

1301 12<sup>th</sup> Street, Suite 103  
Altoona, PA 16601  
Phone (814) 949-2456  
Fax (814) 949-2203



**DEPARTMENT OF CODES AND INSPECTIONS**

**ZONING APPEAL APPLICATION – ALTOONA PLANNING CODE**

(instructions located on reverse side)

**PROPERTY LOCATION:** \_\_\_\_\_

**PURPOSE OF APPEAL:** \_\_\_\_\_

**DESCRIPTION OF PREMISES:** \_\_\_\_\_

**USE OF PREMISES:** \_\_\_\_\_

**OFF-STREET PARKING:** \_\_\_\_\_

*Please fill in all portions below, "same" and "non-applicable" if needed*

**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**DESIGN PROFESSIONAL INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OFFICE  
USE  
ONLY**

- VARIANCE                       APPEAL DETERMINATION                       OTHER  
 SPECIAL EXCEPTION                       APPEAL VIOLATION NOTICE

PREVIOUS APPEAL TO ZONING HEARING BOARD?     YES     NO     UNKNOWN

SECTIONS AND PROVISIONS OF ZONING ORDINANCE RELIED UPON: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **APPEAL INSTRUCTIONS**

- This form must be completed for any action before the City of Altoona Zoning Hearing Board.
- Nine (9) copies of this form shall be completed and submitted
- In addition to this form, please attach a narrative that explains this request. The narrative should explain points upon which the appeal is based.
- Also required are any drawings, photographs, and supporting materials.
- For special exception applications, the narrative must explain how the project meets each condition for the special exceptions listed in the involved zoning district's regulations.
- For variance applications, this narrative must explain how the project meets the requirements of Section 910.2 of the Pennsylvania Municipalities Planning Code.
- The applicant should work with the City to develop a complete submission, as incomplete submissions will not be placed on the agenda.
- All required fees must be paid before the hearing will be scheduled.
- Please fill out this form, provide the necessary fees, and submit the required drawings, narratives, and other documentation to the City of Altoona Department of Codes and Inspections, 1301 12<sup>th</sup> Street Suite 103, Altoona PA 16601.

**The Zoning Hearing Board generally meets the second Wednesday of each month, with a deadline for submission three Fridays prior.**

**Please contact 814-949-2456 or email [inspections@altoonapa.gov](mailto:inspections@altoonapa.gov) for further information. Thank you.**