

BOARD OF SUPERVISORS  
**WEST EARL TOWNSHIP**  
157 WEST METZLER ROAD  
P.O. BOX 787  
BROWNSTOWN, PA 17508

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West Earl Township Zoning Hearing Board  
Appeal Procedure

**1. Forms to be completed and information submitted:**

- A. A building/zoning permit application (if applicable).
- B. **Ten (8) copies** of the plot plan showing all existing and proposed buildings or structures. The plot plan must be accurate and drawn to scale.
- C. **Ten (8) copies** of the completed Zoning Hearing Board Application. If necessary, use additional sheets and attach them to the application.
- D. **Zoning Hearing Board Application Fee of \$500.00.** The check should be made payable to West Earl Township.

**2. Miscellaneous Information:**

- A. The West Earl Township Zoning Hearing Board schedules its meetings on the first Wednesday of each month at 7:00 p.m. at the West Earl Township Municipal Office. To be considered at a meeting, the applicant must submit all required information no later than four (4) weeks prior to the scheduled meeting. If the application is not complete, the application will be returned to the applicant for completion.
- B. The Zoning Hearing Board is permitted forty-five (45) days following the closing of testimony at the last hearing on an application to render a decision.
- C. There is a thirty (30) day appeal period following the issuance of a decision by the Zoning Hearing Board in which an appeal may be filed with the Court of Common Pleas of Lancaster County to reverse or limit said decision.
- D. Unless otherwise specified by the Zoning Hearing Board or by law, a special exception or variance shall expire if the applicant fails to obtain a zoning permit within one (1) year from the date of authorization thereof by the Zoning Hearing Board or by the court if such special exception or variance has been granted after an appeal or if the applicant fails to complete any erection, construction, reconstruction, alteration., or change in use authorized by the special exception or variance within two (2) years from the date of authorization thereof by the Board or by the court if such special exception or variance has been granted after an appeal. The Zoning Hearing Board, for reasonable cause shown, may extend the approval for an additional period of up to one (1) year.
- E. Any questions regarding the application or process may be directed to West Earl Township Zoning Officer, at (717) 859-3201 during regular business hours of Monday – Friday 8am until 4pm.

ZONING HEARING BOARD  
**WEST EARL TOWNSHIP**  
157 WEST METZLER ROAD  
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BROWNSTOWN, PA 17508

WEST EARL TOWNSHIP ZONING HEARING BOARD  
APPLICATION / APPEAL NOTICE

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Do Not Write in This Space. For Office Use Only.

Appeal No. \_\_\_\_\_ Hearing Date: \_\_\_\_\_ Dates Advertised: \_\_\_\_\_  
Co. ID Nos. \_\_\_\_\_ Fee Paid/Date: \_\_\_\_\_ Check No. \_\_\_\_\_

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Appeal is hereby made by the undersigned (check applicable item or items):

- For Special Exception or Variance from the terms of the West Earl Township Zoning Ordinance.
- From an action of the Zoning Officer in refusing my application for a Zoning Permit containing a date of \_\_\_\_\_, 20\_\_\_\_

Appellant: \_\_\_\_\_, \_\_\_\_\_  
(Name) (Address & Telephone Number)

Owner: \_\_\_\_\_, \_\_\_\_\_  
(Name) (Address)

Attorney (if any): \_\_\_\_\_, \_\_\_\_\_  
(Name) (Address)

Interest of appellant if not owner (agent, lessee, etc.) \_\_\_\_\_

1. Application relates to: (check applicable item or items)

Use ( ) Lot Area ( ) Yards ( ) Height ( )

Existing building ( ) Proposed ( ) Others ( )

2. Provide a brief description of the affected real estate.

Location: \_\_\_\_\_  
\_\_\_\_\_

Lot Size: \_\_\_\_\_  
\_\_\_\_\_

Present Use: \_\_\_\_\_  
\_\_\_\_\_

Present Zoning Classification: \_\_\_\_\_

Present Improvements upon Land: \_\_\_\_\_

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3. Action desired by the appellant:

\_\_\_\_\_ Special Exception

\_\_\_\_\_ Variance

\_\_\_\_\_ Appeal from a decision/determination of the Zoning Officer

\_\_\_\_\_ Other: \_\_\_\_\_

4. If this is an appeal from an action of the Zoning Officer, complete the following:

Date of Zoning Officer determination: \_\_\_\_\_

Your statement of the alleged error of the Zoning Officer: \_\_\_\_\_

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5. Reasons Appellant believes the Zoning Hearing Board should approve desired action. Refer to the application section or sections of the Zoning Ordinance under which it is believed that the desired action may be allowed. Note whether a hardship is claimed, and identify the specific hardship, or note if a hardship is not claimed. Provide information on a separate attachment, if necessary: \_\_\_\_\_

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6. Has any previous appeal been filed regarding the subject property?

No ( )      Yes ( ) If yes, please provide additional background information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Provide the following information, as applicable, on a sketch or plot plan, on a sheet at least 8¼" X 11", drawn to scale. **(NOTE: Inadequate sketch plans will be result in the application being returned to the applicant, and the application will be delayed at least one (1) month.):**

- a. The shape of the property.
- b. The dimensions of the property.
- c. The location of every structure on the property.
- d. The dimensions of every structure on the property.
- e. The location of every intended structure or addition.
- f. The dimensions of every structure or addition.
- g. For each present or intended use, the distance between the nearest point of same to each of the nearest boundaries.
- h. The present location of traffic flow facilities (parking areas, driveways, etc.). The intended location of new traffic flow facilities.
- i. The intended location of new traffic flow facilities.

- j. The location, width, and name of all adjacent streets.
- k. The approximate location of adjacent boundary lines and the names of adjacent owners.  
Front, side, and rear yard building setback lines,
- m. The approximate location on the property of any stream, pond, floodplain, wetland or other unusual physical feature.
- n. The location of any present or intended utility lines, easements, fences, signs, living screens, etc.
- o. The distance to any intersection within one thousand (1,060) feet of the property, and the name, of the streets involved.
- p. The direction of the slope and the approximate fall from the highest to lowest point on the property.
- q. A designation of North, and the scale employed.
- r. If the property is located within more than one (1) zoning district, the approximate locations of the boundary lines of the districts and the identification of each respective district by name.

**I (we) hereby represent that all of the information supplied in or submitted with this application is complete, true, and correct to the best of my (our) knowledge, information, and believe I understand that any intentional misrepresentation, misinformation or incomplete information may result in the nullification of any relief granted by the Zoning Hearing Board and that any false information supplied herein may subject me (us) to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.**

Signature of Appellant: \_\_\_\_\_

Appellant's Telephone No.: \_\_\_\_\_

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

***NOTE: IT IS STRONGLY RECOMMENDED THAT THE APPLICANT OR SOMEONE REPRESENTING THE APPLICANT ATTEND THE MEETING OF THE WEST EARL TOWNSHIP PLANNING COMMISSION TO RE VIEW AND DISCUSS THE APPLICATION.***

***FAILURE TO ATTEND THIS MEETING MAY RESULT IN THE PLANNING COMMISSION PROVIDING AN UNFAVORABLE RECOMMENDATION TO THE ZONING HEARING BOARD.***

***THE PLANNING COMMISSION MEETS THE THIRD TUESDAY OF EACH MONTH AT 7:00P.M. AT THE WEST EARL TOWNSHIP OFFICE, 157 WEST METZLER ROAD, EPHRATA, PA.***