



Borough of Middletown

Zoning Hearing Board Appeal Information

- The Zoning Hearing Board (ZHB) holds regular meetings on the Third Thursday of each month at 6:30pm on an as needed basis.
- The Pennsylvania Municipal Planning Code (MPC) requires the first hearing before the board shall be commenced within 60 days from the date of receipt of the applicant's application, unless the applicant has agreed in writing to an extension of time. The Middletown Borough date of receipt is when an application is fully completed (all required documents received, application signed and dated, payment made to the Borough has been processed).
- Applications can be obtained on the Borough website or Borough Hall during normal business hours.
 - A completed and signed application, all supporting documentation (e.g. site plan, survey plan, deed, architectural drawings, agreement of sale, etc.), as well as the total cost of the appeal fee and stenographer cost must be submitted and paid.
 - Appeal Fee is \$1000.00
 - Costs over \$1000.00 incurred by the Borough is paid by the Applicant
 - Continuance fees if requested by Applicant is \$250 per hearing.
- The Zoning Officer shall refuse to accept an incomplete application, i.e., one which does not provide required information (e.g. survey plan, site plan, architectural drawings, agreement of sale) in compliance with the requirements of the Middletown Zoning Ordinance, as amended.
- The Notice of Hearing will be posted on the subject property and advertised in the local paper in accordance with MPC requirements. It may also be posted on the Borough website.
- The ZHB consists of 3 members who are residents of the Borough.
- The ZHB will render a written decision, or if no decision is called, make written findings, within 45 days after the last hearing before the board. A copy of the final decision will be delivered personally, or mailed to the applicant, no later than the day following this date.



**BOROUGH OF MIDDLETOWN
APPLICATION FOR HEARING BEFORE THE
ZONING HEARING BOARD**

REV 10-10-23

I. IDENTIFICATION			
	<i>Name</i>	<i>Mailing Address – number street city state</i>	<i>ZIP Code</i>
Applicant	<hr/> <hr/>		
<i>If Applicant is not the Owner(s) of Record or Equitable Owner(s) of Record:</i>			
Owner of Record	<hr/> <hr/>		
II. TYPE OF REQUEST			
1. <input type="checkbox"/> SPECIAL EXCEPTION		3. <input type="checkbox"/> APPEAL FROM ACTION OF ZONING OFFICER	
2. <input type="checkbox"/> VARIANCE		4. <input type="checkbox"/> OTHER	
III. BRIEF DESCRIPTION OF REQUEST			
A _____ is requested from Chapter 260 Section(s) _____ for the purpose of			
<hr/> <hr/> <hr/> <hr/>			
IV. PROPERTY INFORMATION			
PROPERTY LOCATION _____			
<i>Street Address</i>			
TAX PARCEL ID _____		ZONING DISTRICT _____	
DATE PURCHASED _____		PRESENT USE _____	
DEED REFERENCE _____			
NOTE: Attach survey plan, site plan, architectural drawings, agreement of sale or other required information.			
V. CERTIFICATION BY APPLICANT / OWNER OF RECORD			
I hereby certify that all of the above statements and the statements contained in any papers and / or plans submitted herewith are true to the best of my knowledge and belief.			
<hr/> <i>Signature</i>		<hr/> <i>Date</i>	
FOR OFFICIAL USE ONLY: Application reviewed, fully completed, and processed. Payment submitted and processed.			
<hr/> <i>Official Signature</i>		<hr/> <i>Date Deemed Received</i>	

VI. REQUEST FOR SPECIAL EXCEPTION

THE PROPOSED USE IS CLAIMED BY THE APPLICANT:

1. To be in harmony with the various elements and objectives of the Comprehensive Plan: *(cite sections of plan)*

2. Not to be detrimental to the character of the neighborhood for the following reasons:

3. To be consistent with such other standards as required by the Zoning Ordinance:

See Chapter 260-205 for the standards and plan requirements for special exception applications.

VII. REQUEST FOR VARIANCE

THE PROPOSED VARIANCE IS REQUESTED BECAUSE:

1. He / she is unable to make reasonable use of his / her property for the following reasons:

2. The proposed variance will not alter the essential character of the neighborhood for the following reasons:

3. The proposed variance is in accord with the purposes and intent of the Zoning Ordinance for the following reasons:

See Chapter 260-233.E.4 for the standards and plan requirements for variance applications.