

**SPECIAL EXCEPTION APPLICATION**  
LITITZ BOROUGH ZONING HEARING BOARD  
APPLICATION FOR SPECIAL EXCEPTION NO. \_\_\_\_\_

**GENERAL INFORMATION**

Name of Applicant(s) \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Application Date \_\_\_\_\_

Name of Landowner of Record \_\_\_\_\_ Phone # \_\_\_\_\_

Subject Property Address \_\_\_\_\_ Owner-Occupied? \_\_\_\_\_

If applicant if not owner, what is applicant's interest in property? \_\_\_\_\_

Subject Property Zoning District \_\_\_\_\_ Tax Acct # 370- \_\_\_\_\_ Historical? \_\_\_\_\_

Requested Use (Section Nos. \_\_\_\_\_) \_\_\_\_\_

Has this property been involved in previous hearings? \_\_\_\_\_ If so, please list:

**FEES**

The hearing fee for a special exception is **\$600** for a residential request and **\$700** for a commercial request pursuant to Section 603.B of the Zoning Ordinance. This fee covers the compensation for the secretary, notice and advertising costs, zoning solicitor, court stenographer, and necessary administrative overhead connected with the hearing. The costs shall not include legal expenses of the Zoning Hearing Board, expenses for engineering, architectural or other technical consultants or expert witness costs. **Fee is due upon application submission.**

**REQUIREMENTS** (Include **original plus 10 copies** of each of the following:

- \_\_\_\_\_ 1. Ground floor plans and elevations of proposed structures (if applicable);
- \_\_\_\_\_ 2. A scaled site plan of the site with sufficient detail and accuracy to demonstrate compliance with all applicable provisions of the Zoning Ordinance, including street/road name, dimensions of property including lot size, dimensions of all structures and impervious surfaces, setbacks of existing and proposed structures, driveway/parking areas, streams/ponds, swales, right-of-ways, etc.
- \_\_\_\_\_ 3. A written description of the proposed use in sufficient detail to demonstrate compliance with all applicable provisions of the Zoning Ordinance.

## **CHECKLIST**

**Each applicant must demonstrate, by credible evidence, compliance with the following:**

- The proposed use shall be consistent with the purpose and intent of the Zoning Ordinance
- The proposed use shall not detract from the use and enjoyment of adjoining or nearby properties
- The proposed use will not substantially change the character of the subject property's neighborhood
- Adequate public facilities are available to serve the proposed use (e.g., schools, fire, police and ambulance protection, sewer, water and other utilities, parks, solid waste disposal, vehicular access)
- The proposed use shall comply with those criteria specifically attached to it. In addition, the proposed use must comply with all other applicable regulations contained in the Ordinance
- The traffic generated by the proposed use shall be safely and adequately accommodated during peak and non-peak periods, or improvements made by the applicant shall be made in order to effect the same
- The proposed use shall be in and of itself properly designed with regard to internal circulation, parking, buffering, screening, and all other elements of proper design as required by this Ordinance and any other Federal, State, or local ordinance, law, or regulation
- The proposed use will not have deleterious impact on adjoining properties or the neighborhood due to impacts and/or by-products of the proposed use, such as noise, dust, odor, smoke, litter, glare, heat, radiation, electromagnetic interference, etc
- The proposed use will not substantially impair the integrity of the Comprehensive Plan
- For development within the Floodplain Zone, that the application complies with those requirements listed in Section 215 of the Ordinance as well as the Lititz Borough Floodplain Ordinance

The Zoning Hearing Board, in approving special exception application, may attach conditions considered necessary to protect the public welfare and the purposes listed above, including conditions which are more restrictive than those established for other uses in the same Zone. These conditions shall be enforceable by the Zoning Officer, and failure to comply with such conditions shall constitute a violation and be subject to the penalties.

Any site plan presented in support of the special exception shall become an official part of the record for said special exception. Approval of any special exception will also bind the use in accordance with the submitted site plan. Therefore, should a change in site plan be required as part of the approval of the use, the applicant shall revise the site plan prior to the issuance of a zoning permit. Any subsequent change to the use on the subject property not reflected on the originally approved site plan, shall require the obtainment of another special exception approval.

## **SIGNATURE**

I hereby certify that the information submitted in accordance with this application is correct, and I further agree to pay for those costs outlined above.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: It is the responsibility of the applicant to provide all the information needed for the Zoning Hearing Board to make its decision. Attach any other documents available to support your request.

**Fee Paid \$** \_\_\_\_\_ **Received by:** \_\_\_\_\_ **Date** \_\_\_\_\_