



Dickinson Township ♦ 219 Mountain View Road ♦ Mount Holly Springs, PA 17065  
Phone: (717) 486-7424 ♦ Fax: (717) 486-8412  
[www.dickinsontownship.org](http://www.dickinsontownship.org)

Docket # \_\_\_\_\_  
Date Received \_\_\_\_\_  
Date Filed \_\_\_\_\_  
Hearing Date \_\_\_\_\_  
Fee \$ \_\_\_\_\_

## ZONING HEARING BOARD APPLICATION

### Property Address/Site Location:

Site Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Zoning District \_\_\_\_\_ Tax Parcel (s) # \_\_\_\_\_

Property Owner \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
E-Mail \_\_\_\_\_

Applicant (if different) \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
E-Mail \_\_\_\_\_

### Attorney Information (if applicable):

Attorney for Applicant \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
E-Mail \_\_\_\_\_

### Relief Requested:

Variance \_\_\_\_\_ Special Exception \_\_\_\_\_ Appeal Decision of Zoning Officer \_\_\_\_\_  
Challenge to the Validity of the Zoning Ordinance or Map \_\_\_\_\_ Use Not Provided For \_\_\_\_\_

### Articles and Sections of the Zoning Ordinance pertaining to the relief requested:

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

### Required Submittal Items: (8 copies of each required)

1. Attach narrative explaining your request in detail.
2. Submit eight (8) sets of plans. (This includes site plans and/or sketch)
3. Submit eight (8) sets of exhibits.
4. Submit one (1) electronic copy of all plans and exhibits. (pdf)
5. Attach the names and addresses of property owners of record on adjoining properties within 200' of the subject property.
6. Check made out to "Dickinson Township": \$675.00 (Residential)  
\$1,000.00 (Commercial)

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Print Property Owner's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Applicant's Name

\_\_\_\_\_  
Date

No application will be considered or referred to the Zoning Hearing Board until the application fee has been paid and the application has been reviewed for completeness by the Zoning Officer.



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## APPLICATION INSTRUCTIONS AND PROCEDURES

- The application **MUST** be filled out in full. If information or submittal items are missing then the application will be deemed incomplete and returned to the applicant.
- The application **MUST** be signed by the property owner.
- The following items **MUST** be included with the completed application:
  - Detailed narrative of the relief sought citing the appropriate zoning section.
  - Eight (8) copies of all plans and exhibits. (include detail)
  - One (1) electronic copy of all plans and exhibits in PDF format.
  - Attach the names and addresses of property owners of record on adjoining properties within 200' of the subject property.
  - Check made out to "Dickinson Township" with the appropriate fee:
    - \$675.00 (Residential)
    - \$1,000.00 (Commercial)
- Applications must be submitted 30 days prior to a meeting to be on the agenda. Once the application is submitted and deemed complete the Township has 60 days to schedule a hearing.
- The following notifications/postings of the hearing are done by the Township:
  - Notice sent to all properties within 200' of the applicant's property.
  - Subject property has a notice posted on the property.
  - Notice of the hearing is published in the Local Newspaper.
  - Notice of the hearing is posted on the Township website.
- The Zoning Hearing Board has 45 days to render a decision following the close of the hearing(s).
- Any request for a continuance or postponement must be in writing and include the reason for the request.
- Any postponement of a scheduled hearing that is requested by the applicant will be charged the cost to readvertise the hearing.
- All persons who are in attendance must sign in on the sign-in-sheet.
- Applicants are not to have any contact with the members of the Zoning Hearing Board.
- Zoning Hearing Board meetings are held at 5:00PM on the 4<sup>th</sup> Wednesday of each month.
- **Please note:** Owner, applicant or agent representing the owner, must be present at the hearing to present the case.