

The following questions are important in most instances and should be adequately covered in any application submitted to the Zoning Board:

- Name, address, telephone number of petitioner and/or attorney
- Name, address, telephone number of property owner
- Legal description of property (as contained on the deed)
- Date property acquired: Deed Book & Page Number where recorded
- Plot Plan, scale drawing, or sketch of property, showing improvements, all Municipal improvements abutting, width of all abutting streets, set backs, rear yard and side yards, and the nature of abutting properties.
- Photographs no less than 3ö X 5ö in size of relevant portion(s) of premises
- Zoning of property, applicable section of the Zoning Code
- Restrictions on the property (deed restrictions, easements, etc.)
- Is this request for a Special Exception, a Variance, or an Appeal?
- If it is for a Special Exception, cite the Section of the Zoning Code authorizing the granting of a Special Exception
- If it is for a Variance, provide (A) copy of the Administrative Official's disapproval of the requested use, and (B) a list of the special hardships relied upon
- If it is for an Appeal, provide a copy of the Administrative Official's disapproval of the requested use
- List of uses the property has been put to since the enactment of the Zoning Code; also, reference any prior Zoning Hearing Board decisions that have affected this property.
- Describe in detail the intended use and/or construction (including diagrams and plans, setting forth in detail the locations and nature of buildings, parking area, surface drainage facilities and related topography, lighting, signs, screening and other pertinent items where required by Ordinance or Statute or where such information will be helpful to the Zoning Hearing Board in its consideration of the application.
- State all reasons for desiring the requested use