

**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> |
| <input type="checkbox"/> <b>Variance</b> <input type="checkbox"/> <b>Special Exception</b> <input type="checkbox"/> <b>Appeal</b> |               |                          |
| <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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|------------------|
| <b>CHECKLIST</b> |
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**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
  - 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 |
|-----------------------|------------|------|

|                              |           |
|------------------------------|-----------|
| <b>FOR TOWNSHIP USE ONLY</b> |           |
| Variance #:                  | Parcel #: |
| Special Exception #:         | Appeal#   |
| Fee Paid:                    |           |

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|                                   |
|-----------------------------------|
| <b>LEGAL STANDING REQUIREMENT</b> |
|-----------------------------------|

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.