

Port Royal Borough Zoning Hearing Board

APPLICATION PROCEDURES

1. **Please submit 6 copies of the following: (Please check off each as applicable)**

- Zoning Hearing Board Application with appropriate attachments (signed by applicant and owner or equitable owner.
- Supplemental Information Forms (as appropriate and required)
- Detailed site plan showing all existing and proposed structures, parking areas, driveways, sidewalks, street names, easements, rights-of-way, etc. Building plans including detailed floor plans are also required if the application specifically involves issues related to a specific use. Plans may be hand drawn but must be accurate and to scale with North arrow.
- Documentation showing evidence that the applicant is the owner or an equitable owner (such as an agreement of sale)
- Zoning Hearing Board fee of \$750.00 residential; \$3,000.00 commercial (check made payable to the Port Royal Borough)

2. **Additional Information:**

- A. If one or more items listed above are incomplete or missing, your application will not be processed, nor will it be assigned a case number or hearing date. The application, along with an explanation as to why the application was not accepted, will be returned to you to make the necessary corrections.
- B. The owner or equitable owner of the subject property must sign the application prior to acceptance and the scheduling of a hearing.

- C. Upon an application determined to be complete, the Port Royal Borough Zoning Hearing Board shall have sixty (60) days in which to initiate a hearing on an application unless an extension of time is granted by the applicant.
- D. The Board has forty-five (45) days within which to render a formal decision following the closing of testimony.
- E. A thirty (30) day appeal period follows the issuance of the formal written decision by the Board. Any party with an interest in the decision may appeal a decision by the Board by filing an appeal with the Juniata County Court of Common Pleas, seeking to reverse, modify or limit a decision.
- F. After a Variance, Special Exception or other action has been authorized by the Zoning Hearing Board, the applicant shall secure the necessary permit(s) within one (1) year from the date of receipt of the formal decision or the time specified within the decision. Such construction shall be completed within one (1) year from the issuance of the necessary permit. Notwithstanding the foregoing, the Zoning Officer may, upon a written request and for good cause, extend the time in which to obtain a permit or time by which to complete the construction thereof.
- G. Copies of the Port Royal Borough Zoning Code are available for review at the Borough Office or online at <https://portroyalborough.org/>.