



City of Williamsport

245 West 4th Street · Williamsport, PA 17701
(570) 327-7500

Bureau of Codes

(570) 327-7517

Variance/Special Exception Application

Date: _____

Owner Information

First Name:		Last Name:	
Phone:	Email:	Tax ID #:	

Property Information

Property Address:		
City:	State:	Zip:
Operation Activities:		
Business Hours:		

Compliance Information

I hereby certify that I am the renter/owner/or authorized agent of the above-mentioned property and all the information listed above is true and correct to the best of my knowledge.

Applicant Signature:	
----------------------	--

Official Use Only

Proposed Use Classification:	Proposed Use Zoning District:
We/I the undersigned official have reviewed/heard this application and find as follows:	
Date Case Reviewed/Heard:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

Zoning Official Signature:		
Date Received:		Date Approved:
Fees Due: \$500.00 <input type="checkbox"/> Paid	Method of Payment: <input type="checkbox"/> Check <input type="checkbox"/> Money Order	Fees processed by:

Applicant Guide for Variance

Please provide the following information needed for the Zoning Hearing Board for an "Appeal", "Special Exception", Variance, or "Use not Specifically Identified".

- Letter of intent. Describe the current use of property, and the proposed use of property.
- If the applicant is not the owner of the property, he/she must provide a formal letter from the owner permitting the use within his/her property.
- Please address each of the five (5) criteria, and how each one relates to the proposed use.
- Please provide a formal site plan to scale showing all dimensions, distances to property lines, and off-street parking spaces.
- Please provide a floor plan to scale.
- The Planning Commission may be required to review the proposed plan and their meeting is every other Monday at noon.
- The Zoning Hearing Board meeting is on the 3rd Thursday of each Month at 10:30 AM.
- Please provide all of the above information to me by the last Wednesday of the month in order to be on the next month's agenda.

Fee - \$500.00

Article 1319.13

Variance

- a) Upon appeal from a decision by the Zoning Officer, the Zoning Hearing Board shall hear requests for variances where it is alleged that the provisions of the Zoning Ordinance inflict unnecessary hardship upon the applicant. The Board shall prescribe the form of application and require preliminary application to the Zoning Officer. The Board may grant a variance; provided, the following findings are made where relevant in a given case:
1. That there are unique physical circumstances or conditions, including irregularity, narrowness or shallowness of lot size or shape or exceptional topographical or other physical conditions peculiar to the particular property and that the unnecessary hardship is due to such conditions and not the circumstances or conditions generally created by the provisions of the Zoning Ordinance in the neighborhood or district in which the property is located;
 2. That, because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the Zoning Ordinance and the authorization of a variance is therefore necessary to enable the reasonable use of the property;
 3. That such unnecessary hardship has not been created by the appellant;
 4. That the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, nor substantially or permanently impair the appropriate use or development of adjacent property, nor be detrimental to the public welfare; and
 5. That the variance, if authorized, will represent the minimum variance which will afford relief and represent the least modification possible of the regulation in issue.
- b) In granting any variance, the Board may attach such reasonable conditions and safeguards as it may deem necessary to implement the purposes of this Zoning Ordinance.

Article 1319.14

Application Guide for a Special Exception

- a) In this Zoning Ordinance, special exceptions may be granted or denied by the Zoning Hearing Board pursuant to express standards and criteria. The Board shall hear and decide requests for such special exceptions in accordance with such standards and criteria. In granting a special exception, the Board may attach such reasonable conditions and safeguards, in addition to those expressed in the Zoning Ordinance, as it may deem necessary to implement the purposes of this Zoning Ordinance. The Board shall pursue the following procedure.
1. The Board's decision to grant a permit for special exception use shall be made only after public notice and hearing. Such permit shall apply specifically to the application and plans submitted and presented at the public hearing. Any subsequent amendments or additions shall be subject to review and public hearing by the Board as a special exception use.
 2. No application for a permit shall be granted by the Board for any special exception use until the Board has first received and considered an advisory report thereon from the Planning Commission with respect to the location of such use in relation to the needs and growth pattern of the city and, where appropriate, with reference to the adequacy of the site area and the arrangement of buildings, driveways, parking areas, off-street truck loading spaces and other pertinent features of the site plan. The Planning Commission shall have 30 days from the date of its receipt of the application within which to file its report thereon. In the event that the Commission shall fail to file its report within such 30 days, the application shall be deemed to have been approved by the Planning Commission.
- b) The Commission may have representation at the public hearing held by the Zoning Hearing Board on such application. After receipt of the report, the Board shall hear the application in the same manner and under the same procedure as it is empowered by law and ordinance to hear cases and make exceptions to the provisions of the Zoning Ordinance. The Board may thereafter direct the Zoning Officer to issue such permit if, in its judgment, the use meets all specific provisions and criteria contained in this Zoning Ordinance and the following general provisions:
1. In accordance with the Comprehensive Plan and consistent with the spirit, purposes and intent of this Zoning Ordinance;
 2. In the best interests of the city, the convenience of the community, the public welfare and a substantial improvement to the property in the immediate vicinity;
 3. Suitable for the property in question and designed, constructed, operated and maintained so as to be in harmony with and appropriate in appearance to the existing or intended character of the general vicinity;
 4. In conformance with all applicable requirements of this Zoning Ordinance;
 5. Suitable in terms of effects on highway traffic and safety, with adequate access arrangements to protect streets from undue congestion and hazard; and
 6. In accordance with sound standards of subdivision practice, where applicable. The Zoning Hearing Board may impose whatever conditions regarding layout, circulation and performance it deems necessary to ensure that any proposed development will secure substantially the objectives of this Zoning Ordinance.