

FEE PAID _____

APPEAL # _____

**TOWNSHIP OF RICHLAND
ZONING HEARING BOARD APPEAL FORM
VARIANCE, SPECIAL EXCEPTION OR INTERPRETATION RULING**

Board Members:

I hereby appeal from the decision of the Zoning Officer in the refusal of a permit as applied for and/or respectfully request a _____ Variance, _____ Special Exception, _____ Interpretation Ruling be granted pursuant to the authority contained within Article 16 of the Richland Township Zoning Ordinance No. 117, as amended.

Property Location: _____ Lot & Block No. _____

Appellant: _____ Phone: _____

Mailing Address: _____ Zoning District: _____

Nature of Request: _____

Signed: _____

Date: _____

Planning Commission Recommendation:

Chairperson

DECISION OF THE BOARD

Secretary

Date: _____

RICHLAND TOWNSHIP ZONING HEARING BOARD

_____ Member

_____ Member

_____ Member

APPLYING FOR ZONING HEARING BOARD

1. Variance Request Fees (2 SEPARATE CHECKS)

\$150.00 (Non Refundable)

\$750.00 Escrow amount for estimated cost of notification, postage, legal advertisement, court stenographer and transcript. The escrow amount shall be replenished when it reaches a level of \$350.00.

2. Date, signature, address, phone number, and Lot & Block # must be on the application form.
3. Attach a copy of survey showing proposed structure with distances to property line(s) involved.
4. Attach a note as to what is being constructed and the size of structure.
5. Meeting is the third Tuesday of each month at 7:00 p.m. in the Meeting Room of the Richland Township Municipal Building.
6. Your request must be submitted 30 days prior to the meeting in which you wish to be heard.
7. You must appear before the Zoning Hearing Board members to explain what you want to construct and must show a hardship to the property involved.
8. Our office will notify the neighbors within 100 ft. of the property in question. This is a public meeting, anyone may come and speak for or against the application for a variance.
9. Variance requests for commercial properties must be reviewed by the Planning Commission for recommendation to the Zoning Hearing Board the month before the hearing.

ANY QUESTIONS, CALL 724-443-5921 – SCOTT SHOUP, ZONING OFFICER

RICHLAND TOWNSHIP PLAN SUBMITTAL DEADLINES

Zoning Hearing Board Meetings

(Variance, Special Exception, Interpretation Hearings)

The following must be submitted to the Township's Building and Zoning Office **30 days (1 month) prior to the meeting date:**

- Completed Application
- Complete set of plans (10 FOLDED copies for Variance; 11 FOLDED copies for Special Exception)
- Digital copy of plans **on a USB flash drive/jump drive** (for presentation at the meeting)
- Payments (two separate checks)
 - \$150.00 Non-refundable application fee
 - \$750.00 Escrow amount for estimated cost of notification, postage, legal advertisement, court stenographer, and transcript. The escrow amount shall be replenished when it reaches a level of \$350.00.

Also, submit one (1) set of complete plans & application to:

Shoup Engineering
329 Summerfield Drive
Baden, PA 15005
724-869-9560

Planning Commission Meetings

The following must be submitted to the Township's Building and Zoning Office **21 days (3 weeks) prior to meeting date:**

- Completed Application
- Three (3) FOLDED full-size paper copies of **complete Subdivision, Land Development, or Sketch Plans**
- One (1) full-size paper copy of **Landscaping Plan**
- One (1) 11"x17" size paper copy of **complete Subdivision, Land Development, or Sketch Plans**
- Two (2) USB flash drive/jump drives, each with a **complete set of digital plans**
- Two (2) payments - Application fee (non-refundable); escrow amount

Lot Line Revisions/Lot Consolidations:

- One (1) to three (3) lots: \$250.00 + *\$500.00 escrow amount (2 separate checks)

Land Developments:

- \$1,250.00 + \$3,000.00 escrow amount (two separate checks)

Subdivisions:

- One (1) to three (3) lots: \$750.00 + *\$1,500.00 escrow amount (2 separate checks)
- Four or more lots: \$1,000.00 plus \$40.00 per lot/unit + \$3,000.00 escrow (2 separate checks)

*Escrow amount is for estimated cost of notification, postage, legal advertisement, court stenographer, and transcript. Applicant is also responsible for any costs incurred by Richland Township in excess of the initial escrow amount for the above referenced costs, as well as, for engineering, transportation, legal or other consultant reviews in association with the application. The escrow amount shall be replenished when it reaches a level of fifty percent (50%) of the original escrow amount.

Also, submit one (1) set of complete plans & application to:

Shoup Engineering
329 Summerfield Drive
Baden, PA 15005
724-869-9560