



124 South State Street
Ephrata, PA 17522

Office: (717) 738-9202

Fax: (717) 733-4062

www.ephrataboro.org

INSTRUCTION SHEET FOR ZONING HEARING BOARD APPLICANTS

(Zoning Hearing Board meets the third Wednesday of every month)

- 1) Complete a Zoning Hearing Board Application.
- 2) Prepare an impact statement that addresses the proposed change(s) to be reviewed by the Zoning Hearing Board. Explain how this change might affect the property and its occupants as well as its impact on the neighborhood. The applicant may also need to address any standards that may be required by the Zoning Ordinance. Sketches and/or plot plans are required. Include dimensions and locations of any structures (existing and proposed) on the plot plan. Also include the size and configuration of the lot. If a change to the parking will occur, include a sketch that shows the parking lot configuration. Include all dimensions of all onsite parking spaces. An application may be rejected as incomplete if no plot plans and/or sketches are submitted.
- 3) Submit application, information and fee to the Zoning Officer between the hours of 8:00 a.m. and 4:30 p.m. weekdays.
- 4) The submission should include:
 - a) A completed application with an original signature
 - b) Any supporting material (include 7 copies of any prints)
 - c) The correct filing fee as shown on the application (checks may be made payable to the Borough of Ephrata)
 - d) If you are a tenant or lessee, include a statement from the owner that they endorse the application.
- 5) The applicant will be sent a copy of the public notice stating the date and time of the scheduled hearing. This notice is typically sent the beginning of the month the hearing is scheduled.
- 6) A copy of the public notice is sent to all property owners within 200 feet of the subject property. A copy of the public notice is also posted on the property.
- 7) The meeting is held in the Borough of Ephrata Council Chambers. On the evening of the hearing, the applicant and visitors should use the main entrance.



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APPLICATION FOR ZONING HEARING BOARD REVIEW

APPLICANT INFORMATION

NAME: _____ DAYTIME PHONE # _____
MAILING ADDRESS: _____

PROPERTY INFORMATION

PROPERTY ADDRESS: _____
PROPERTY OWNER: _____
OWNER'S ADDRESS: _____
PRESENT USE: _____
PRESENT IMPROVEMENTS ON LAND: _____
PROPOSED USE OR CHANGE: _____
SECTION OF ORDINANCE UNDER WHICH APPLICATION IS MADE: _____

I, _____, the undersigned, certify that the information I have provided for this application for Zoning Hearing Board Approval is true and correct.

Applicant/Authorized Agent Date

ZONING APPLICATION FOR: _____ Special Exception **(BOROUGH TO COMPLETE)**
_____ Variance
_____ Appeal

Date of Hearing _____

Zoning Application Number _____ Zoning District _____

Zoning Officer Date

Filing Fee

- Residential (One and Two-Family) – \$500.00
- Commercial/Industrial/Institutional – \$600.00
- Continuation Fee (at applicants request) – One half the filing fee per request