

**APPLICATION FOR PROCEEDING
WATERFORD TOWNSHIP
ZONING HEARING BOARD
12451 Circuit Rd.
Waterford, PA 16441
Phone (814) 796-2109 - FAX (814) 796-6915**

DATE FILED: _____

Please note: It is the applicant's responsibility to accurately and entirely complete all of the information on this form and to attach a detailed plot plan. If the application is inaccurate or incomplete the Zoning Hearing Board Secretary may require that it be refiled.

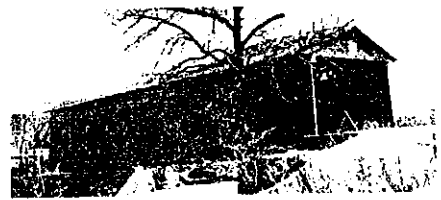
DATE ACCEPTED: _____

1. Applicant's Name _____
(Name of person, corporation, etc.)
2. Name of the owner/s of the property _____
3. The applicant's relationship to the parcel is as follows: _____
(owner, lessee, optionee, etc.)
4. Applicant's Address Street Address _____
City _____ State _____ Zip _____
5. Applicant's Phone Number Home: _____ Business: _____
6. The parcel of land for which this application for proceeding is filed is located at:

7. The Parcel is presently zoned as follows: _____
8. This proceeding is brought by the Applicant for which specific reason? CHECK ONE
 a variance
 a special exception
 other relief
9. The variance, special exception, or other relief sought is as follows:

10. A concise statement of the facts relied upon and, if involved, a statement of the matter in issue and grounds for challenge is as follows: _____

Township of Waterford



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Waterford, Erie Co., PA 16441

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ZONING HEARING BOARD APPLICATION FOR PROCEEDING INFORMATION SHEET

Dear Applicant:

Completion of the Application for Proceeding is only the first step of a multi-step process designed to give the public and the Zoning Hearing Board all the facts surrounding your request before a decision is made in regard to your application. Although this list is not intended to be all inclusive, you should be aware of the following:

- * It is **your responsibility** to understand the zoning ordinances as they apply to your request. Copies of the ordinances are available and may be purchased at the Waterford Township Building.
- * Be prepared to define, explain, and defend your position as to why your request should be approved. It is your responsibility to convince the Zoning Hearing Board that the request should be granted.
- * Anticipate possible objections and questions from neighbors, the Zoning Hearing Board, the Zoning Hearing Board Solicitor, or others from the community. All property owners within 200 feet of the outside perimeter of your property will be notified of the hearing and a notice of the public hearing will be published in the newspaper.
- * All hearings will be recorded by a court stenographer, ZHB secretary, and a tape recorder.
- * It is your responsibility to accurately complete all sections of the Application for Proceeding. Failure to do so will cause your application to be rejected. Maps are on file at the Waterford Township Building.
- * You have the right to be represented by legal counsel and shall be afforded the opportunity to respond, present evidence and argue and cross-examine adverse witnesses on all relevant issues.
- * The Township prescribes a set fee with respect to the hearings before the Zoning Hearing Board. Fees may include compensation for the secretary, and may include among other things, notice and advertising costs, administrative overhead, etc.
- * A hearing shall be held within sixty (60) days from the date of your application unless you agree in writing to an extension of time. Following the public hearing a public meeting will be scheduled at the discretion of the ZHB in order to render a decision.

The Zoning Hearing Board functions much like a judge in a court of law. The role of the individual board members is to find the facts and render a decision in regard to your application based upon those facts. It is in the best interest of all that you be prepared in order to implement the rendering of a proper decision.

BHS/95