



**East Berlin Borough**  
 128 Water Street  
 East Berlin, PA 17316  
 Phone (717) 259-9224 / Fax (717) 259-8298  
 ebsectreas@comcast.net

## Application for Hearing Before the East Berlin Zoning Hearing Board

**A. IDENTIFICATION**

|  | Name | Address | Phone # |
|--|------|---------|---------|
|--|------|---------|---------|

1. Applicant: \_\_\_\_\_

2. Landowner: \_\_\_\_\_

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his or her authorized agent.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date of Application

**B. TYPE OF REQUEST**

1. Special Exception

2. Variance

3. Appeal of Zoning Officer Action

4. Other (please explain)

**C. BRIEF DESCRIPTION OF REQUEST**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**D. PROPERTY INFORMATION**

1. Property Location:

2. Date Purchased:

3. Present Use:

4. Proposed Use:

5. Lot Area (Square Feet):

6. Lot Width:



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7. Lot Depth:

8. Proposed Sign Dimensions, If Applicable:  
\_\_\_\_\_

NOTE: Attach Survey, Legal Description, Architectural Rendering or Site Plan, if appropriate or required by the East Berlin Borough Zoning Ordinance, available on the Borough website or in the Borough Hall Office.

**E. REQUEST FOR VARIANCE / SPECIAL EXCEPTION**

The proposed Special Exception / Variance is hereby submitted with respect to the applicable standards of Section(s) \_\_\_\_\_ of the Zoning Ordinance.

**F. REQUEST FOR VARIANCE(S)**

Explain how your request conforms to the following requirements:

1. The Applicant believes that a variance should be granted because he or she is unable to make reasonable use of his or her property for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. For the following reasons the proposed variance is the minimal variance required:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. That there are exceptional circumstances or conditions that apply to the property, or to the intended use or development of the property that do not apply generally to other properties in the same zone or neighborhood:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. That, because of the following unique circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the Zoning Ordinance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☞ Fee schedule is available on the Borough website and in the Borough Hall Office. Please make checks payable to *East Berlin Borough*. (Cash payments are not accepted.)

☞ Please mail or deliver this application to East Berlin Borough Office, 128 Water Street East Berlin, PA 17316. There is a locked drop box next to the main entry if the office is closed. Call with questions (717) 259-9224.



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**G. OFFICIAL USE ONLY**

Case No. \_\_\_\_\_ of 20 \_\_\_\_\_

Application Submitted:

Hearing Notice Mailed to Applicant:

Hearing Notice Mailed to Municipal Secretary:

Public Notice Published:

Tract Posted:

Hearing Held:

Decision Issued:

Notification of Decision Mailed:

Fee Paid:

Action Taken:

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Comments:

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