



ZONING HEARING BOARD APPLICATION CHECKLIST

Property Address _____

ZHB Case # _____

Date Received _____

The following documentation must be submitted with each Zoning Hearing Board appeal application. Upon submission of an application, staff will review the application and notify the applicant of any deficient information. If any information is deficient, a public hearing cannot be scheduled until all required information is received. A public hearing will be scheduled within 60 days of receipt of required information.

Required Item	Staff use:	Notes (if deficient)
(1) <i>Zoning Permit</i> . If a variance or special exception is requested, a zoning permit must be submitted and a review/denial letter issued before submission of a ZHB application. For appeals of a zoning officer's determination, a copy of the determination in questions must be included with the application.	☐ Complete ☐ Deficient	
(2) <i>ZHB Applications</i> . All items must be completed or marked "N/A" if not applicable. Application must be signed by applicant. Corporations, LLCs, and other entities must be represented by an attorney.	☐ Complete ☐ Deficient	
(3) <i>Owner authorization</i> . If applicant is not the sole record owner of property, authorization from all owners or the legal representative (e.g., attorney for corporation or LLC) is required.	☐ Complete ☐ Deficient	
(4) <i>Plot plan</i> . Must accurately depict proposed construction, additions or changes; existing lot size and use(s) on lot; and all relevant dimensions. Plans must be clear, legible, and accurately drawn to scale. Three (3) hard copies must be provided as well as one digital copy (in PDF format).	☐ Complete ☐ Deficient	
<i>Fees</i> . The following fees apply to ZHB applications:	☐ Complete ☐ Deficient	
Zoning Hearing Fee \$1200		
<i>Zoning hearing fee reduced to \$300 for one-family dwelling (dimensional variance)</i>		
Plan Review Fee \$150		
<i>(Applies to revised/corrected plans after the initial zoning permit application)</i>		

☐ This application has been reviewed and is scheduled for public hearing on _____, 20____ at 5:30 p.m. During the COVID-19 Emergency Declaration, hearings will be held via Zoom and meeting instructions will be provided via email to the Applicant. Public notice will be provided by the Zoning Office.

☐ This application has been determined to be incomplete and cannot be scheduled for public hearing at this time. The requested information listed above must be provided no later than ____:____.m. on _____, 20____.

Reviewer name: _____ Title: _____

Signature: _____ Date: _____

Contact phone: _____ Email: zoning@readingpa.gov

**APPLICATION FOR AN APPEAL BEFORE THE ZONING HEARING BOARD
CITY OF READING, PENNSYLVANIA**

For City Use Only:

Parcel ID No. _____ *Date Received* _____
Application No. _____ *Fees Paid* _____
Hearing Date _____

Address of Property under Appeal: _____

Do you require a translator? _____

Applicant:

Name: _____

Mailing Address: _____

Daytime Phone: _____

Email: _____

Property Owner (if different than Applicant):

Name: _____

Mailing Address: _____

Daytime Phone: _____

Email: _____

If the property owner is different from the applicant, evidence must be presented that the property owner consents to the application, which may include a copy of a lease or an option to purchase that provides the applicants with the rights to submit applications.

Other Contact Person (such as Attorney, Plan Preparer, Realtor, or Translator, if applicable):

Name: _____

Mailing Address: _____

Daytime Phone _____

& Email _____

Current Zoning District: _____

Lot Dimensions (such as 30 by 60 feet): _____

Existing Use(s) of the Property: _____

Proposed Use(s) of the Property: _____

APPLICANTS MUST ATTEND THEIR HEARING. Applicants are encouraged to seek the advice of a land use attorney prior to submitting an Application to the Zoning Hearing Board. Hearings are proceedings to determine rights & the subject property. You may not be represented by a non-lawyer.

I hereby certify that the information in this application is truthful and correct.

Signature _____ Printed Name _____ Date _____

The applicant is requesting the following (check all that apply):

- ☐ A variance from one or more sections of the Zoning Ordinance.
- ☐ A special exception approval for a type of use that is listed as being allowed as a special exception in the zoning district.
- ☐ An appeal of a determination by the Zoning Administrator, such as an appeal of a denial of a zoning permit or seeking a different interpretation of the zoning ordinance.
- Date of Determination of Zoning Administrator: _____
- ☐ A substantive validity challenge of a provision of the zoning ordinance.
- ☐ A change from one non-conforming use to another non-conforming use.
- ☐ Other, describe: _____

What are you requesting and why are you requesting it?

Please describe the proposed improvements or changes to the property. Please include the details of any operations at the property including the nature of the use of the property, hours of operation, number of employees, parking availability and other information that explain the impacts.

Is the Applicant aware of any violations, citations or other actions by the City of Reading against the property?

Has there been any previous zoning relief granted for the property? Please describe.

APPLICANTS MUST ATTEND THEIR HEARING

For applicants seeking a Variance from the Zoning Ordinance, the standards for a zoning Variance are listed in Section 600-406.D.

From what sections of the Zoning Ordinance is the applicant seeking relief?

Please describe how the application meets the standards for a Zoning Variance as outlined in Section 600-406.D. of the Zoning Ordinance.

For applicants seeking approval of Special Exception use, the standards for approval are outlined in Sections 600-1201 and 600-1202 of the Zoning Ordinance. How does your application meet those standards?

What is the proposed Special Exception Use and the applicable section of the Zoning Ordinance?

Please describe how the application meets the standards for a Special Exception as outlined in Sections 600-1201 and 600-1202 of the Zoning Ordinance.

If you are seeking a change of a non-conforming use, describe how the impacts of the proposed use are not more intensive than the impacts of the existing/previous use.

APPLICANTS MUST ATTEND THEIR HEARING

Please attach any additional information if desired.