.
5. A copy of the Deed to the property is required with the application.
6. Check, money order or credit card payment for the hearing is due at time of application. Residential is \$850.00 and Commercial is \$1,200.00.
7. If a language interpreter is needed, the zoning officer must be notified at time of application. The Township will provide these services.
8. At time of application, the zoning officer will provide the applicant with a posting for the property. It is the applicant's responsibility to post the property with the hearing notice 7 days prior to the hearing date.

SECTION 1409          VARIANCES  
INITIAL DETERMINATION BY ZONING OFFICER

An application for a variance shall not be submitted to or considered by the Zoning Hearing Board until the following procedure has been completed:

1. The applicant submits an application for a Zoning Permit to the Zoning Officer in accordance with section 1302 of this Ordinance.
2. The Zoning Officer after reviewing the subject application renders a determination that the proposed development and/or use of property fails to comply with an applicable provisions and/or regulations of this Ordinance.
3. The Zoning Officer specifies the applicable Sections of this Ordinance relative to the applicant's need to secure a variance (s) from the Zoning Hearing Board.

- \*\*All applications for a variance shall contain a completed appeal form.
- \*\*Decd for the property or agreement of sale.
- \*\*Six (6) copies of all applicable drawings (minimum size 11x17).
- \*\*List of all property owners within 250 feet of the property lines.
- \*\*Any completed permit applications related to the appeal.

SECTION 1410          SPECIAL EXCEPTIONS

An application for a special exception use shall not be submitted to or considered by the Zoning Hearing Board until the following procedure has been completed:

1. The applicant submits an application for a zoning permit to the Zoning Officer in accordance with Section 1302 of this Ordinance and a Site Plan in accordance with Section 603 of this Ordinance.
2. The Zoning Officer shall initially review the Site Plan to determine its compliance with Section 603 of this Ordinance.

Uses classified as a special exception shall file, in addition to a zoning permit, a site plan at a scale of not greater than ( 1 ") inch equal fifty ( 50 ') feet, for properties less than twenty (20) acres; one (1) inch equals one hundred (100') feet for properties twenty (20) acres to one hundred

( 100) acres; and, one (1 ") inch equals four hundred ( 400') feet for properties over one hundred (100) acres, which shall be submitted to the Zoning Office. Such plan shall provide all applicable information required for the Zoning Hearing Board to render a decision, including but not limited to the following:

- A. The location and size of all buildings and structures, both principal and accessory.
- B. The location of all off-street parking areas and/or loading areas.
- C. The location of all open space areas, including buffer areas and fencing, if applicable.
- D. Traffic access to the site and internal traffic circulation within the site.
- E. All streets, both public and private, within five hundred (500') feet of the site.
- F. Contours of the site for each twenty (20') feet of change in elevation.
- G. The location, nature and terms of any existing or proposed easements on the site and any easements both on-site and off-site which are used or intended to be used for access to the site.
- H. Streams, ponds, watercourses, wetlands or any other type bodies of water, including natural or man-made drainage swales, located on the site and/or within five hundred (500') feet of the site.
- I. The location of any residential structure within five hundred (500') feet of any property boundary line of the subject site.
- J. The Map, Block and Lot Number of the subject parcel.
- K. A location map at a scale of not greater than one ( 1 ") inch equals two Thousand (2,000') feet, indicating the relation of the site to its geographic proximity within the Township.
- L. A narrative outline which fully describes the proposed use of the site and the pertinent operational aspects and features of the proposed use.

TOWNSHIP OF HAZLE  
NOTICE OF APPEAL

Location of Property (legal address):  
\_\_\_\_\_

PIN: \_\_\_\_\_ Deed Book/ Page: \_\_\_\_\_

Applicant: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Property

Owner: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**If the applicant is a firm or corporation:**

**All plans must be stamped/signed by a PE or Architect**

Corporation/Business Name:  
\_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Representing Attorney: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

The undersigned does hereby appeal the decision of the Hazle Township Zoning Officer dated \_\_\_\_\_, for \_\_\_\_\_ to the Hazle Township Zoning Hearing Board.

The reason for this appeal is as follows:

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(Attach additional sheets as needed)

The applicant shall be responsible for providing the Zoning Hearing Board with the names and addresses of the true and correct owners of record based on the records contained in the Luzerne County Tax Assessors Office of all property owners within two hundred and fifty feet of the property lines.

Appellant is requesting a Variance \_\_\_\_\_ Special Exception \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Property Owner Signature (if different from applicant) Date

Date/Time Received by Hazle Township \_\_\_\_\_

BY: \_\_\_\_\_

Zoning Officer or designee

Accepted \_\_\_\_\_ Returned \_\_\_\_\_ Date \_\_\_\_\_

Reason for return: \_\_\_\_\_

Residential Fee: \$850 Check: \_\_\_\_\_ CC: \_\_\_\_\_

(There is a 2.5% fee charged by the Bank for all credit card transactions)

Commercial Fee: \$1200 Check: \_\_\_\_\_ CC: \_\_\_\_\_

(There is a 2.5% fee charged by the Bank for all credit card transactions)