HARBORCREEK TOWNSHP

Zoning Hearing Board

VARIANCE / APPEAL / SPECIAL EXCEPTION INSTRUCTIONS

When a property owner is denied a zoning permit, a site plan does not conform to the zoning ordinance requirements, or specific conditions for special exceptions is required, an application may be made to the Harborcreek Township Zoning Hearing Board for consideration. Applications must be submitted to the zoning officer by 12:00 pm 19 days prior to the scheduled hearing date, see attached schedule.

1. Complete, sign, and date the Appeal and Letter of Request Form.

2. Include Site Plan/Drawing showing specific use, dimensions, and lot lines. If you wish, you can submit any other documents that may help your appeal such as photos, renderings, etc., however it is not required.

3. Submit Appeal, Letter of Request, Site Plan/drawing, and Fee to Harborcreek Township Zoning Office within 24 days of a Zoning Hearing Board Meeting. Appeals to the Zoning Administrator's determination shall be submitted within 30 days after the determination is made.

   Please Note: The Zoning Hearing Board meets the 3rd Tuesday of each month (as needed) at 7:00p.m.
   The location of the Hearing is at Harborcreek Municipal Building, 5601 Buffalo Road, Harborcreek, PA 16421.

4. If you are applying for a variance with a setback relief of 5' or less, you are required to submit a survey.

5. Property owners that are located within 500' (residential areas) or 1,000' (Agricultural) will be notified of your appeal. You are encouraged to talk to your neighbors, especially the neighbors who will be directly affected to receive their support, however it is not mandatory.

6. An appeal sign will be posted in your front yard 10 days prior to the hearing. You must leave the sign until after the hearing. You can either return the post or dispose of it.

7. A Public Notice will be advertised in the Erie Times News.

8. You are required to be present for your appeal.

9. If your appeal is granted, the variance is valid for 6 months. This means you must secure a zoning permit within the 6 month timeframe or the relief is no longer valid.

10. Applicants for Special Exceptions – need to show that you comply with the special conditions listed in Zoning Ordinance, 2010-200, Article XIX Special Exceptions.

11. Applicants for Variance and Appeals – refer to the attached Variance/Appeal Criteria.

12. Depending on your project, you may also be required to secure a building permit.

Appeal Fee Residential $500 Non-Residential $850.00
Please Note: Harborcreek Township accepts cash, checks, or credit/debit cards (in-person only)

Any questions regarding the submittal or procedure of an appeal, contact Zoning Administrator Connie Cruz at 814-899-3171.