

# ***Caernarvon Township, Lancaster County***

2139 Main Street, Narvon, PA 17555  
717-445-4244

## **Caernarvon Township Zoning Hearing Board Appeal Procedure**

### **1. Forms to be completed and information submitted:**

- a. A building/zoning permit application (if applicable).
- b. **Five (5) copies** of the completed Zoning Hearing Board Application. If necessary, use additional sheets and attach them to the application.
- c. **Five (5) copies** of the plot plan showing the location and size of the lot, the location and size of **all** existing and proposed buildings or structures, other changes desired, and any other information required by the Zoning Hearing Board. The plot plan must be accurate and drawn to scale.
- d. The applicable Zoning Hearing Board Application Fee of \$850.00 by check made payable to Caernarvon Township. The Township office staff shall maintain a record of all cost of an applicant's particular hearing. If such cost is less than \$850.00, the applicant will be provided with a refund. Hearing costs above \$850.00 shall be assessed to the applicant.

### **2. Miscellaneous Information:**

- a. The Caernarvon Township Zoning Hearing Board generally schedules its meetings on the third Thursday of each month at 7:00 pm at the Caernarvon Township Meeting Room, 2147 Main Street, Narvon. To be considered at a meeting, the applicant must submit all required information no later than **four (4) weeks** prior to the scheduled meeting. If the application is not complete, the application will either be returned to the applicant, or if additional information can be provided resulting in a complete application, it will be held until the following month.
- b. The Zoning Hearing Board is permitted forty-five (45) days following the closing of testimony at the last hearing on an application to render a decision.
- c. There is a thirty (30) day appeal period following the issuance of a decision by the Zoning Hearing Board in which an appeal may be filed with the Court of Common Pleas of Lancaster County to reverse or limit said decision.
- d. Unless otherwise specified by the Board or by law, a variance or special exception shall expire if the applicant fails to obtain a zoning permit within one (1) year of the date of authorization by the Board or by the Court if the special exception or variance has been granted after an appeal. A variance or special exception shall also expire if the applicant fails to complete any erection, construction, reconstruction, alteration or change in use authorized by the special exception or variance within two (2) years from the date of authorization by the Board or the Court. The Board, for reasonable cause shown, may extend the approval for an additional period of one (1) year.
- e. Any questions regarding the application or process may be directed to the office staff during regular business hours at 717-445-4244, or to Robin Royer, Caernarvon Township Zoning Officer, at 610-987-9290 or via email at [rroyer@lclconsultants.com](mailto:rroyer@lclconsultants.com). The zoning officer is available by appointment, Thursday afternoon, at the Township Office.

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## **SPECIAL NOTE**

While it is not required, the Caernarvon Township Planning Commission has requested that individuals who submit an application for consideration to the Caernarvon Township Zoning Hearing Board be informed that you and/or your representative should plan to attend the meeting of the Caernarvon Township Planning Commission scheduled on the fourth Monday of the month to review and discuss the application that is to be presented to the Zoning Hearing Board.

Also, while it is not required, attendance at the Caernarvon Township Board of Supervisors Meeting is also suggested.

While your attendance at these meetings are not mandatory, it is beneficial to the Planning Commission and the Board of Supervisors, as it takes an active role in the review of all applications before the Board for the purpose of providing recommendations and input for the Zoning Hearing Board. Failure to attend these meetings may result in misinterpretation of the information contained in the application, further resulting in an incomplete or unfavorable recommendation to the Zoning Hearing Board.

Please contact the Township office staff at 717-445-4244 to confirm the meeting dates and to indicate if you will or will not attend the Caernarvon Township Planning Commission and Board of Supervisors meetings.

Thank you.

# Caernarvon Township Zoning Hearing Board

LANCASTER COUNTY, 213<sup>rd</sup> MAIN STREET, NARVON PENNSYLVANIA 17555  
(717) 445-4244

## ZONING HEARING BOARD APPLICATION OR APPEAL NOTICE

Do Not Write in This Space. For Office Use Only.

