

**Exeter Township Zoning Office
2305 State Route 92
Harding, PA 18643-9700**

**ZONING HEARING BOARD APPLICATION
For
USE BY SPECIAL EXCEPTION (HOME OCCUPATION)**

Name of Applicant: _____ Phone: _____

Address: _____

Name of Landowner: _____

(If landowner is not applicant: authorization to act on landowner's behalf must be presented with the application).

Landowner's Signature: _____

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DESCRIPTION OF PROPERTY FOR WHICH APPLICATION IS FILED:

PIN No: _____ Zoning Classification: _____

Location: _____

Lot Size: _____ Present Use: _____

Existing Improvements on the Lot: _____

Has previous application been filed with the Board for this property? _____

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Board Action Requested:

Justification for Request: _____

APPLICANT SIGNATURE: _____ DATE _____

PRINT NAME: _____

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**INSTRUCTIONS FOR APPLICATION FOR USE BY SPECIAL EXCEPTION
HOME OCCUPATION**

To make an Application to the Zoning Hearing Board for a Special Exception for a Home Occupation, conditions must be met as outlined in the Exeter Township Zoning Ordinance, Section 603.9. Please submit to the Township Zoning Office the following:

1. The completed application form containing all the basic information.
2. A floor plan of the dwelling or accessory building to be used for a Home Occupation. Show on this plan the area intended to be used for the Home Occupation, which may not exceed twenty-five (25) percent of the building floor area including both the principal and accessory structure. This use must be conducted by a person or persons residing in the dwelling unit and not more than one(1) non-resident employee working on the premises. Home Occupations may not include display windows, must be conducted entirely within the enclosed structure, and must not include the storage or sale of goods not produced on the premises. See Section 603.9 for other restrictions and section 801.18 which requires off-street parking to include two (2) parking spaces for each housing unit thereon, one(1) space for a non-resident employee, and one (1) space for a patron.
3. A copy of the deed for the property.
4. A check payable to “Exeter Township” for the initial filing fee (\$125). Applicant is also responsible for a share of other expenses related to the hearing, such as advertising costs and cost of court stenographer.
5. Furnish a list of property owners adjacent to or within 200 feet of subject lot, including across streets, streams, etc. containing name, mailing addresses, and telephone numbers. These owners will be individually notified prior to hearings regarding the application.
6. The application must be signed by the owner or his duly authorized representative (i.e. power of attorney, company officer, etc.).

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7. Submit the completed application to:

Exeter Township Zoning Hearing Board
Exeter Township Municipal Building
2305 State Route 92
Harding, PA 18643-9700