



TOWNSHIP OF HALFMOON

100 MUNICIPAL LANE · PORT MATILDA, PA 16870

TELEPHONE : (814) 692-9800

www.halfmoontwp.us

ZONING HEARING VARIANCE APPLICATION

The undersigned hereby applies to the Zoning Hearing Board for a hearing.

APPLICANT (Name):

Address: _____

Phone: _____ Email: _____

PROPERTY OWNER: (If different from Applicant)

Name: _____

Address: _____

Phone: _____ Email: _____

PROPERTY LOCATION:

Address: _____

Description (lot number or other, optional): _____

Tax Parcel No. _____

PRESENT USE OF THE PROPERTY:

PROPOSED USE OF THE PROPERTY:



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JURISDICTION OF ZONING HEARING BOARD:

The Zoning Hearing Board shall have exclusive jurisdiction to hear and render final adjudications in the following matters:

- Substantive Validity Challenge
- Procedural Validity Challenge
 - Appeal from Zoning Officer
- Flood Plain or Flood Hazard Ordinance
 - Variance
 - Special Exception
 - Transfer Development Rights
 - Preliminary Opinion of Zoning Officer
- Sedimentation, Erosion Control, Stormwater Management

To view the online code, please click on the following link:

<https://ecode360.com/HA1360>

Fill in the information requested to describe your appeal or request:

1. Identify the ordinance or section of the ordinance involved

2. Describe the action you are appealing or the request you are making to the Board.

3. Describe what you desire to build or to do.

4. Describe the reasons for your appeal or request.

*Attach all documents, plans, maps, correspondence, or other materials relevant to your appeal. *



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ENTRY OF APPEARANCE

NAME OF CASE: _____

PROPERTY ADDRESS OR LOCATION: _____

I DESIRE TO BE CONSIDERED A FORMAL PARTY TO THESE PROCEEDINGS. PLEASE SEND ALL NOTICES TO ME OR TO MY ATTORNEY.

NAME: _____

ADDRESS: _____

I AM PRESENT ON BEHALF OF: _____

EXPLANATION:

This form must be filled out by every person or their respective attorney, including the applicant, who desires to be considered a formal party or attorney of record in these proceedings. It is not required to be signed by persons who are only present as a witness.



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WAIVER OF STENOGRAPHIC RECORD

I AGREE TO WAIVE THE REQUIREMENTS OF SECTION 908 OF THE PENNSYLVANIA MUNICIPALITIES PLANNING CODE, WHICH REQUIRES THAT A STENOGRAPHIC RECORD OF THE PROCEEDINGS BE MADE, AND I CONSENT THAT A RECORD OF THE PROCEEDINGS MAY BE MADE ON A TAPE RECORDER.

DATE: _____

SIGNATURE

PRINT NAME

EXPLANATION:

Parties have a right under Section 908 of the Municipalities Planning Code to have a stenographic record made of the hearing. This usually requires that a court reporter be called in. If the parties waive the requirement of a stenographic record, the record of the hearing shall be kept on the municipality's sound recording system. If a party does not desire to waive this taking of the record by a stenographer, they shall so advise the Board prior to the hearing so that a stenographer can be arranged to be present.