

## INSTRUCTIONS FOR A VARIANCE

Complete the application to the best of your ability.

Include a property sketch showing: the setbacks of all buildings, any off-street parking areas, and building location on the lot.

Attach whatever documentation to the application that you feel would be of benefit to the zoning hearing board.

Attach a check made payable to Renovo Borough in the amount of \$350 for residential and non-profit organizations and \$500 for commercial and industrial applications.

When the above items are completed, submit them to this office.

When the application is submitted, the following actions will be undertaken:

- A. A hearing will be scheduled for the application.
- B. We will notify the applicant and the zoning hearing board.
- C. We will advertise the hearing in the paper, as required by law.
- D. We will post the property with hearing notices.

When you receive your notification of the hearing, you should plan to attend and present testimony, or plan to have someone else attend in your place.

The zoning hearing board will then hold a hearing. One is usually sufficient, but more may be necessary. Sworn testimony is given and recorded by a stenographer. All interested parties are given the opportunity to present testimony

A decision on the application may be made on the night of the hearing, however, the zoning hearing board does have sixty days in which to reach a decision and announce it at a public meeting.

---

---

**Application for Variance**

**Applicant:** \_\_\_\_\_ (If other than property owner attach proper documentation)

Applicant address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Property / Site Information:**

Location: \_\_\_\_\_

Parcel Id. \_\_\_\_\_ Subdivision: \_\_\_\_\_

Lot Size: \_\_\_\_\_ Existing zoning: \_\_\_\_\_ Existing land use: \_\_\_\_\_

Has any previous appeal been filed in connection with this property?  Yes  No

If yes, when and for what: \_\_\_\_\_

Nature of Variance or Appeal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby certify that the above information and the statements and/or representations contained in any and all papers or plans submitted herewith are true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

**For township use**

Date of submission: \_\_\_\_\_ Date of Hearing: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Check No. \_\_\_\_\_

Zoning hearing boards decision:  Approved  Denied  Approved with conditions

Comments or conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Variance requests are evaluated in terms of the following five standards. The applicant must prove that the application specifically meets each of these tests, where relevant. Please describe how your request meets each of the following.

1. There are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the property and that the unnecessary hardship is due to such conditions and not the circumstances or conditions generally created by the provisions of the zoning ordinance in the neighborhood in which the property is located.

---

---

---

2. Because of physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the Zoning Ordinance and the approval of a variance is therefore necessary to enable the reasonable use of the property.

---

---

---

3. The unnecessary hardship has not been created by the applicant.

---

---

---

4. The variance, if approved, will not alter the essential character of the neighborhood or district in which the property is located, nor substantially or permanently impair the appropriate use or development of the adjacent property, nor be detrimental to public welfare.

---

---

---

5. The variance, if approved, will represent the minimum variance that will afford relief and will represent the least modification possible of the regulation in issue.

---

---

---