Hanover Township

Lehigh County, PA

ZONING HEARING BOARD APPEAL PROCEDURE

A. FORMS TO BE COMPLETED AND INFORMATION SUBMITTED:

1. A completed application for hearing and appeal information form with original signatures.

2. Must submit SIX (6) copies of a site/plot plan showing all existing, proposed buildings or structures and any other supporting documentation. The site/plot plan must be accurate and drawn to scale, and include all existing right of ways, easements, and property lines. **ALL PLANS MUST BE FOLDED**.

3. A written statement outlining all variances required and special reasons, circumstances and conditions supporting the application.

4. A copy of the building or construction plan, if applicable to this case.

B. **ZONING HEARING BOARD APPEAL FEES:**

1. An appeal relating to a single-family residence: **$50.00**

2. Appeals involving more than one single family dwelling unit: **$300.00**

3. All other appeals: **$1,200.00**

(ALL CHECKS ARE TO BE MADE PAYABLE TO: HANOVER TOWNSHIP)

C. PROCEDURAL INFORMATION:

1) The Zoning Hearing Board meets the FOURTH Thursday* of each month at 7:00 p.m. in the Public Meeting Room of the Hanover Township Municipal Building located at 2202 Grove Road, Allentown, PA 18109.

2) *All forms* and information MUST be submitted, and all fees MUST be paid no later than 12:00 p.m. by the submission deadline date listed. If a submission is not complete, the application will not be accepted. The applications are received on a conditional basis.

3) Applicants will receive a certified and regular mail notification of the hearing date (a copy of the agenda). An agenda/placard with the required information will be posted on the property by a township representative. The agenda will be advertised in the Legal Ads section of the Catasauqua Press, posted on the Township website and a notice will be sent to abutting property owners within approximately 200 feet.

4) It is the responsibility of the applicant or his/her authorized representative to appear and present the case to the Hanover Township Zoning Hearing Board.

5) The Zoning Hearing Board is permitted forty-five (45) days following the last hearing on an appeal to render a decision.

6) There is a thirty (30) day period following the issuance of a decision by the Zoning Hearing Board in which an appeal may be taken to the Lehigh County Court of Common Pleas to reverse or limit said decision. **NO INDIVIDUAL OR BOARD AT THE TOWNSHIP LEVEL CAN OVERTURN THE ZONING HEARING BOARD.**

7) In the event that a variance has been granted or other action has been authorized by the Zoning Hearing Board, the applicant shall secure the necessary permits and commence the authorized action, construction, or alteration within one (1) year of the final action by the Zoning Hearing Board unless an alternate stipulation has been imposed by the Zoning Hearing Board.

2026 ZONING HEARING BOARD SCHEDULE

Meeting Date	**Submission Deadline**
January 22, 2026	December 22, 2025
February 26, 2026	January 29, 2026
March 26, 2026	February 26, 2026
April 23, 2026	March 26, 2026
May 28, 2026	April 30, 2026
June 25, 2026	May 28, 2026
July 23, 2026	June 25, 2026
August 27, 2026	July 30, 2026
September 24, 2026	August 27, 2026
October 22, 2026	September 24, 2026
11/19/2026 *	October 22, 2026
December 17, 2026 *	November 18, 2026

*** MEETING DATE CHANGED DUE TO HOLIDAY**

VARIANCES

What is a Variance?

A variance is a means of solving the problems created by attempting to apply the general terms of the ordinance to fit the land which is regulated. It is necessary because the zoning requirement may prevent any use of a property if strictly applied. A variance procedure prevents problems in applying general legislation to specific situations. All zoning ordinances contain many detailed pre-set regulations designed to be self-executing. Various setbacks and height limitations are examples of these provisions, which omit administrative discretion. Variances act as a relief for the rigid ordinance.

Requirements for a Variance

The Zoning Hearing Board hears requests for variances where it is alleged that the provisions of the zoning ordinance inflict unnecessary hardship upon the applicant. The Board may, by rule, prescribe the form of application and may require preliminary application to the Zoning Officer. The Board may grant a variance provided the following findings are made where relevant in a given case:

1. *That there are unique physical circumstances or conditions, including irregularity, narrowness or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the property and that the unnecessary hardship is due to such conditions and not the circumstances or conditions generally created by the provisions of the zoning ordinance in the neighborhood or district in which the property is located;*

2. *That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the zoning ordinance and that the authorization of a variance is therefore necessary to enable the reasonable use of the property;*

3. *That such unnecessary hardship has not been created by the applicant;*

4. *That the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, nor substantially or permanently impair the appropriate use or development of adjacent property, nor be detrimental to the public welfare; and*

5. *That the variance, if authorized, will represent the minimum variance that will afford relief and will represent the least modification possible of the regulation issue.*

In granting any variance, the Board may attach such reasonable conditions and safeguards as it may deem necessary to implement the purposes of this act and the zoning ordinance.

Variance Procedure

Typically, a request for a variance arises when an application for a zoning or building permit is rejected or “turned down” by a Zoning Officer because the proposed activity does not meet all the requirements of the zoning ordinance. The applicant then makes application to the Zoning Hearing Board for a variance as a result of this denial. The Zoning Hearing Board has the authority to vary the terms of the ordinance in proper instances. A decision of the Zoning Hearing Board may be appealed to the Lehigh County Court of Common Pleas.

