



Borough of St. Lawrence Zoning Hearing Board

3540 St. Lawrence Avenue

Reading PA 19606

610.779.1430

Fax: 610.779.9148

E-mail: stlawboro@ptd.net

APPLICATION REQUEST FOR A VARIANCE INSTRUCTIONS

- PART 1.** APPLICANT - Applicant's name, address and contact information.
- PART 2.** IDENTIFICATION - Property owner and applicant's attorney's name and address.
- PART 3.** LOCATION OF PROPERTY
- PART 4.** PROPERTY DESCRIPTION
- PART 5.** ORDINANCE
- PART 6.** PREVIOUS APPEAL
- PART 7.** SIGNATURE

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

SPECIFICATIONS AND PLANS

- 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. Standards.** The Zoning Hearing Board may authorize, upon appeal in specific cases, such variance(s) from the terms of this Ordinance as will not be contrary to public interest, where a literal enforcement of the provisions of this Ordinance will result in unnecessary hardship. In granting any variance the Board may attach such reasonable conditions and safeguards as it may deem necessary to implement the purposes of this Ordinance and the Pennsylvania Municipalities Planning Code, as amended. The Board may, by rule, prescribe the form of application and may require preliminary application to the Zoning Officer. The Board may grant a variance provided the following findings are made where relevant in a given case:
 - (1) That 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 particular property, and that the unnecessary hardship is due to such condition, and not circumstances or conditions generally created by the provisions of this Zoning Ordinance in the neighborhood or district in which the property is located;

- (2) That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of this Zoning Ordinance and that the authorization of a variance is therefore necessary to enable the reasonable use of the property;
- (3) That such unnecessary hardship has not been created by the appellant.
- (4) That the variance, if authorized, 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 adjacent property, nor be detrimental to the public welfare.
- (5) That the variance as granted by the Board is the minimum variance that will afford relief and will represent the least modification possible of the regulation in issue.
- (6) Such other considerations as may be set forth in the Pennsylvania Municipalities Planning Code, as amended, from time to time.

C. Application. The application shall be accompanied by fourteen (14) sets of plans, a pdf file of the complete plan set and contain at a minimum 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) Proof of Worker's Compensation coverage, if the application is submitted by a contractor.
- (6) All other information necessary for the Zoning Officer to determine conformance with and provide for enforcement of this Ordinance.
- (7) 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.
- (8) A written statement from a registered engineer or surveyor, or by other satisfactory evidence, that the line of any adjoining street has been staked on the ground.

- D. The applicant is required to attach a copy of the Deed to the property.
- E. The applicant is required to provide a complete listing of all property owners within 500 feet radius of the lot lines of the property line that is the subject in this application (including those in neighboring municipalities).

Review. The Zoning Officer shall immediately upon receipt forward a copy of any application for a Special Exception or Variance to the Borough Planning Commission and the Borough Council 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. The granting of a variance does not exempt an applicant from acquiring all approvals required by the Borough's Subdivision and Land Development Ordinance.

ADDITIONAL INFORMATION

Fees - Application fee for a Variance Appeal Hearing - \$1,000.00

WAIVER

I/ We hereby waive the provision that the Variance 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
Application Request for a Variance

1. APPLICANT

Name: _____ Phone: _____

Address: _____

City: _____ Zip Code: _____

2. IDENTIFICATION

OWNER NAME: _____ Phone: _____

Address: _____

City: _____ Zip Code: _____

OWNERS'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: _____

Description of proposed use and proposed improvements of property: _____

5. ORDINANCE

State each section of the Borough of St. Lawrence Zoning Ordinance that is involved in this application:

Action(s) desired by applicant. (Detail proposed Variance): _____

Reason the Applicant believes the Board should approve the application: _____

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/I am/are 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 the 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)