

**CITY OF ERIE
ZONING HEARING BOARD APPLICATION**

Appeal #:	Index #:	Hearing Date/Time:
-----------	----------	--------------------

Property Information

Property Address: _____

Zoning District: _____ Current Land Use: _____

Has a previous application of appeal been filed? Yes / No Appeal No(s) _____

Owner / Applicant Information

Name of Owner: _____

Owner Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Name of Applicant (if different from owner): _____

Relationship to Owner: _____

Telephone: _____ Email: _____

Type of Application / Appeal

_____ Variance – Type: _____ Use _____ Dimensional

_____ Special Exception Use

_____ Change of Non-Conforming Use

_____ Appeal of Determination of Zoning Officer

Proposed Use or Improvement: _____

I/We believe that the Board should approve this request because... (Attach a separate narrative as needed – please refer to the quick tip guidance on the following page)

I/We hereby certify that all the above statements and the statements contained in any attached plans submitted here within are true to the best of my/our knowledge and belief.

Owner or Applicant Name [please print]

Owner or Applicant Signature

Date

APPLICATION MATERIALS CHECKLIST

- Completed Owner / Applicant Information
- Completed Proposal / Improvement Description
- Completed Reasons / Justification Narrative
- Project Site Plan and/or Renderings (as applicable)
- Owner / Applicant signature on the application form
- \$300.00 application fee (check/money order made payable to “City of Erie”)

The application and supplemental information listed above may be emailed to zoning@erie.pa.us (preferred). Applications may also be mailed to the address below, or dropped off at City Hall via a mail slot located at the State Street entrance labeled “Permits”. Please label the submission “ATTN: Zoning – Room 407”.

The next Zoning Hearing Board Meeting will be _____

The application deadline for the next meeting is _____

ZONING HEARING BOARD QUICK TIPS

1. The Zoning Hearing Board meets on the second Tuesday of each month at 1:00PM. All application materials must be submitted to the Zoning Office at least three [3] weeks prior to the hearing.
2. The applicant must be in attendance at the hearing, and be prepared to present the appeal and answer questions from the board.
3. The most important section of the application required to be completed is the response to the statement that reads: “I/We believe that the Board should approve this request because...” This is typically attached separately with the application as a narrative stating the proposed appeal / request which describes the reasons and justification for the Board to consider its approval. The narrative must demonstrate the presence of a hardship that prohibits the property from being used in accordance with the City Zoning Ordinance regulations. Include reasons and justification that refer to the zoning law and the specific hardships the law has imposed on developing the property.
4. The attached brochure, *Zoning Hearing Board Procedures*, is to be used as a guide to complete the narrative. Most importantly, it lists the variance / hardship criteria which the Board uses as guidance when deciding whether to grant a variance. Please provide answers to **each** of the criteria areas in the narrative.

Additional information on the Zoning Hearing Board can be found on the City’s website at: <https://cityof.erie.pa.us/zoning-hearing-board/>