HANOVER TOWNSHIP
ZONING HEARING BOARD
APPLICATION FOR HEARING
VARIANCE / SPECIAL APPROVAL

_____ Docket Number
_____ Fee
_____ Plan Attached
_____ 60 DAY EXPIRATION

PLEASE NOTE:

This application MUST be completed in its entirety with original signatures and the appropriate fees paid for the appeal to be considered.

I, We _____
Name(s)

_____
Mailing Address Telephone Number

Hereby apply for a hearing before the Zoning Hearing Board concerning the property or use located at:

_____
Physical Location of Subject Matter

Current Zoning District _____

The reasons for this request, circumstances concerning same and/or special conditions concerning this application are attached and made part of this application.

_____ _____
ORIGINAL SIGNATURE OF APPLICANT Mailing Address

_____ _____
Print Name

Email: _____ _____
Telephone Number

_____ _____
ORIGINAL SIGNATURE OF PROPERTY OWNER Mailing Address

_____ _____
Print Name

Email: _____ _____
Telephone Number

NOTE: Application must be submitted with original signatures. Copies will not be accepted.

Please read the attached materials carefully and answer all questions to the best of your knowledge. The following is a list of questions designed to assist you and the Zoning Hearing Board in the efficient review of your appeal. It is strongly recommended that you be prepared to thoroughly answer all the questions herein contained. Failure to adequately answer any of these questions may result in the continuance or possible denial of your appeal.

A variance is hereby requested to:

1. _____ of the zoning ordinance, involving:

_____	Lot Area	_____	Use
_____	Setbacks	_____	Signage
_____	Lot Width	_____	Parking Facilities
_____	Height	_____	Validity

** No variance is requested, but seeks a favorable interpretation of Section(s) _____

of the zoning ordinance regarding _____

** No variance is requested, but seeks a to overrule the decision of the Zoning Officer made on _____

regarding _____

** Seek to authorize the change of a non-conforming use from _____

to _____

** Seek a substantive challenge to the validity of a land use ordinance _____

_____

2. What is the full name and home address of the owner(s) of the premises, which is the subject of the appeal?

_____

_____

3. If the appellant is other than the owner, what is the full name and home address of the appellant(s), and the specified interest of the appellant in the appeal (i.e. agent for the owner, equitable interest, agreement of sale, etc.)?

_____

_____

4. What is the date of acquisition of the subject premises by the owner?

_____

5. What is the exact location of the property in question - Tax Map reference (located on the tax bill for the property)?

   PARCEL IDENTIFICATION NUMBER (PIN): _____

   PROPERTY ADDRESS: _____

   PROPERTY LOCATION (exact physical location, including cross streets): _____

   _____

6. What is the Flood Insurance Rate Map (FIRM) Information

   Map / Panel Number: _____

   FIRM Index Date: _____

   FIRM Panel Effective Date / Revised Date: _____

   Flood Zone(s): _____

7. Does there exist any unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the property? (It must be remembered that granting of the variance is based upon the unnecessary hardship due to the existing conditions, and not the circumstances or conditions of the zoning ordinance in the neighborhood or district in which the property is located)

   _____

   _____

8. Will the variance, if authorized, alter the essential character of the neighborhood or district in which the property is located, or substantially or permanently impair the appropriate use of the development of adjacent property, or be detrimental to the public welfare? Explain:

   _____

   _____

9. What landscaping is planned, if any? _____

10. What is the character of the structures and uses being considered on properties abutting the subject premises? What is the character of the surrounding neighborhood?

_____

_____

11. What types of sewage and water facilities are available on the property in question?

_____

12. Property dimensions:

Front Lot Width: _____

Rear Lot Width: _____

Side Lengths: _____

Total Square Footage of Lot: _____

13. What are the dimensions (height, width and depth) of the existing structures?

_____

_____

14. What are the front, side and rear setbacks of existing structures?

_____

_____

15. What are the dimensions (height, width, and depth) of the <u>proposed</u> structure(s)?

_____

_____

16. What are the front, side and rear setbacks of the <u>proposed</u> structure(s)?

_____

_____

17. What is the specific nature of the <u>present</u> use of the property?

_____

_____

18. What is the specific nature of the proposed use of the property?

_____

_____

19. What parking facilities are provided / proposed - list dimension and amount?

_____

_____

*** ***Questions 12-19 may be addressed by attaching a detailed plot plan.***

*** **If the provided area is insufficient, use additional sheets of paper and attach.**

*** **Copies of the zoning ordinance of Hanover Township are available in the township office or on the township's website at www.hanleco.org.**

REPRESENTATION BY COUNSEL:

The Applicant will _____ **will not** _____ be represented by counsel.

If legal counsel will represent the applicant, please provide the following information:

NAME: _____

FIRM: _____

ADDRESS: _____

_____

TELEPHONE NO.: _____ **FAX NO.:** _____

EMAIL: _____

The following paragraph <u>MUST</u> be filled in as to how the Variance / Special Exception / Interpretation shall be advertised. <u>Failure</u> to complete this form may result in the delay of your application being heard by the Zoning Hearing Board.

DOCKET # (XXXX) - _____
(Your Name)

_____
(Your Mailing Address, City, State and Zip Code)

LOCATION: _____, Allentown, PA 18109, **PIN** _____,
(Location of property for this hearing)

the subject property is located in a _____ Zoning District. Applicant(s) **is/are** requesting a

_____ to Section(s) _____
Variance / Special Exception / Interpretation **Section(s) of the Zoning Ordinance**

_____ of the Zoning Ordinance regarding _____
(Brief Description)

_____

_____

_____

_____