

UPPER FREDERICK TOWNSHIP

P.O. Box 597, Frederick, PA 19435

TOWNSHIP BUILDING
3205 Big Road, Obelisk, PA 19492

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Appeal or Applications to Zoning Hearing Board

Instructions

Per Chapter 285 Section 30 of the Upper Frederick Township Code of Ordinances, challenges and appeals may be filed with the Zoning Hearing Board in writing by the landowner affected, any officer or agency of the Township, or any person aggrieved. Requests for variance or special exception may be filed by any landowner or any tenant with permission of the landowner. An appeal or application regarding a matter within the jurisdiction of the Board may be filed with the Township Secretary on forms provided by the Zoning Hearing Board. The applicant shall provide **seven** copies of the application and accompanying materials, which shall include:

- A. The name and address of the applicant, and of the applicant's representative(s) or agent(s) where applicable.
- B. The name and address of the record owner of the property that is the subject of the application or appeal. Where the applicant is not the record owner of the subject property, a signed and notarized statement from the record owner, authorizing the applicant to pursue the specific appeal or application.
- C. A brief description and location of the subject property, along with a survey and/or sketch of the property boundaries.
- D. A statement of the present zoning classification of the subject property with the improvements and the present use.
- E. A statement of the section of this chapter under which consideration by the Board is requested, along with a summary of reasons or arguments in support of request.
- F. A reasonably accurate description of the improvements or changes intended to be made under the application. In addition, there shall be attached a plot plan of the property to be affected, indicating the location and size of the lot, and the size and location of the existing and proposed improvements or changes.
- G. Any and all additional information that may be required by the Zoning Hearing Board.
- H. Payment to the Township in accordance with a fee schedule adopted by the Township Board of Supervisors, as amended.
 - (1) Such fees may include compensation for the secretary and members of the Board, notice and advertising costs, stenographic costs in accordance with Chapter 285 Section 33F, and necessary administrative overhead connected with the hearing.
 - (2) The fees may not include compensation for the legal expenses of the Board, or expenses for engineering, architectural or other technical consultant or expert witness fees.
 - (3) All permissible costs shall be borne by the applicant, based on an itemized list of expenses.

Upper Frederick Township Code of Ordinances is available at www.upperfrederick.com

Additional information can be found at www.mpc.landuselawinpa.com or www.psats.org/mpc/index.html