

**WEST COCALICO TOWNSHIP**  
**P.O. Box 244**  
**Reinholds, PA 17569**  
**(717) 336-8720**

**WEST COCALICO TOWNSHIP ZONING HEARING BOARD**  
**SUPPLEMENTARY APPLICATION INFORMATION**

1. **Forms to be completed and information submitted:**
  - A. A building/zoning permit application (if applicable).
  - B. Eight (8) copies of the plot plan showing all existing and proposed buildings or structures. The plot plan must be accurate and drawn to scale in conjunction with the informational requirements listed on the application.
  - C. Eight (8) copies of the Zoning Hearing Board Application. If necessary, use additional sheets and attach them to the application.
  - D. Zoning Hearing Board Application Fee of \$650.00. The checks should be made payable to West Cocalico Township.

***NOTE: To be considered at a meeting, the applicant must submit all required information no later than noon of the day before the preceding month's meeting. If the application is not complete and does not adequately identify the request or describe the proposal, the application will not be accepted and will be held until the following month, provided that it is fully completed prior to the next submission deadline.***

2. **Miscellaneous Information:**
  - A. The West Cocalico Township Zoning Hearing Board schedules its meetings on the second Thursday of each month at 7:00 p.m. at the West Cocalico Township Municipal Office.
  - B. The Zoning Hearing Board is permitted forty-five (45) days following the closing of testimony at the last hearing on an application to render a decision.
  - C. There is a thirty (30) day appeal period following the issuance of a decision by the Zoning Hearing Board in which an appeal may be filed with the Court of Common Pleas of Lancaster County to reverse or limit said decision.
  - D. Unless otherwise specified by the Zoning Hearing Board or by law, a special exception or variance shall expire if the applicant fails to obtain a zoning permit within one (1) year from the date of authorization thereof by the Zoning Hearing Board or by the court if such special exception or variance has been granted after an appeal or if the applicant fails to complete any erection, construction, reconstruction, alteration, or change in use authorized by the special exception or variance within two (2) years from the date of authorization thereof by the Board or by the court if such special exception or variance has been granted after an appeal. The Zoning Hearing Board, for reasonable cause shown, may extend the approval for an additional period of up to one (1) year.
  - E. Any questions regarding the application process may be directed to Shelly Fizz, West Cocalico Zoning Officer at the West Cocalico Township Building.

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**ZONING HEARING BOARD**  
**APPLICATION OR APPEAL NOTICE**

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Do Not Write in This Space. For Office Use Only.

Appeal No. \_\_\_\_\_ Hearing Date: \_\_\_\_\_ Dates Advertised: \_\_\_\_\_  
Tax Map No. \_\_\_\_\_ Fee Paid/Date: \_\_\_\_\_ Check No. \_\_\_\_\_

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1. Applicant's name, address, and telephone number: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Owner's name, address, and telephone number (if other than above): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. If the applicant is other than the owner, explain the legal status which allows this application and supply a copy of any legal documentation in support of same.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. The type of relief requested:

- \_\_\_\_\_ Appeal from a decision/determination of the Zoning Officer
- \_\_\_\_\_ Special Exception
- \_\_\_\_\_ Variance
- \_\_\_\_\_ Other: \_\_\_\_\_

5. If this is an appeal from a decision or determination of the Zoning Officer, explain the objection to same and attach a copy of the decision.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Describe the relief being requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Address of the property in question: \_\_\_\_\_  
\_\_\_\_\_

8. The zoning district of the property: \_\_\_\_\_

9. The size of the property: \_\_\_\_\_

10. The present use of the property: \_\_\_\_\_

11. List each section or subsection of the Zoning Ordinance which you believe entitles you to the relief you are requesting. Explain in detail why you believe you are entitled to that relief.

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

12. List every other section or subsection of the Zoning Ordinance that is involved in any way with your request for relief (i.e. parking, signs, floodplain, etc.). Describe how it is involved, and explain how you intend to comply.

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

13. Provide the name and address for every adjacent landowner, including owner of properties separated by a road.

<u>Name</u>	<u>Address</u>
_____	_____
_____	_____

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14. (If applicable) Provide the date on which your nonconforming use, structure, or lot came into existence, and if different than at present, what it was originally (attach supporting documents, if any).

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15. If this property has ever been the subject of prior Zoning Hearing Board action, provide:

- a. The date of such hearing: \_\_\_\_\_
- b. The name of the owner: \_\_\_\_\_
- c. The result of the hearing: \_\_\_\_\_

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16. Provide a list of all significant problems or risks which the requested relief may create, such as noise, fire, smoke, traffic, etc.

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17. Provide a sketch of the property, drawn to scale, on a sheet at least 8-1/2" X 11". The sketch shall contain the following site data, as applicable.

- a. The shape of the property.
- b. The dimensions of the property.
- c. The location and dimensions of every existing structure on the property.
- d. The location and dimensions of every intended structure or addition.
- e. Floor plans and the identification of proposed use for all proposed or existing buildings where the intended use is planned.
- f. Building elevations and type of construction for all proposed buildings.
- g. For each present or intended use, the distance between the nearest point of same to each of the nearest boundaries.
- h. The present location of traffic flow facilities (parking areas, driveways, etc.).
- i. The intended location of new traffic flow facilities.
- j. The location, width, and name of all adjacent streets.
- k. The approximate location of adjacent boundary lines and the names of adjacent owners.

- l. Front, side, and rear yard building setback lines.
- m. The approximate location on the property of any stream, pond, floodplain, wetland or other unusual physical feature.
- n. The location of any present or intended utility lines, easements, fences, signs, living screens, etc.
- o. The distance to any intersection within one thousand (1,000) feet of the property, and the name, of the streets involved.
- p. The direction of the slope and the approximate fall from the highest to lowest point on the property.
- q. A designation of North, and the scale employed.
- r. If the property is located within more than one (1) zoning district, the approximate locations of the boundary lines of the districts and the identification of each respective district by name.

**I (we) hereby represent that all of the information supplied in or submitted with this application is complete, true, and correct to the best of my (our) knowledge, information, and belief. I understand that any intentional misrepresentation, misinformation or incomplete information may result in the nullification of any relief granted by the Zoning Hearing Board and that any false information supplied herein may subject me (us) to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.**

Date: \_\_\_\_\_

Dated, filed, and accepted,  
and fee paid: \_\_\_\_\_

\_\_\_\_\_

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**The Zoning Hearing Board may deny the application, or delay to the following month, any application deemed to be incomplete or deficient of the required information.**

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**WEST COCALICO TOWNSHIP  
P.O. BOX 244  
REINHOLDS, PA 17569**

**ZONING HEARING DATES  
2018**

<b>SUBMIT BY 12:00 PM (WEDNESDAY)</b>	<b>FOR HEARING DATE (THURSDAY) - 7:00 PM</b>
DECEMBER 13, 2017	JANUARY 11, 2018
JANUARY 10	FEBRUARY 8
FEBRUARY 14	MARCH 8
MARCH 14	APRIL 12
APRIL 11	MAY 10
MAY 9	JUNE 14
JUNE 13	JULY 12
JULY 11	AUGUST 9
AUGUST 8	SEPTEMBER 13
SEPTEMBER 12	OCTOBER 11
OCTOBER 10	NOVEMBER 8
NOVEMBER 14	DECEMBER 13
DECEMBER 12, 2018	JANUARY 10, 2019