

LOYALSOCK TOWNSHIP

LYCOMING COUNTY, PENNSYLVANIA

ZONING HEARING BOARD

APPLICATION FOR SPECIAL EXCEPTION

2501 East Third Street, Williamsport, PA 17701

Telephone: (570) 323-6151

THIS SECTION FOR OFFICE USE ONLY

Application For: _____

Date Received: _____

Hearing Date: _____

Application Fee: _____

Escrow Deposit: _____

PART I — APPLICANT AND PROPERTY OWNER (applicant to complete parts I – VI)

1. Applicant Information

Name: _____

Address: _____

City/State/ZIP: _____

Telephone: _____ Email: _____

Applicant's interest in property:

☐ Owner ☐ Contract Purchaser ☐ Tenant ☐ Authorized Agent ☐ Other

2. Property Owner Information

Owner Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

Is the applicant the property owner? ☐ Yes ☐ No

If no, attach written authorization from the property owner, if required.

3. Representative or Attorney

Name: _____

Firm: _____

Address: _____

Telephone: _____ Email: _____

PART II — PROPERTY INFORMATION

4. Identification of Property

Property Street Address: _____

Tax Parcel Number: _____

Deed Reference, if known: _____

Lot Area: _____

Zoning District: _____

Existing Use of Property: _____

Existing Buildings or Structures: _____

5. Surrounding Property Uses

North: _____

South: _____

East: _____

West: _____

PART III — REQUEST FOR SPECIAL EXCEPTION

6. Zoning Ordinance Provision

Identify the specific section of the Loyalsock Township Zoning Ordinance under which the special exception is requested.

Chapter/Article/Section: _____

Description of Ordinance Provision: _____

7. Description of Proposed Use

Describe in detail the proposed use, activity, construction, alteration, or expansion for which special exception approval is requested.

8. Existing and Proposed Improvements

Describe existing buildings, structures, access drives, parking areas, and other site improvements.

Describe proposed improvements, including dimensions, materials, building height, setbacks, and construction details, as applicable.

9. Operational Information

Proposed days and hours of operation: _____

Number of employees or occupants, if applicable: _____

Expected number of customers, visitors, or users: _____

Proposed parking spaces: Existing _____ Proposed _____ Total _____

Access and traffic arrangements: _____

Lighting, signage, screening, and landscaping: _____

Water supply and sewage disposal, if applicable: _____

Other relevant operational details:

PART IV — SPECIAL EXCEPTION CRITERIA

10. Compliance with the Zoning Ordinance

Identify each applicable special exception requirement and explain how the proposed use satisfies it. Attach additional sheets where necessary.

Ordinance section/criterion: _____

Applicant's explanation: _____

Ordinance section/criterion: _____

Applicant's explanation: _____

Ordinance section/criterion: _____

Applicant's explanation: _____

11. Compatibility and Potential Impacts

Explain how the proposed use relates to surrounding properties and the character of the area.

Describe anticipated traffic, parking, noise, lighting, odor, drainage, or other potential impacts and any measures proposed to address them.

Explain any proposed safeguards, screening, operating restrictions, or other measures that would help protect neighboring properties and the public.

12. Additional Supporting Information

List any other facts, plans, studies, or testimony supporting the application. (Attach any supporting documents to the application)

PART V — REQUIRED SUBMISSIONS CHECKLIST

Submit the documents required by the Township's applicable ordinance, application instructions, and administrative procedures.

☐ Completed application

☐ Applicable application fee and/or escrow deposit, as established by the Township

- ☐ Property survey or plot plan drawn to scale
- ☐ Site plan showing property boundaries, existing and proposed improvements, dimensions, setbacks, access, and parking, as applicable
- ☐ Building plans and elevations, if applicable
- ☐ Written statement identifying the applicable ordinance provision and special exception criteria
- ☐ Property owner authorization, if applicable
- ☐ Photographs or other supporting exhibits, if applicable
- ☐ Technical reports or other documentation required by the Township
- ☐ Other: _____

Number of plan sets submitted: _____

PART VI — CERTIFICATION

I/We certify that the information provided in this application and its attachments is true and correct to the best of my/our knowledge and belief.

I/We request that the Loyalsock Township Zoning Hearing Board consider this application for a special exception pursuant to the applicable provisions of the Township Zoning Ordinance and Pennsylvania law.

I/We understand that filing this application does not constitute approval of the proposed use and that additional permits or approvals may be required.

Applicant Signature: _____ Date: _____

Printed Name: _____

Property Owner Signature, if applicable: _____ Date: _____

Printed Name: _____

PART VII — TOWNSHIP ADMINISTRATIVE REVIEW

Application received by: _____

Date received: _____

☐ Complete ☐ Incomplete ☐ Additional information required

Applicable ordinance provisions verified: ☐ Yes ☐ No

Fee/escrow verified: ☐ Yes ☐ No

Plot plan and supporting documents reviewed: ☐ Yes ☐ No

Hearing scheduled for: _____

Administrative comments:

Zoning Officer: _____ Date: _____

PART VIII — ZONING HEARING BOARD DECISION

Hearing date(s): _____

Board findings and conclusions:

Decision:

☐ Approved

☐ Approved with conditions

☐ Denied

☐ Continued

Conditions of approval, if any:

1. _____
2. _____
3. _____

Vote: For _____

Against _____

Abstaining _____

Date of decision: _____

Written decision issued: _____

Board Chairperson: _____ Date: _____

Board Vice-Chairperson: _____ Date: _____

Board Secretary: _____ Date: _____