

Town of Bloomsburg  
Code Enforcement & Zoning Office  
301 E. Second Street  
Bloomsburg, PA 17815

**Telephone:** (570) 784-7123, ext. 118, 124 or 115

**Fax:** (570) 784-1518

<p><b><u>BLOOMSBURG ZONING HEARING BOARD</u></b> <b>APPLICATION FILING INSTRUCTIONS</b> <b><i>VARIANCES and SPECIAL EXCEPTIONS</i></b></p>
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1. Complete all necessary information on the application. Contact the Zoning Office section(s) of ordinance you are requesting relief from.
2. Attach a copy of the plot plan (drawn to scale) of the property in question which shows the location of the lot, the size of the lot and the location of all existing improvements and the proposed improvements or changes to the lot. This plot plan must include the following:
  - A. All property lines
  - B. All streets and alleys
  - C. All structures
  - D. All dimensions
    1. Lot length and width
    2. Lot area (square footage)
    3. Building lengths and widths
    4. Front, rear and side set backs
    5. Parking spaces, including size and number
  - E. Size and placement of all signs, drawn to scale
3. Obtain a complete written list of property owners within 300-feet of the applicant property. **This list must include the address of the properties and the mailing address of the property owner.** This list may be obtained from the tax assessment office at the Columbia County Courthouse, 35 W. Main Street, Bloomsburg, PA.
4. Submit the application and all pertinent information along with a check in the amount of **\$300.00** made payable to the Town of Bloomsburg.
5. **DEADLINE FOR SUBMISSION OF ALL APPLICATIONS IS THE 15<sup>TH</sup> OF EACH MONTH.** Applications will be heard and possibly acted on at the regularly scheduled meeting held the second Thursday of the following month. (Example: an application submitted by January 15<sup>th</sup> would be heard on the second Thursday in February).
6. You MUST attend the meeting to give testimony and answer any questions the board may have.

**DO NOT WRITE IN THIS SPACE (FOR OFFICE USE ONLY)**

DATE OF FILLING OF APPLICATION WITH THE SECRETARY: \_\_\_\_\_

DATE OF ZONING HEARING BOARD MEETING: \_\_\_\_\_

DATE HEARING ADVERTISED: \_\_\_\_\_

FEE PAID: \_\_\_\_\_ APPEAL NUMBER: \_\_\_\_\_

**TOWN OF BLOOMSBURG  
ZONING HEARING BOARD  
APPLICATION FOR SPECIAL EXCEPTION**

The undersigned requests the granting of a SPECIAL EXCEPTION by the following Zoning Hearing Board of the Town of Bloomsburg as set forth below:

1. Name and Address of the applicant(s):

\_\_\_\_\_  
\_\_\_\_\_

2. Address of the property in question: \_\_\_\_\_

3. Zoning District in which the property in question is located: \_\_\_\_\_

4. What is your interest in the property in question? Please set forth whether you own the property, lease the property, intend to lease the property, or intend to purchase the property under an agreement of sale:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Set forth **in detail** the Special Exception you are requesting and the section of the Town of Bloomsburg Zoning Ordinance under which you are requesting the Special Exception.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Set forth why you feel a Special Exception should be granted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HEARING REQUEST**

I request a hearing before the Zoning Hearing Board and certify the facts set forth in the above application are true. I understand if this application is not complete or if the information requested is not provided this application can be rejected by the Zoning Hearing Board as an incomplete application.

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_