

**INSTRUCTIONS TO COMPLETE THE APPLICATION FOR A HEARING  
BEFORE THE NEW CUMBERLAND ZONING HEARING BOARD**

---

- 1) Check the appropriate reason for requesting a hearing.
- 2) Complete items #1-8. If the applicant is different from the owner of the property, a letter of authorization signed by the owner must be included with the application.
- 3) Please sign the application. If the applicant is different from the owner, the owner must also sign the application.
- 4) Please submit a check or money-order in the amount of \$300 with the completed application. This represents the filing fee for the hearing. Please make the check or money-order payable to New Cumberland Borough.
- 5) Please return completed application and the filing fee to the Borough Office.

APPLICATION FOR A HEARING BEFORE  
NEW CUMBERLAND ZONING HEARING BOARD

The undersigned hereby makes application to the Zoning Hearing Board of New Cumberland for:  
(Please check relevant item below)

- ☐ Request for Variance  
☐ Request for Special Exception  
☐ Appeal from decision of Zoning Officer  
☐ Challenge to the validity of the zoning ordinance or map

1. Names(s) of Applicant(s) \_\_\_\_\_ Phone (H) \_\_\_\_\_  
\_\_\_\_\_ (W) \_\_\_\_\_
2. Mailing address of Applicant(s) \_\_\_\_\_  
\_\_\_\_\_
3. Address of Property subject to Application \_\_\_\_\_  
\_\_\_\_\_
4. Present Use of Premises \_\_\_\_\_  
Proposed Use of Premises \_\_\_\_\_
5. Name of Property Owner, if other than Applicant \_\_\_\_\_  
(Address, if applicable) \_\_\_\_\_  
Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_
6. Lot Size \_\_\_\_\_ Deed Description \_\_\_\_\_  
Zoning District \_\_\_\_\_ Parcel Number \_\_\_\_\_
7. Plot Plan attached \_\_\_\_\_ Yes \_\_\_\_\_ No
8. Reason for Application and requested relief: \_\_\_\_\_  
\_\_\_\_\_

(Attach additional sheets, if necessary)

\*If applicant is not the owner of property, please include a letter of authorization signed by the owner or a copy of a sales agreement showing the applicant as the buyer.

I hereby state that the facts set forth in this application are true and correct under penalty of the law. I further hereby acknowledge that I have paid the relevant application fee and that I desire that a hearing be scheduled in accordance with the reasons for this request.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Owner is **REQUIRED**)

\_\_\_\_\_  
(Date)

-----

(TO BE COMPLETED BY BOROUGH)

Application fee paid in amount of \$ \_\_\_\_\_

Check No. \_\_\_\_\_ or Cash \_\_\_\_\_ Application No. \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Zoning Officer, Borough of  
New Cumberland

\_\_\_\_\_  
(Date of Processing and Receipt of  
Application Fee)