

## FALLS TOWNSHIP, WYOMING COUNTY SPECIAL EXCEPTION USE OR VARIANCE APPLICATION PROCEDURE

The following is to be used as a guide only. There may be items missing, outdated, or material that could be misunderstood or misinterpreted. Contact the Falls Township Zoning Officer and/or the falls Township Planning Commission for clarification.

Uses specified as special exceptions and uses specified as variances shall be permitted only after a review and approval by the Township Zoning Hearing Board pursuant to the express standards and criteria as provided for specific special exceptions in this Ordinance and in Section 1208.4.

The applicant shall supply the information required in Article 1202.3C and Article 1208.4 of this Zoning Ordinance, regarding compliance with the express Standards and criteria contained within. Such evidence shall be evaluated and the proposed use shall be approved with appropriate conditions or denied on said evaluation. Permits shall be issued in accordance to 1202.2

**PROCEDURE:** All applicants shall submit five (5) sets of plans for the proposed use to the Zoning Officer together with a written application. All applications shall contain the information required in Section 1202.3 of the Falls Township Zoning Ordinance. THE ZONING OFFICER SHALL REFUSE AT ACCEPT AN APPLICATION WHICH DOES NOT PROVIDE SUFFICIENT INFORMATION TO DETERMINE COMPLIANCE WITH THIS ORDINANCE.

**TOWNSHIP PROCEDURES:** The Zoning Officer shall forward the application to the Zoning Hearing Board, the Planning Commission and the Zoning Hearing Board's solicitor. A minimum of one (1) copy shall be retained in the Township files.

**ZONING OFFICER REVIEW:** The Zoning Officer shall, prior to the Zoning Hearing Board hearing at which the application will be discussed, review the application to determine compliance with this Ordinance and report these finding to the Zoning Hearing Board.

**PLANNING COMMISSION REVIEW:** The Planning Commission shall be provided an opportunity to review any proposed Special Exception or Variance and may provide a written review.

**ZONING HEARING BOARD ACTION:** The Zoning Hearing Board shall hear and decide a request for a Special Exception Use or a Variance under the procedures in Section 1206 of this Ordinance and Section 908 of the MCP.

In granting a Special Exception or a Variance, the Zoning Hearing Board may attach such reasonable conditions as safeguards, in addition to those expressed in this Ordinance, as it determines are necessary to implement the purposes of the MCP and this Ordinance, and to protect the public health, safety, and welfare.

## FEES ASSOCIATED WITH APPLICATION AND REVIEW

### Article X-Administration

#### Establishment of fees:

Fees to be paid by the Applicant shall be established by resolution of the Board of Supervisors to cover all costs incurred by the Township associated with the processing and review of all plans and documents and all plan and document revisions. Such cost may include, but not be limited to, administrative, engineering and other related consulting service costs.

#### Application of fees:

At the time of the filing of any application, the Applicant shall pay to the Township a fee sufficient to cover the administrative costs associated with the review of the application.

#### Supplemental Fees and Adjustment:

If the review fees collected at the time of the application are not sufficient to cover the cost of engineering services and other related consulting services incurred by the Township, an additional fee shall be collected from the Applicant prior to any action on the plan. If after Township action on the plan, any review fees remain, there shall be a refund made to the Applicant of the balance within thirty (30) days of action on the plan.

#### Disputes:

Disputes between the Applicant and the Township regarding fees shall be settled pursuant to 503(1) and 501(g) of the Pennsylvania Municipalities Planning Code, as amended.

#### Failure to Pay Fees:

Any failure by the Applicant to pay any required fees shall be deemed a violation of this Ordinance and shall make null and void any approval granted by the Township.

# FALLS TOWNSHIP

WYOMING COUNTY, PA

## APPLICATION FOR A VARIANCE

- File the original application at the Township Building and keep a copy for your file.
- The Zoning Officer is Richard Dixon
- The Zoning Officer must refuse to accept an application that is not materially or significantly different from an appeal on the same property that was denied by the Zoning Hearing Board within the previous year.
- The filing fee is \$1000.00 payable to Falls Township
- If the application is not completely legible, it will be returned and no action will be taken.

### 1. APPLICANT/OWNER INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

(Please note: the above information is required for all persons and/or entities which own or have an interest in the property for which a variance is requested; use additional pages if necessary).

### 2. PROPERTY INFORMATION FOR WHICH A VARIANCE IS REQUESTED

Mailing address and location of property: \_\_\_\_\_  
\_\_\_\_\_





4. VERIFICATION

Please note: ALL applicants/owners as indicated above must sign and date below.

I verify that the statements made in this document are true and correct to my personal knowledge, information and belief. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S. §4904, relating to unsworn falsification to authorities.

_____	_____	_____
Printed name	Signature	Date
_____	_____	_____
Printed name	Signature	Date
_____	_____	_____
Printed name	Signature	Date
_____	_____	_____
Printed name	Signature	Date

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5. TOWNSHIP USE ONLY

Fee \$ \_\_\_\_\_ Check No.: \_\_\_\_\_ Date filed and fee paid: \_\_\_\_\_

Name on check: \_\_\_\_\_ Driver License No.: \_\_\_\_\_

Township Secretary Signature: \_\_\_\_\_

Zoning Officer Signature: \_\_\_\_\_