



## Borough of St. Lawrence Zoning Hearing Board

3540 St. Lawrence Avenue

Reading PA 19606

610.779.1430

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### APPLICATION FOR AN APPEAL OF THE DECISION OF THE ZONING OFFICER

## INSTRUCTIONS

**Complete all lines of the application. If a question is not applicable, then response should be N/A.**

- A. Applicant.** The applicant shall file two notarized original and five copies of the application to the Borough Secretary. If applicant is not the owner(s) of the property, the owner(s) of the property must also sign the application. If the owner authorizes an agent to sign on his/her behalf, a notarized statement attesting to that authority must accompany this application.
- B. Application.** The application shall be accompanied by six (6) sets of at least the following information:
- (1) A plan of the lot in question, indicating the lot size and showing all dimensions of lot lines, the location(s) on the lot of all existing and proposed buildings, fences, signs, structures and alterations to buildings or structures, and distances of such features from lot lines. Additionally, the location of all utility lines, the proposed water and sewer lines, all streets, right-of-ways and easements on or adjacent to the lot. The plan shall be drawn to scale, include a North point and show exact locations. The applicant is responsible to ensure accuracy of all property lines.
  - (2) The use, height, length, width and proportion of the total lot area covered of all proposed and existing buildings, structures and additions or alterations to buildings or structures, and the height, length, width, illumination and design of all signs. Proposed buildings, additions, and external alternations shall be described.
  - (3) A statement indicating the number of dwelling units and/or commercial or industrial establishments to be accommodated within existing and proposed buildings on the lot and the floor area to be devoted to each residential, commercial, industrial, and home occupation use.
  - (4) The location, dimensions, grade and design of parking and loading areas including the size and arrangement of all spaces and means of ingress, egress and interior circulation, recreation areas, screens, buffer yards and landscaping, means of egress from and ingress to the lot, routes for pedestrian (including ADA accessibility where required) and vehicular traffic, and provisions for outdoor lighting. The percentage of the lot which is paved and which is open area.
  - (5) All other information necessary for the Zoning Officer to determine conformance with and provide for enforcement of this Ordinance.

(6) Name and address of the applicant and the owners of the real estate involved and a description of and location of the real estate involved.

C. The applicant is required to provide a complete listing of all property owners within 500 feet of the tract boundary (including those in neighboring municipalities).

**Review.** The Zoning Officer shall immediately upon receipt forward a copy of any application for an Appeal of the Decision of the Zoning Officer for review and comment prior to the hearing held by the Board on such application. The Borough of St. Lawrence may take up to five (5) business days to accept or reject the application. The applicant will be notified in writing by the Borough Zoning Officer of the acceptance or rejection of the application, with the initial hearing being commenced within sixty (60) days of receipt of the application, unless the applicant agrees in writing to an extension of time. Each subsequent hearing shall be held within forty-five (45) days of the prior hearing. The Zoning Hearing Board or the hearing officer, as the case may be, shall render a written decision or, when no decision is called for, make written findings on the application within 45 days after the last hearing before the board or hearing officer.

#### **ADDITIONAL INFORMATION**

**Fees** - Application fee for an Appeal of the Decision of the Zoning Officer Hearing - \$1,000.00

**WAIVER**

I/ We hereby waive the provision that the Hearing before the Zoning Hearing Board of the Borough of St. Lawrence be held within sixty (60) days of the filing of the application as required by the Pennsylvania Municipalities Planning Code.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WAIVER**

I/ We hereby waive the provision that the Zoning Hearing Board of the Borough of St. Lawrence shall render a written decision, or when no decision is called for, make written findings on the application within forty-five (45) days after the last hearing before the Zoning Hearing Board, as required by the Pennsylvania Municipalities Planning Code.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BOROUGH OF ST. LAWRENCE**  
**Appeal the Decision of the Zoning Officer Application**

**1. APPLICANT**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**2. IDENTIFICATION**

OWNER NAME: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

OWNER'S AGENT: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

APPLICANT'S ATTORNEY NAME: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**3. LOCATION OF PROPERTY**

Address: \_\_\_\_\_ PIN#: \_\_\_\_\_

Cross Streets: \_\_\_\_\_ and \_\_\_\_\_

Zoning District: \_\_\_\_\_ Deed Book: \_\_\_\_\_ Deed Page: \_\_\_\_\_

**4. PROPERTY DESCRIPTION**

Lot Size: \_\_\_\_\_ Lot Frontage: \_\_\_\_\_ Lot Depth: \_\_\_\_\_

Property Access: Public Road \_\_\_\_\_ Private Road \_\_\_\_\_ ROW \_\_\_\_\_ Easement \_\_\_\_\_ Other \_\_\_\_\_

Description of current use of property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of existing improvements of property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. DECISION BEING APPEALED (Please attach a copy of the Decision)**

Please describe the reason for your Appeal.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please state with specificity where the Officer erred in rendering the decision under appeal.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. PREVIOUS APPEAL**

Has any previous appeal or application been filed in connection with this property? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**7. SIGNATURE**

State of \_\_\_\_\_ }  
County of \_\_\_\_\_ }

*The Applicant, Agent or Property Owner(s) hereby deposes and says that all of the above statement contained in this application are true and correct to the best of their knowledge and belief. I hereby certify that the proposed application is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent or that We are/I am the owner(s) of record and that We/I agree to conform to all applicable laws of the Borough of St. Lawrence. We/I hereby authorize the St. Lawrence Borough Council, the St. Lawrence Planning Commission and other Borough Officials to view*

*and inspect the property which is subject of this Application at any time during the pendency of said Application and any construction related thereto. We/I also understand that We/I will be responsible for all legally reimbursable Borough expenses associated with this application that exceed the filing fee and that the Borough of St. Lawrence may take up to five (5) business days to accept or reject the application. The applicant will be notified in writing by the Borough Zoning Officer of the acceptance or rejection of the application.*

\_\_\_\_\_  
Applicant Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent/Property Owner(s) Name

\_\_\_\_\_  
Agent/Property Owner(s) Signature

\_\_\_\_\_  
Date

SWORN AND SUBSCRIBED before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission expires \_\_\_\_\_

(Notary Public Seal)