

## INSTRUCTIONS FOR A VARIANCE

Complete the application to the best of your ability.

Include a property sketch showing: the setbacks of all buildings, any off street parking areas, and building location on the lot.

Attach whatever documentation to the application that you feel would be of benefit to the zoning hearing board.

Attach a listing of all property owners with addresses (this can be obtained from the county tax assessment office) within five hundred (500) feet in all directions of the property where you are seeking the variance.

Attach a check made payable to Scott Township in the amount of \$350.00.

When the above items are completed, submit them to this office.

When the application is submitted, the following actions will be undertaken:

- A. A hearing will be scheduled for the application. The regular meeting night of the zoning hearing board is the fourth Monday of the month.
- B. We will notify the applicant, the zoning hearing board, and the adjoining property owners of the time and date of the hearing
- C. We will advertise the hearing in t he paper, as required by law.
- D. We will post the property with hearing notices.

When you receive your notification of the hearing, you should plan to attend and present testimony, or plan to have someone else attend in your place.

The zoning hearing board will then hold a hearing. One is usually sufficient, but more may be necessary. Sworn testimony is given and recorded by a stenographer. All interested parties are given the opportunity to present testimony

A decision on the application may be made on the night of the hearing, however, the zoning hearing board does have sixty days in which to reach a decision and announce it at a public meeting.

ZONING HEARING BOARD  
SCOTT TOWNSHIP  
COLUMBIA COUNTY, PENNSYLVANIA

**APPLICATION FOR A VARIANCE**

The undersigned requests the granting of a variance by the Zoning Hearing Board of Scott Township as set forth below:

**BACKGROUND**

\_\_\_\_\_ 1. Name and Address:

\_\_\_\_\_ 2. Location of property in question:

\_\_\_\_\_ 3. What is the zoning district of the property in question:

\_\_\_\_\_ 4. What is your interest in the property in question? Please set forth whether you own the property, lease the property, intend to lease the property, intend to purchase the property, or have an agreement of sale:

\_\_\_\_\_ 5. Set forth in detail the variance you are requesting and the section of the Scott Township Zoning Ordinance under which you are requesting the Variance:

\_\_\_\_\_ 6. Set forth why you feel that a Variance should be granted:

\_\_\_\_\_ 7. Please describe, in detail, any use, physical characteristic or condition which you feel justify the granting of a Variance:

\_\_\_\_\_ 8. Set forth the hardship that you would suffer if a variance is not granted:

\_\_\_\_\_ 9. Set forth the reasons why your property cannot be developed in conformance with the existing Scott Township Zoning Ordinance.

\_\_\_\_\_ 10. Set forth the facts that show that you have not created this hardship:

\_\_\_\_\_ 11. Set forth any impact, positive or negative, that the granting of the Variance will have on the neighborhood where the property is located.

\_\_\_\_\_ 12. Set forth why the Variance you are requesting is the minimum Variance that you need to utilize your property as requested:

### **ATTACHMENTS**