



## Plainfield Township

6292 Sullivan Trail  
Nazareth, Pa. 18064

Phone: 610-759-6944

Fax : 610-759-1999

### **PROCEDURES FOR ZONING HEARING BOARD APPLICATIONS**

1. The Zoning Hearing Board Application for an **INTERPRETATION** and/or a **VARIANCE** shall be accompanied by three (3) completed and signed sets of the Zoning Hearing Application along with nine (9) sets of the plot plan drawn to scale.
2. The Zoning Hearing Application for a **SPECIAL EXCEPTION** shall be accompanied by three (3) completed and signed sets of the application along with nine (9) sets of the Site Plan and the completed Site Plan Submission Checklist (a copy of which is attached to the Zoning Hearing Application). All Zoning Hearing Applications for a **SPECIAL EXCEPTION** must be reviewed by the Planning Commission prior to the Zoning Hearing.
3. A check, in the following amounts depending on the type of Hearing as per the Plainfield Township Schedule of Fees, payable to Plainfield Township, shall accompany the completed Zoning Hearing Application.

<b>Type of Appeal</b>	<b>Appeal Fee</b>	<b>Additional Fees and/or Required Professional Services Escrow</b>
Zoning Appeal- Residential	\$700.00	N/A
Zoning Appeal- Non- Residential	\$850.00 plus \$200.00 per continuance	N/A
Floodplain Construction (Special Permit or Variance)	\$750.00	\$2,000.00 Professional Escrow Account Required
Curative Amendment Zoning Appeal	\$5,000.00	N/A
Additional Curative Amendment Hearings	\$300.00 per hearing	Actual cost of transcripts
Conditional Use Zoning Appeal	\$1,000.00 up to one (1) hearing and \$300.00 for each hearing thereafter	Actual cost of transcripts
Petition to Amend Zoning Ordinance	\$1,000.00	\$2,000.00 Professional Escrow Account Required



## Plainfield Township Zoning & Code Office

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### **APPLICATION FOR HEARING**

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### **GENERAL INFORMATION:**

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Property Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Property Location: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Acreage: \_\_\_\_\_ Number of Lots: \_\_\_\_\_ Date of Purchase: \_\_\_\_\_

Present Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Date of Previous Application (if any): \_\_\_\_/\_\_\_\_/\_\_\_\_

#### **HEARING INFORMATION:**

Legal Description of Purpose for Hearing:

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Applicant's Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Official Use Only:**

**CHECKLIST:**

Case Number	No. _____
Application Filed Date	____ / ____ / ____
Fee Paid	<b>\$</b> _____
Receipt Issue Date	____ / ____ / ____
Placed on Agenda for Following Meeting Date	____ / ____ / ____
Notice of Hearing to Property Owner/Surrounding Property Owners Date	____ / ____ / ____
Sign Sent for Posting YES / NO	____ / ____ / ____
Posting Sighting by Zoning Officer YES / NO	____ / ____ / ____
Hearing Held Date	____ / ____ / ____
Decision Date	____ / ____ / ____
Notification of Decision Sent Date	____ / ____ / ____

**REQUEST FOR SPECIAL EXCEPTION:**

The proposed use at the proposed location (see attached site plan) is claimed by the applicant:

- a) To be desirable to the public convenience and welfare for the following reason(s):

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- b) To be in harmony with the various elements and objectives of the Comprehensive Plan:

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- c) Not to be detrimental to the character of the neighborhood for the following reason(s):

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- d) To be consistent with such other standards as required by the Zoning Ordinance in section \_\_\_\_\_.

Standard:

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Provision for Compliance:

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**REQUEST FOR VARIANCE:**

Request for Variance of Section \_\_\_\_\_ of the Zoning Ordinance under which the Zoning Officer refused to issue a permit on: \_\_\_\_\_

Nature of Variance being requested:

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The applicant believes the variance should be granted because:

- a. He/she is unable to make reasonable use of his property for the following reason(s):

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- b. The unnecessary hardship on his property is:

The result of the application of the Zoning Ordinance

Due to the unique physical circumstances of the property in question not shared by other properties in the vicinity

Not financial in nature

Not self-created

- c. The proposed variance will not alter the essential character of the neighborhood nor impair the use of the adjacent property for the following reasons:

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- d. The variance requested represents the minimum variance that will afford relief for the following reasons:

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### SITE PLAN SUBMISSION CHECKLIST

Date of Submission: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### CONTACT INFORMATION:

**Applicant's Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

**Owner's Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

**Professional Engineer's Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

**Professional Land Surveyor's Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

**Attorney's Name (if applicable)** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

**SITE PLAN INFORMATION:**

**Name of Site Plan:**

\_\_\_\_\_

**Location:** \_\_\_\_\_

**Parcel #:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

**SITE PLAN REVIEW:**

A) Reason for Site Plan Review:

