



### 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

<input type="checkbox"/> VARIANCE \$500.00	<input type="checkbox"/> APPEAL DETERMINATION \$500.00	<input type="checkbox"/> OTHER
<input type="checkbox"/> SPECIAL EXCEPTION \$500.00	<input type="checkbox"/> APPEAL VIOLATION NOTICE \$500.00	
PREVIOUS APPEAL TO ZONING HEARING BOARD? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> 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 12TH 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.**