

FAIRVIEW TOWNSHIP ZONING HEARING BOARD PROCEDURE SHEET

1. Apply for a Zoning Permit in the Planning & Zoning Office. Incomplete applications will not be accepted.
2. The Zoning Permit will be denied because in the opinion of the Zoning Officer, the matter should come before the Zoning Hearing Board or is an illegal use under the provisions of the Ordinance.
3. Complete a Zoning Hearing Board Application for Appeal in the Planning & Zoning Office. Please remit cash or a check for **\$300.00** made payable to Fairview Township. The fee is applied to advertising and court stenographer costs.
4. The Zoning Hearing Board (ZHB) meets the first Tuesday of every month at 7:00 P.M., unless otherwise noted. The **2013** ZHB dates are as follows:

<u>Hearing Date</u>	<u>Deadline for application</u>
January 7, 2014	December 17, 2013
February 4, 2014	January 14, 2014
March 4, 2014	February 11, 2014
April 1, 2014	March 11, 2014
May 6, 2014	April 15, 2014
June 3, 2014	May 13, 2014
July 1, 2014	June 10, 2014
August 5, 2014	July 15, 2014
September 2, 2014	August 12, 2014
October 7, 2014	September 16, 2014
November 5, 2014	October 14, 2014
December 2, 2014	November 11, 2014

5. The appeal is advertised in the Erie Times two (2) times, not less than seven (7) days or more than thirty (30) days before the hearing. Adjacent property owners within a 200 foot radius are notified and the property is posted with a copy of the legal notice.
6. The ZHB has 45 days to render a decision to the applicant. The applicant will receive a zoning permit for the request upon payment of required fees if the request is granted. The applicant may appeal to the Court of Common Pleas if the request is denied.

Please call the Township Zoning Office at (814) 474-5942 if you have any questions.
Office hours are 7:30 A.M. to 4:00 P.M., Monday through Friday.

The attached Appeal Application must be returned by noon on _____

In order to be heard on _____ at 7:00 P.M.