- Variance
- Special Exception
- Required- Zoning District Use

B) The following information shall be included on the Site Plan (Please check off the following items that are included in the Site Plan Submission):

- Current Use \_\_\_\_\_
- Proposed Use \_\_\_\_\_
- Current Improvements \_\_\_\_\_
- Proposed Improvements \_\_\_\_\_
- Current or Proposed Septic System Location \_\_\_\_\_
  - i. Public Sewage? YES / NO
- Current or Proposed Location of Well \_\_\_\_\_
  - i. Public Water? YES / NO

C) Section 409.C.1 through 409.C.17 of the Plainfield Township Zoning Ordinance requires that the following shall be included on the Site Plan (Please check off the following items that are included- if such items are not included, provide an explanation for such):

- A statement describing the proposed use. YES / NO
  - i. If no,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D) A site layout drawn to scale of not less than one inch (1”) equals fifty feet (50’) showing the location, dimensions and area of each lot, the location dimensions and height of proposed buildings, structures, streets, and any existing buildings in relation



to property and street lines. If the application relates to property which is scheduled to be developed in successive stages, such plans shall show the relationship of the portion scheduled for initial development to the proposed layout of the entire property. YES / NO

- If no,

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E) The location, dimensions (numbers shown), and arrangements of all open spaces and yards, landscaping, fences, and buffer yards including methods and materials to be employed for screening. YES / NO

- If no,

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F) The location, size, (numbers shown), arrangement and capacity of all areas to be used for motor vehicle access, off-street parking, off-street loading and unloading, and provisions to be made for lighting such areas. The method of calculation of off-street parking shall be shown on the plan based on the requirements of Article 7 of the Plainfield Township Zoning Ordinance. YES / NO

- If no,

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G) The dimensions (numbers shown), location and methods of illumination for signs and exterior lighting. YES / NO

- If no,

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H) The location and dimension of sidewalks and all other areas to be devoted to pedestrian use. YES / NO

- If no,

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I) Provisions to be made for treatment and disposal of sewage and industrial wastes and water supply. YES / NO

- If no,

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J) The capacity and arrangement of all buildings used or intended to be used for dwelling purposes, including the proposed density in terms of the number of dwelling units per acre of land. YES / NO

- If no,

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K) A description of any proposed industrial or commercial operations in sufficient detail to indicate effects of those operations in producing noise, glare, air pollution, water pollution, smoke, fumes, fire hazards, traffic congestion or other safety hazards. YES / NO

- If no,

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L) Descriptions of methods to be employed in controlling any excess noise, air pollution, smoke, fumes, water pollution, fire hazards or other safety hazards. YES / NO

- If no,

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M) Site contours at two foot (2') intervals and site benchmarks. YES / NO

- If no,

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N) All proposed site grading and drainage provisions and proposals. YES / NO

- If no,

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O) A key map showing the entire project and its relation to surrounding properties and existing buildings thereon. YES / NO

- If no,

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P) Zoning districts and requirements. YES / NO

- If no,

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Q) Soils, slopes, flood plain delineations, and wetlands delineations (if required by the Zoning Officer). YES / NO

- If no,

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R) Certification by the person who prepared the Site Plan. YES / NO

- If no,

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S) Certification of ownership and acknowledgment of Plan signed by the owner or developer. YES / NO

- If no,

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T) The following items shall be submitted along with the Site Plan Submission (Please check off all items that have been submitted):

- A copy of the Deed showing the current property owner \_\_\_\_\_
- If this is a leased property, a copy of the Lease must be provided \_\_\_\_\_

- If this property is under Contract to Purchase, a copy of the Agreement of Sale must be provided \_\_\_\_\_
- Ten (10) complete sets of Site Plans \_\_\_\_\_
- Correct Submission Fee must be included (Check will not be accepted unless Site Plan Submission is complete) \_\_\_\_\_

**FEES:**

Submission Fee: \$125.00 \_\_\_\_\_  
 Escrow Fee: \$2,000.00 \_\_\_\_\_

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***\*\*Two separate checks are required for the stated Fees made out to Plainfield Township\*\****

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The professional services escrow account must be replenished to its original amount as required for the applicable application type within fifteen (15) days from receipt of written notice by the Township when it is depleted to fifty percent (50%) of the original amount and further costs are expected to be incurred by the Township. Submission of revised Final Plans shall require the replenishment of the escrow amount to one-hundred percent (100%) of its original amount as required for the applicable application type upon resubmission. Failure to replenish the escrow account as required will result in a stop work order being placed on all further legal and engineering services to be incurred by the Township.

Submitted Site Plans that are incomplete, illegible, or not accompanied with the required funds will be rejected by the Township.

**APPLICANT'S ACKNOWLEDGEMENT:**

I, \_\_\_\_\_, do hereby certify by my signature that the information checked off and provided with this Site Plan submission is true and correct to the best of my knowledge.

Printed Name of Applicant \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

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