

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

**ZONING HEARING BOARD APPLICATION  
For  
VARIANCE**

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: \_\_\_\_\_

.....  
**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? \_\_\_\_\_

.....  
Board Action Requested:

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

Justification for Request: \_\_\_\_\_

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

APPLICANT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

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**INSTRUCTIONS FOR APPLICATION FOR VARIANCE**

The Zoning Hearing Board may grant a variance, provided that **all** of the following findings are made where relevant in a given case:

- a. That there were 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 conditions and not the circumstances or conditions generally created by the provisions of the Zoning Ordinance in the neighborhood or district in which the property is located.
- b. 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 the Zoning Ordinance and that the authorization of a variance is therefore necessary to enable the reasonable use of the property.
- c. That such unnecessary hardship has not been created by the appellant.
- d. 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.
- e. That the variance, if authorized, will represent the minimum variance that will afford relief and will represent the least modification possible of the Pennsylvania Municipalities Planning Code (Act 247 as amended) and the Exeter Township Zoning Ordinance.

To make an Application to the Zoning Hearing Board for a Special Exception, submit to the Township Zoning Office the following:

1. The completed application form containing all the basic information.
2. A site plan for the proposed development of a site for a variance shall be submitted with the application. Such plan shall show the location of all buildings,

open spaces, parking areas, adjacent roadways, traffic access and circulation, landscaping, drawings showing the type, design, and dimensions of all proposed construction and any other information required for determining the suitability of the requested variance.

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.).
7. Submit the completed application to:

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