

# Strasburg Township Zoning Hearing Board Application Procedures and Checklist

The Strasburg Township Zoning Hearing Board requires the following information to apply for a hearing:

- One Completed Application form signed by the property owner.
- Names and Addresses of all adjoining property owners including those across a public right of way.
- Ground floor plans and elevations of proposed structure(s) (if applicable).
- Eight (8) hard copies & one (1) electronic copy (in PDF format) of a scaled drawing of the site with sufficient detail and accuracy to demonstrate compliance with all applicable provisions of the ordinance. The plan shall show all required information as stated in Section 604.3, 604.4 and/or 701 of the Strasburg Township Zoning Ordinance.

*\*Failure to submit 8 copies of drawings or plans, may result in additional copy fees.*

- Written description of the proposed use in sufficient detail to demonstrate compliance with the provisions of the ordinance. (Special Exception)
- Written description of the variance request, along with a description of the hardship that is being alleged and all reasons why the variance should be granted.
- Filing Fee (\$550.00 - check made payable to Strasburg Township)

**All information shall be submitted to the Zoning Officer:**

**Mark A. Deimler, PE, Zoning Officer**  
**Solanco Engineering Associates, LLC**  
**103 Fite Way, Suite C**  
**Quarryville, PA 17566**  
**Phone: (717) 786-0355      Fax: (717) 806-5748**  
**E-mail: mark@solancoengineering.com**

The Zoning Officer shall then forward the complete application to the Zoning Hearing Board Secretary for processing and scheduling.

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## For Official Use Only

Date Application Received \_\_\_\_\_  
Date Required to Hold Hearing \_\_\_\_\_  
Scheduled Hearing Date \_\_\_\_\_

Advertisement Dates \_\_\_\_\_ & \_\_\_\_\_  
Date Property Posted \_\_\_\_\_

# STRASBURG TOWNSHIP ZONING HEARING BOARD

Application for Variance, Special Exception, or Appeal of Determination

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

1. Applicant's Name:

\_\_\_\_\_

Applicant's Telephone Number and E-mail Address:

\_\_\_\_\_

Applicant's Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

2. Mailing Address of the property (If different from above address):

\_\_\_\_\_

\_\_\_\_\_

3. Tax Account Number of Property:

580-

\_\_\_\_\_

4. Name and Address of Owner (If Applicant is not the Owner):

\_\_\_\_\_

\_\_\_\_\_

5. The reason for this application, please provide Zoning Ordinance Section of request:

\_\_\_\_\_ Special Exception \_\_\_\_\_ Variance \_\_\_\_\_ Other \_\_\_\_\_

Section No. \_\_\_\_\_

6. Please give a brief, detailed description of the property.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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7. What buildings or other structures are now on this property?

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\_\_\_\_\_

8. What is the current use of the property?

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9. What is the present zoning classification of the property involved?

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10. What additions to or improvements in the property do you intend to make under this application, if any?

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11. Variance or Special Exception Justification:

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\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date