

APPLICATION DEADLINE \_\_\_\_\_ HEARING DATE \_\_\_\_\_ AMOUNT PAID \_\_\_\_\_  
DATE RECEIVED \_\_\_\_\_ SITE ADDRESS: \_\_\_\_\_

**APPLICATION FOR APPEAL TO THE CITY OF BETHLEHEM ZONING HEARING BOARD,**  
**10 E. CHURCH STREET, BETHLEHEM, PA 18018**

**I. INTRODUCTION TO THE APPLICANT**

1. It is recommended by the Zoning Hearing Board that the Applicant, prior to any submission of a written appeal to the Zoning Hearing Board, first contact the Zoning Officer to determine the specific sections of the Zoning Ordinance applicable to the present appeal, and to obtain a determination as to whether the relief sought by the Applicant will be denied by the Zoning Officer. Please note that at time of such contact, it is not possible for the Zoning Officer to guarantee what sections of the Zoning Ordinance may be applicable. While the Zoning Officer will employ his or her best efforts to focus upon the applicable sections of the Zoning Ordinance, the burden rests solely upon the Applicant and the Applicant's professional advisor(s) to make a final determination as to what sections of the Zoning Ordinance may apply or be relevant, and what specific remedies the Applicant may need to pursue.
2. If the Zoning Officer has issued a formal opinion denying a zoning permit or remedy, a copy of the Building Permit or Opinion must be attached to this Application.
3. If the Applicant has received a notice of violation or cease and desist order from the Zoning Officer, a copy of such notice must be attached to the Application.
4. The zoning hearing is a formal legal proceeding during which testimony is taken under oath and a stenographic record is created. With few exceptions, the rules of evidence apply. The Applicant maintains the initial burden of proof in the presentation of its case. The procedures applicable to Applicants and third parties appearing before the Zoning Hearing Board are attached to this Application. It is the Applicant's responsibility to become familiar with these procedures prior to the hearing.
5. **Return one (1) original and seven (7) copies of this application and all supporting documentation to the Zoning Officer, along with the filing fee. Include site plans and/or floor plans as necessary.**
6. ***THE APPLICATION IS DUE BY 4 PM THE LAST WEDNESDAY OF THE MONTH FOR THE NEXT MONTH'S ZONING HEARING BOARD MEETING. MEETINGS ARE GENERALLY THE FOURTH WEDNESDAY OF THE MONTH. ONLY COMPLETE SUBMISSIONS WILL BE ADDED TO THE AGENDA FOR HEARING.***

**II. APPLICANT INFORMATION**

1. Name of Applicant(s): \_\_\_\_\_  
check one    ( ) owner of record  
                  ( ) equitable owner (provide verification)  
                  ( ) other \_\_\_\_\_
2. Applicant's Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_
3. Applicant's Daytime Telephone #, e-mail and facsimile:  
\_\_\_\_\_
4. If the Applicant is not the owner of record or equitable owner, please state the name, address and telephone number of the present owner of record. Owner's Signature required below:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. If the Applicant will be represented at time of hearing by an attorney or any other professional, state their name(s), address and e-mail:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. INFORMATION REGARDING THE REAL ESTATE**

1. Attach a site plan of the real estate. Depending on the type of appeal, this may need to be a dimensioned Site Plan; for Northampton Co. addresses, a Northampton County Assessment Map depicting the real estate may suffice. This can be found at [www.ncpub.org](http://www.ncpub.org)
2. If the real estate is presently under Agreement of Sale, attach a copy of the Agreement.
3. If the real estate is presently leased, attached a copy of the present lease.
4. State if the real estate or any portions thereof exists in a flood plain, flood zone, or other environmentally sensitive area, and describe the area:  
\_\_\_\_\_

5. If this real estate has been the object of a prior zoning hearing, state the appeal number, date of decision, and remedy granted if any.

---



---

**IV. THE RELIEF SOUGHT** – Refer to Sec. 1325.11: Rules & Procedures for Filing Interpretation and Variance Appeals and Special Exception Applications

1. If the Applicant seeks a dimensional variance for any setback, lot coverage, distance between certain uses, etc., please state the following:

Section of Code	Dimension Required by Code	Dimension Proposed by Applicant	Variance Sought
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

2. If the Applicant seeks a use or other variance, please state the **specific section(s)** of the Zoning Ordinance applicable and describe the variance sought.

---



---



---

3. If the Applicant seeks a special exception, please state the **specific section (s)** of Zoning Ordinance applicable: \_\_\_\_\_

---

Special Exception remedy sought: \_\_\_\_\_

---

4. If the Applicant seeks an appeal from an interpretation of the Zoning Officer:

- a. Exactly state the remedy sought in accordance with Sec. 1325.11 (b):

---



---

**V. APPLICATION NARRATIVE**

Please submit a brief statement reflecting why zoning relief is sought and should be granted (please attach a separate sheet if needed).

---

---

---

---

---

---

---

---

I hereby certify that the information contained in and attached to this application is true and correct to the best of my knowledge and belief. I have received and read the Zoning Hearing Board Procedures attached to this application.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Date