

**Application for
Zoning Hearing Board
Bureau of Codes/Zoning/Planning**

Mount Joy Township
902 Hoffman Home Road
Gettysburg, PA 17325
(717) 359-4500

<u>Project Address:</u>	<u>Zone:</u>	<u>Application Date:</u>
Variance	Special Exception	Appeal
<u>Name of Landowner of Record:</u>		
<u>Address:</u>		
<u>Email:</u>	<u>Phone:</u>	
<u>Name of Applicant(s) (if different than owner):</u>		
<u>Address:</u>		
<u>Email:</u>	<u>Phone:</u>	
<u>Requested Variance(s) and Section #:</u>		
<u>Requested Appeal(s) and Section #:</u>		
<u>Requested Special Exception(s) and Section #:</u>		
<u>Name of Representative or consultant:</u>		
<u>Address:</u>		
<u>Email:</u>	<u>Phone:</u>	

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CHECKLIST

REQUIRED (Include **9 copies** of each of the following)

- A written description of the proposed use in sufficient detail to demonstrate compliance with EACH applicable criteria of the relief requested.
- A scaled site plan with sufficient detail and accuracy to depict the nature of the request, and reflect its relationship with adjoining properties, and their improvements
- For Use Variances, a written report and scaled site plan demonstrating compliance with all applicable provisions of the Zoning Ordinance
- A list of all abutting properties – INCLUDING – names and mailing addresses
 - o Properties across a street or driveway is also required.

I hereby certify that the information submitted in accordance with this application is correct and I further agree to pay for those costs outlined above.

Applicant's Signature	Print Name	Date
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FOR TOWNSHIP USE ONLY	
Variance #:	Parcel #:
Special Exception #:	Appeal#
Fee Paid:	

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LEGAL STANDING REQUIREMENT

There are two ways to have legal standing:

1. A copy of your deed.

2. A copy of the owner's deed, with a copy of the legal document showing you have an agreement with the property owner giving you some interest in the property. This can take the form of a lease, option, purchase agreement, etc. Additionally, you have a letter from the property owner authorizing you to make application to the Zoning Hearing Board for your specific purpose.

Your application **will not be** accepted without proof of legal standing.