

**HISTORIC DISTRICT APPLICATION**  
LITITZ BOROUGH ZONING HEARING BOARD  
APPLICATION FOR 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- \_\_\_\_\_

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

**FEES**

The hearing fee for a request within the Historic District is **\$35** 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 (Please include original plus 7 copies)**

- \_\_\_\_\_ 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 changes to the historic property in sufficient detail to demonstrate compliance with all applicable provisions of Section 426.F the Zoning Ordinance.
- \_\_\_\_\_ 4. Pictures of existing building from all angles; front, back and side if applicable.
- \_\_\_\_\_ 5. Pictures of the buildings on either side of the building to which this application pertains.
- \_\_\_\_\_ 6. Description and samples and colors of all materials to be used for the project. Materials and colors should meet required standards allowable in the Historic District. **For guidelines go to [www.cr.nps.gov/hps/tps/tax/rhb/](http://www.cr.nps.gov/hps/tps/tax/rhb/) or ask to view a copy at the Lititz Borough Office.**

**CHECKLIST**

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

- The proposed changes shall be consistent with the purpose and intent of the Zoning Ordinance
- The proposed changes shall not detract from the use and enjoyment of adjoining or nearby properties
- The proposed changes will not substantially change the character of the subject property’s neighborhood
- The proposed changes shall comply with those criteria specifically attached to it. In addition, the proposed changes must comply with all other applicable regulations contained in the Ordinance

The Zoning Hearing Board, in approving special exception application for the Historic District, 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.

The Historic Area Advisory Committee will meet with the applicant to review the specific information submitted for the project and complete a report to the Zoning Hearing Board prior to the date of the zoning hearing. The Board will review the information and receive advice from the HAAC in regards to the Historic nature of the request.

**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 \_\_\_\_\_**