Appeal No. \_\_\_\_\_ Hearing Date: \_\_\_\_\_ Dates Advertised: \_\_\_\_\_  
Parcel Account No. \_\_\_\_\_ Fee Paid/Date: \_\_\_\_\_ Check No. \_\_\_\_\_

An appeal is hereby made by the undersigned (check applicable item or items):

- ( ) For Special Exception or Variance from the terms of the Caernarvon Township Zoning Ordinance.
- ( ) From an action of the Zoning Officer in refusing my application for a Zoning Permit containing a date of \_\_\_\_\_, 20\_\_\_\_.

Applicant: \_\_\_\_\_, \_\_\_\_\_  
(name) (address)

Owner: \_\_\_\_\_, \_\_\_\_\_  
(name) (address)

Attorney (if any): \_\_\_\_\_, \_\_\_\_\_  
(name) (address)

Interest of applicant if not owner (agent, lessee, etc.) \_\_\_\_\_

1. Application relates to: (check applicable item or items)

Use ( ) Lot Area ( ) Yards ( ) Height ( )  
Existing building ( ) Proposed building ( ) Others ( )

2. Provide a brief description of the affected real estate.

Location/Address: \_\_\_\_\_

Lot Size: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

Present Improvements upon Land: \_\_\_\_\_

Present Zoning Classification: \_\_\_\_\_

3. If this is an appeal from an action of the Zoning Officer, complete the following:

Date of Zoning Officer determination: \_\_\_\_\_

Your statement of the alleged error of the Zoning Officer: \_\_\_\_\_

\_\_\_\_\_

4. Action desired by the applicant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Reasons Applicant believes the Zoning Hearing Board should approve desired action. Refer to the application section or sections of the Zoning Ordinance under which it is believed that the desired action may be allowed. Note whether a hardship is claimed, and identify the specific hardship, or note if a hardship is not claimed:

\_\_\_\_\_

\_\_\_\_\_

6. Has any previous appeal been filed regarding the subject property?

No ( ) Yes ( ) If yes, please provide additional background information:

\_\_\_\_\_

\_\_\_\_\_

7. Provide the following information, as applicable, on a sketch or plot plan, on a sheet at least 8½" X 11", drawn to scale:

- a. The shape of the property.
- b. The dimensions of the property.
- c. The location of every structure on the property.
- d. The dimensions of every structure on the property.
- e. The location of every intended structure or addition.
- f. The dimensions of every structure or addition.
- g. For each present or intended use, the distance between the nearest point of same to each of the nearest boundaries.

- h. The present location of traffic flow facilities (parking areas, driveways, etc.).
- i. The intended location of new traffic flow facilities.
- j. The location, width, and name of all adjacent streets.
- k. The approximate location of adjacent boundary lines and the names of adjacent owners.
- l. Front, side, and rear yard building setback lines.
- m. The approximate location on the property of any stream, pond, floodplain, wetland or other unusual physical feature.
- n. The location of any present or intended utility lines, easements, fences, signs, living screens, etc.
- o. The distance to any intersection within one thousand (1,000) feet of the property, and the name, of the streets involved.
- p. The direction of the slope and the approximate fall from the highest to lowest point on the property.
- q. A designation of North, and the scale employed.
- r. If the property is located within more than one (1) zoning district, the approximate locations of the boundary lines of the districts and the identification of each respective district by name.

I hereby depose and say that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.

Date: \_\_\_\_\_

Signature(s) of Applicant(s): \_\_\_\_\_

\_\_\_\_\_

Applicant's Telephone No. : \_\_\_\_\_

\* \* \*

**The Zoning Hearing Board may deny the application, or delay to the following month, any application deemed to be incomplete or deficient of the required information.**

**An applicant's failure to appear at the hearing to provide testimony in support of the application will result in the Zoning Hearing Board denying the application.**

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