

APPLICATION PROCEDURES FOR ZONING HEARING BOARD

*Please fill out application in full: If any section is not filled out entirely, the application will be returned to you:

Applicant name(s), address, landowner name/address (landowner authorization, if needed), project cost (if any), present/proposed use/address of property; dimensions of lot; names and addresses of all property owners abutting, adjoining and across the street from the property in question (info can be found at <http://www.lackawannacounty.org/index.php/lackawanna-county-assessors-office>) (assessor's office site) Reason for the request, giving as much detail as possible; existing/proposed no. of parking spaces, description of existing & proposed use(s) of the property, including no. of dwelling units, min. sq ft of proposed units, plans for buffer zone, if applicable. Also plot plan and/or pictures; Setback information (if applicable).

*Eight (8) copies of any plans/drawings etc.(if applicable) must be provided to the Ransom Township Office with original application.

*Application fee is non-refundable.

*You will be notified of the date and time of the Zoning Hearing by certified mail. Neighbors will be notified by mail, the property will be posted and it will be advertised twice.

*If you have any questions, please call 570-586-7250

Deadline for application:

Date of Hearing:

RULES FOR THE ZONING HEARING BOARD
OF RANSOM TOWNSHIP

1. APPLICATIONS No application will be accepted which is incomplete and does not contain all of the required information including a listing of all abutting, adjoining and across the street land owners and their addresses, a brief statement concerning the justification for the zoning relief requested and the citations to the applicable provisions of the Zoning Ordinance.
2. CONTINUANCES Any request for a continuance for any hearing scheduled before the board shall be in writing and received by the Secretary to the Zoning Hearing Board not less than seventy-two (72) hours prior to the hearing. The continuance request shall contain a brief statement concerning the reason therefore. All continuance requests shall be reviewed by the Zoning Hearing Board on a case by case basis and the decision of the Zoning Hearing Board will be communicated not less than forty-eight (48) hours prior to the scheduled hearing. No continuance shall be granted unless authorized by the Zoning Hearing Board pursuant to these rules. In approving a request for a continuance, the Zoning Hearing Board may require the applicant to pay an administrative fee not to exceed One Hundred (\$100.00) Dollars to defray any additional expenses incurred by the Zoning Hearing Board in any case where a continuance is granted.
3. ZONING OFFICER ATTENDANCE AT ZONING HEARINGS The Zoning Officer shall attend all hearings before the Zoning Hearing Board to assist the Board from time to time in its consideration of any application on the agenda.

ZONING HEARING BOARD
RANSOM TOWNSHIP, PENNSYLVANIA

Application Date: _____ Hearing Date _____ Application Number _____

☐

VARIANCE

☐

SPECIAL EXCEPTION

☐

APPEAL

Applicant Name _____

Address (City, State, Zip) _____

Phone _____ Email _____

Relationship to Landowner _____ ATTACHED ☐ AGREEMENT OF SALE ☐ LANDOWNER AUTHORIZATION

Landowner Name _____

Address _____ Phone _____

Cite all applicable sections of Zoning Ordinance _____

Property Location _____

Zoning District _____ Lot Size _____ Approximate Project Cost \$ _____

Present/Proposed Use _____ / _____

Setbacks (if applicable)

Location	Required Distance	Actual Distance	Seeking relief of
_____	_____	_____	_____
_____	_____	_____	_____

Justification for Request

Date/decision of any previous zoning action on subject property _____

List all affected property owners- (adjoining, abutting and across the street must be listed-attach separate sheet as needed)

Name	Address	Present Use
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPLICATION MUST BE FILLED OUT COMPLETELY

INCOMPLETE APPLICATIONS WILL BE RETURNED

File application, plans and all other documentation along with 8 copies of each and appropriate fee.

APPLICATION FEE

\$800.00

AMOUNT PAID

Signature of Applicant(s) _____

DO NOT WRITE BELOW-FOR OFFICIAL USE ONLY

APPROVED

DENIED

