

Variance Request Procedure

- Ask for variance and be denied by Building Official
2. Request for an appeal to the Zoning Hearing Board
- 3 Applicant must show a hardship
4. Fill out Form No. A-59 with a check (non refundable regardless of decision) and return to Building Officials Office
5. A memo will be sent to ZHB Chairman requesting a hearing date and time.
6. Advertise in weekly paper two consecutive weeks.
7. Post notification on property
8. ZHB will meet on appointed date and time to hear arguments of person appealing
9. ZHB will notify applicant of decision by mail.