



# Charlestown Township

4030 Whitehorse Road, P.O. Box 507, Devault, PA 19432

(610) 240-0326 Fax: (610) 240-0328

[admin2@charlestown.pa.us](mailto:admin2@charlestown.pa.us)

## Zoning Hearing Board Application

### Application (office use)

Application No.: \_\_\_\_\_

Date Application Received: \_\_\_\_\_

Fee Received: \_\_\_\_\_

Escrow Deposit Received: \_\_\_\_\_

Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

### Applicant

Applicant: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Owner (if different from above)

Owner: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Attorney (if applicable)

Attorney: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Property

Location \_\_\_\_\_

Zoning District: \_\_\_\_\_ Lot Size in Acres: \_\_\_\_\_

Tax Parcel #: \_\_\_\_\_ Subdivision/Land Dev. #: \_\_\_\_\_

Description of property and improvements: \_\_\_\_\_

Description of proposed use: \_\_\_\_\_

### Reason for Application (select one):

Specific Action of Zoning Officer Appealed from \_\_\_\_\_

Variance(s) from Ordinance Section(s) \_\_\_\_\_

Specific Exception(s) Requested pursuant to Ordinance Section(s) \_\_\_\_\_

Request for interpretation of Provision(s) of Ordinance: \_\_\_\_\_

Other Appeal \_\_\_\_\_

Applicable Sections of Zoning Ordinance \_\_\_\_\_

***I acknowledge that this application is not deemed complete until reviewed and accepted by the Township.***

Signature of Applicant: \_\_\_\_\_

Signature of Owner (If different): \_\_\_\_\_

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### **Application Instructions**

1. Complete the application form and return it with 14 copies of your plan to the Township Office.
2. Include \$500.00 application fee and \$1,000.00 escrow deposit. The unused balance of the escrow deposit will be returned to you.
3. Before your hearing is scheduled before the Zoning Hearing Board, you must first appear before the Board of Supervisors and briefly review your application. The Township Secretary will notify you of the time and place for this meeting.
4. If you revise your application and/or plans after meeting with the Supervisors, you must submit 14 copies of the revised materials to the Township Office and be scheduled for an additional meeting before the Supervisors prior to the hearing.
5. Refer to Article 19 of the Zoning Ordinance for further instructions.
6. ***For Building Permit Applications Only:*** If your application is approved, you then proceed with filing a Building Permit Application. Please note that you must ***build your project according to the approved plans.*** If you vary from your plans you may inadvertently violate your zoning decision.