



## Application for Zoning Variance/Appeal Hearing

Application for a Hearing must be filed in the name of the owner of record or in the name of the holder of an option or a contract to purchase, or in the name of the lessee if authorized under a lease.

The application must be completed in full and the following must accompany the application:

1. Six (6) copies of the Variance Application.
2. Six (6) copies of a diagram or site plant
3. Entry of Appearance
4. Waiver of Stenographic Record

Zoning Hearing Board	Rates	Note
Zoning Hearing Board Appeals		
Application Fee	\$500.00	
Escrow Account	\$1,250.00	State permitted costs in excess of application fee: legally required advertising, postage, stenographers transcript, staff compensation, administrative overhead. Stenographers cost shared equally by Township
Fee to continue challenge hearing	\$90.00	
Fee to postpone challenge hearing	\$120.00	
Board of Supervisor Action/Hearings	Rates	Note
<b>Application for Conditional Use Hearing</b>		
Application Fee	\$275.00 + \$1,000.00 (escrow)	State permitted costs in excess of application fee.
Fee to continue Conditional Use Hearing	\$90.00	
Fee to postpone Conditional Use Hearing	\$120.00	
<b>Application to Amend Zoning Map</b>		
Application Fee	\$275.00 + \$1,000.00 (escrow)	State permitted costs in excess of application fee: legally required advertising, posting of property, and administrative fees
Fee to continue Zoning Map Amendment Hearing	\$175.00	
Fee to postpone Zoning Map Amendment Hearing	\$200.00	
<b>Application to Amend Zoning Ordinance (Curative Amendment)</b>		
Application Fee	\$1,000.00	Plus Actual Cost of Advertising (Formal written request to amend an ordinance)
Fee to continue Zoning Ordinance Amendment Hearing (Curative Amendment)	\$175.00	
Fee to postpone Zoning Ordinance Amendment Hearing (Curative Amendment)	\$200.00	

\*\*Additional escrow deposits: If at any time it should appear that the assessable costs will exceed the amount deposited by applicant, a further deposit of any amount reasonably calculated to defray such excess costs shall be required.



Potter Township  
124 Short Road  
Spring Mills, PA 16875

Phone: 814-364-2456  
[www.pottertownship.org](http://www.pottertownship.org)

**APPLICATION FOR:**       **BOARD OF SUPERVISORS**  
    **ZONING HEARING BOARD**

Date of Application: \_\_\_\_\_

Classifications of Appeal (Check one or more, if applicable):

- a. Appeal from the Zoning Officer's Determination
- b. Request for Variance
- c. Request for Special Exception
- d. Challenges to the Validity of Zoning Ordinance or Map
- e. Request for Conditional Use Hearing
- f. Request for Amendment to Zoning Map
- g. Request for Zoning Ordinance Amendment
- h. Request for Curative Amendment
- i. Request for other relief within the Jurisdiction of the Zoning Hearing Board as established in Section 909.1(a) of the Pennsylvania Municipalities Code

**(\*) Applicant Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Street

Apt, Suite, or PO Box

\_\_\_\_\_  
City, State, Zip

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant is:  Owner     Agent for the Owner     Purchaser     Other: \_\_\_\_\_

*If the Applicant is NOT the Owner of the subject property, then the following information must be provided. Otherwise, this section may be left blank.*

**(\*) Deed Owner(s) Name(s):**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Street Address - Apt, Suite, or PO Box

\_\_\_\_\_  
City, State, Zip

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_



**2. Describe the action you are appealing or the request you are making to the Board.**

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**3. Describe what you desire to build or to do.**

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**4. Describe the reasons for your appeal or request.**

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**\*Attach all documents, plans, maps, correspondence or other materials relevant to your appeal.\***

You are not required to have legal representation, but many Applicants choose to have an attorney act on their behalf. If you will have an attorney or other Agent Professional, please provide the following information.

**(\*) Name of Attorney/Agent:**

Attorney/Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Street Address - Apt, Suite, or PO Box

City, State, Zip

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Signatures are required, unsigned applications are considered incomplete.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner (if different from Applicant)

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name



Centre County, Pennsylvania  
124 Short Road – Spring Mills, PA 16875

Phone (814) 364-2456 Fax (814) 364-2809

Email: [zoning@pottertownship.org](mailto:zoning@pottertownship.org)

Website: [www.pottertownship.org](http://www.pottertownship.org)

## ENTRY OF APPEARANCE

NAME OF CASE: \_\_\_\_\_

PROPERTY ADDRESS OR LOCATION: \_\_\_\_\_

**I DESIRE TO BE CONSIDERED A FORMAL PARTY TO THESE PROCEEDINGS. PLEASE SEND ALL NOTICES TO ME OR TO MY ATTORNEY.**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

I AM PRESENT ON BEHALF OF: \_\_\_\_\_

### EXPLANATION:

This form must be filled by every person or his attorney, including applicant, who desires to be considered a formal party or attorney of record in these proceedings. It is not required to be signed by persons who are only present as witnesses.



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## WAIVER OF STENOGRAPHIC RECORD

**I AGREE TO WAIVE THE REQUIREMENTS OF SECTION 908 OF THE PENNSYLVANIA MUNICIPALITIES PLANNING CODE, WHICH REQUIRES THAT A STENOGRAPHIC RECORD OF THE PROCEEDINGS BE MADE, AND I CONSENT THAT A RECORD OF THE PROCEEDINGS MAY BE PREPARED FROM A TAPE RECORDING OF THE HEARING AND THE RECORDING SECRETARY'S MINUTES.**

DATE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

### EXPLANATION:

Parties have a right under Section 908(7) of the Municipalities Planning Code to have a stenographic record made of the hearing. This usually requires that a court reporter be called in. If the parties waive the requirement of a stenographic record, the record of the hearing shall be kept on the municipality's sound recording system. If a party does not desire to waive this taking of the record by a stenographer, they shall so advise the Board prior to the hearing so that a stenographer can be arranged to be present.