

CITY OF LOCK HAVEN, CODE ENFORCEMENT OFFICE
20 E CHURCH STREET, LOCK HAVEN, PA 17745



ZONING HEARING APPLICATION
(\$300.00 deposit fee required)

Appeal: _____
Variance: _____ **Case No.:** _____
Special Exception: _____ **Date:** _____

Applicant:
NAME _____
STREET _____
CITY _____ STATE _____ ZIP _____
PHONE _____
EMAIL _____

Property Owner (if other than applicant) Affected Property: _____
NAME _____
STREET _____
CITY _____ STATE _____ ZIP _____
PHONE _____
EMAIL _____

Present Zoning & Use of Property: _____
Section of ordinance being appealed (for variances only): _____
Section of ordinance requiring special exception (for special exceptions only): _____
Reason for appeal:

Proposed use or change of property if request is granted:

THE ZONING ORDINANCE OF THE CITY OF LOCK HAVEN REQUIRES THE APPLICANT TO COMPLY WITH THE FOLLOWING:

- 1. PLOT PLAN** - A plot plan (drawn to scale) depicting dimensions, present improvements, and parking must be submitted to the Zoning Officer along with this application
- 2. HEARING AND PERSONAL NOTICE** - At least five (5) days prior to the time appointed for said hearing, give personal notice to all owners of property within two hundred (200') feet of the property to be affected by said hearing. Such notice shall be given either by handing a copy thereof to the said property owners or by leaving a copy at their normal place of abode or by sending written notice thereof by Certified Mail/Return Receipt Requested to the last known address of the property owner(s), as shown by the most recent tax maps.
- 3. AFFIDAVIT OF SERVICE** - At the time of the hearing the applicant shall present to the Board a duly notarized Affidavit of Service stating that all notices have been properly delivered as stated previously.

Signature of Applicant: _____ Date: _____