

## **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 **\$500.00** 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 **2018** ZHB dates are as follows:

<b><u>Hearing Date</u></b>	<b><u>Deadline for application</u></b>
January 9, 2018	December 19, 2017
February 6, 2018	January 16, 2018
March 6, 2018	February 13, 2018
April 3, 2018	March 13, 2018
May 1, 2018	April 10, 2018
June 5, 2018	May 15, 2018
July 3, 2018	June 12, 2018
August 7, 2018	July 17, 2018
September 4, 2018	August 14, 2018
October 2, 2018	September 11, 2018
November 13, 2018	October 23, 2018
December 4, 2018	November 13, 2018

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.**