

## **ZONING BOARD HEARING PROCEDURES**

### **A. FORMS TO BE COMPLETED AND INFORMATION SUBMITTED:**

1. Zoning Permit Application.
2. Plot plan showing all existing and proposed buildings or structures. The plot plan must be accurate and drawn to an appropriate scale, based on the lot size.
3. Photographs of the property with sufficient clarity to aid the Board in its review.
4. The appropriate hearing fee as set forth in Section B.
5. All applications for special use permits must submit floor plans of the buildings or parts of buildings to be used by the activity, with a scale of ¼ inch equals one foot.

**ANY APPLICATION WHICH IS INCOMPLETE, INCLUDING LACKING PLOT PLANS OR OTHER PLANS, WILL NOT BE SCHEDULED FOR A ZONING HEARING UNTIL SUCH TIME AS ALL REQUIRED INFORMATION HAS BEEN SUBMITTED.**

### **B. ZONING HEARING FEES:**

1. Validity Challenge (substantive, procedural, curative am. and validity variance), Filing fee - \$2,500.00.
2. All other matters requiring a hearing, filing fee - \$500.00.
3. Continuance fee (when re-advertising required) - \$250.00.
4. Landowner Petition for Amendment - \$2,500.00 (In addition, the Landowner may be required to reimburse consulting and legal fees to prepare/analyze proposed amendment).
5. Withdrawal of Appeal/Hearing Request:
  - a. Before advertisement – 50% refund of applicable fee.
  - b. After advertisement but before hearing convened – 25% of fee.
6. Certificate of Non-Conformity
  - a. Within 1 year of creation of Non-Conforming Use - \$50.00.
  - b. After 1 year of creation but before 2 years - \$100.00
  - c. Two (2) years or later - \$250.00.

**C. MISCELLANEOUS INFORMATION:**

1. All information required must be submitted and all fees paid no later than noon, twenty-eight (28) days prior to the third Tuesday of each month. If the submission is not complete or the deadline missed, the application shall be held until the following month.
2. The Zoning Hearing Board is permitted forty-five (45) days following the last hearing on appeal to render a decision.
3. There is a thirty (30) day appeal following the issuance of a decision by the Zoning Hearing Board in which an appeal may be taken to the Court of Common Pleas of Lehigh County to reverse or limit said decision.
4. 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 of the Board.
5. Applicants for permits that will increase the number of residential units on a property (the addition of an apartment or apartments, for example) should be aware that there are development fees that will be assessed if the permit is granted by the Zoning Hearing Board. All such applicants should contact the Borough Manager regarding the fees, which include but may not be limited to water and sewer connection fees and recreation fees related to the additional unit or units

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

FEE PAID: \_\_\_\_\_ APPEAL NUMBER: \_\_\_\_\_

DATE(S) ADVERTISED: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_

HEARING DATE(S) : \_\_\_\_\_ DECISION DUE: \_\_\_\_\_

DECISION: \_\_\_\_\_

**ZONING HEARING BOARD  
BOROUGH OF CATASAUQUA  
90 BRIDGE STREET  
LEHIGH COUNTY, PENNSYLVANIA**

**NOTICE OF APPEAL**

(I) (We) \_\_\_\_\_ of \_\_\_\_\_  
(Name) (Address)

\_\_\_\_\_ (Home Phone Number) \_\_\_\_\_ (Business Phone Number)

request that a determination be made by the Zoning Hearing Board on the following:

\_\_\_\_\_ An appeal from a denial by the Zoning Officer for \_\_\_\_\_  
on Application # \_\_\_\_\_. (The application will be appended hereto together  
with denial notice by the Zoning Officer.)

\_\_\_\_\_ It is a request for a variance relating to the following provisions of the Ordinance:

\_\_\_\_\_ Area (Inc. Depth or Width) \_\_\_\_\_ Use

\_\_\_\_\_ Yard/Setback \_\_\_\_\_ Lot Coverage

\_\_\_\_\_ Other – Explain \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ It is a special use to the Ordinance on which the Zoning Hearing Board is required to act.

\_\_\_\_\_ It is an appeal for an interpretation of the Ordinance or Map.

\_\_\_\_\_ Challenge to validity of Zoning Ordinance or Map.

\_\_\_\_\_ Other

The description of the property in this appeal is as follows:

LOCATION: \_\_\_\_\_

LOT SIZE: \_\_\_\_\_

PRESENT USE: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

PRESENT IMPROVEMENTS UPON LAND: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

(I) (We) believe that the Board should approve this request because (Include the grounds for appeal or reasons both with respect to law and fact for granting the appeal or special exception or variance and if hardship is claimed, state the specific hardship.):

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

Has any previous application or appeal, other than that currently filed for this proposed use, been filed in connection with these premises?

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

NOTE: This application must be filed with the Secretary of the Catasauqua Zoning Hearing Board, 90 Bridge Street, Catasauqua, PA 18032. A copy of the plan of real estate affected showing location and size of lot, the size of improvements now erected or proposed to be erected, or other change desired, together with any other information required by the Zoning Hearing Board must be attached to this application. If more space is required, attached a separate sheet and make specific reference to the question being answered.

I hereby certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)