



ZONING APPEAL APPLICATION – ALTOONA PLANNING CODE

(INSTRUCTIONS LOCATED ON THE 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 PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT, 1301 12TH STREET SUITE 400, ALTOONA PA 16601.

ALL APPLICATIONS MUST BE REVIEWED FOR COMPLETENESS BEFORE BEING SCHEDULED FOR A HEARING.

THE ZONING HEARING BOARD GENERALLY MEETS THE SECOND WEDNESDAY OF EACH MONTH. PLEASE CONTACT THE PLANNING & DEVELOPMENT MANAGER FOR SUBMITTAL DEADLINES.

**SABRINA APPEL-MCMILLEN
PLANNING & DEVELOPMENT MANAGER**

SMCMILLEN@ALTOONAPA.GOV

(814) 949-2465