



VARIANCE/ZONING HEARING BOARD APPLICATION

PO BOX 11, 11 High Mountain Road  
Walnut Bottom, PA 17266  
(717) 530-7626  
[sntwp@kuhncom.net](mailto:sntwp@kuhncom.net)  
[www.southnewtontownship.net](http://www.southnewtontownship.net)

VARIANCE #: \_\_\_\_\_

Instructions: Please complete all portions of this application and attach the required Site Plan and any additional information to explain your request. Return the application along with the required fee of \$1,000.00 (check or money order made payable to SOUTH NEWTON TOWNSHIP) and all information as listed below. Your application may be mailed to the address above or dropped off at the township office (if the office is closed, you may place your packet in the drop box located outside the office building). Any questions may be directed to the township by calling: 717-530-7626 or 717-360-4780 (township secretary).

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1. Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

2. Property subject to this request: \_\_\_\_\_

3. Tax Parcel #: \_\_\_\_\_ Total Lot Area: \_\_\_\_\_

4. Property is located in: ☐ Residential ☐ Agricultural ☐ Commercial ☐ Conservation  
(Zoning map is available on our website)

5. The applicant requests a variance permit for the use of the property above for: \_\_\_\_\_

as provided under the provision of Chapter \_\_\_\_\_ Article \_\_\_\_\_ Section \_\_\_\_\_ of the Zoning Ordinance (Zoning Ordinance can be found on our website), and in support thereof submits the following documents:

- |   |  |
|---|--|
| a) Narrative explaining request   | ❖ Location of Septic System                          |
| b) Completed Building Permit Application  | ❖ Stormwater requirements (if applicable)            |
| c) Preliminary Subdivision Plat Application (if applicable)   | ❖ All existing structures and outbuildings           |
| d) Site Plan (must be completed by a registered professional surveyor). To include, but not limited to: | ❖ Location of Driveway(s)                            |
| ❖ Proposed location of construction   | ❖ Width & Length of lot area                         |
| ❖ Setbacks  | ❖ Landscaping (if new)                               |
| ❖ Location of Well  | ❖ Signs (if applicable)                              |
|   | e) Stormwater, Water, Sewage Reports (if applicable) |
|   | f) Other: _____                                      |

\*Site Plan to reflect variance request. Not all listed above may need to be shown. Have your surveyor contact Township Secretary or Zoning Officer prior to proceeding.

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. Any additional fees incurred by the furtherance of the permit process shall be paid by the Applicant. Additional fees may include, but shall not be limited to the following: Stenographer, Engineer, Surveyor, Consultants, Applicant's Attorney and additional permit fees, licenses, etc.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Please Print Name Signature



## VARIANCE 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.
- 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 neighboring properties.
  - ✚ 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.

*\*\*Please note: Owner, applicant or agent representing the owner, must be present at the hearing to present the case.*