

**RUSH TOWNSHIP
SCHUYLKILL COUNTY, PENNSYLVANIA
RUSH TOWNSHIP ZONING HEARING BOARD
APPLICATION AND INSTRUCTIONS**

General Information

- Use of this document is to assist you in completing Applications for a hearing before the Zoning Hearing Board.
- It is the obligation of the applicant to clearly establish that the proposed project satisfies the criteria for a Variance or Special Exception.
- Failure to provide all required information may cause delay.
- Staff is available to help understand the zoning ordinance, application documents, and to assist the applicant. However, staff refrains from providing technical arguments and cannot complete any portion of the application on behalf of the applicant. Staff is not permitted to assist in preparing arguments for or against a request.
- Applicants may wish to consult with a land-use attorney or consultant prior to submitting an application. Use of an attorney or consultant is at the discretion of the applicant. Staff is not permitted to make a recommendation.

The following must be submitted:

1. Filing Fees
 - Check payable to the **RUSH TOWNSHIP** in the amount of **\$500.00 (\$300.00** if Appeal Application).
2. Zoning Hearing Application
 - If the application is being made by the property owner(s) or equitable owner(s), all owner(s) must sign the application.
 - If the applicant is not the land owner of record, information must be presented to demonstrate that the applicant has the legal right to make the application.
 - Applicant(s) must be present at the hearing to offer testimony regarding the application.
 - Additional information for non-residential applications must be included with the application.

All applications, supporting documents and the required fee must be received no less than twenty-one (21) days prior to the regularly scheduled hearing dates, typically the last Tuesday of every month. Applicant(s) is/are encouraged to verify hearing dates in advance of application submission by contacting the Zoning Officer.

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Guide to Completing the Application

1. Type of Request
 - a. Identify the type of application request being made (Variance, Special Exception, and Appeal).
2. Property Owners
 - a. Only complete if the applicant is different than the property owner(s). If the applicant(s) is not the landowner of record, information must be presented (i.e., agreement of sale or lease), to demonstrate that the applicant(s) has the legal right to make the application.

Applicant(s)

- b. If the applicant(s) is not the landowner of record, information must be presented (i.e., agreement of sale or lease), to demonstrate that the applicant(s) has the legal right to make the application.
 - c. Applicant(s)'s Attorney
 - d. Use of an attorney or consultant is at the discretion of the applicant(s). If the applicant elects to be represented by legal counsel, please provide the name and contact information so that counsel may be copied on correspondence from the Office and the Zoning Hearing Board.
3. Location of the property affected
 - a. Assessor's Property Number: This number can be obtained from two locations (a) your tax bill or (b) from the County's Parcel Locator at www.co.schuylkill.pa.us/parcelviewer.
 - b. Property Address: The complete address assigned by the United States Post Office must be provided. If the subject parcel is a vacant lot for which no Post Office address has been assigned provide the address for the property that can be found on (a) your tax bill or (b) from the property location listed on the County's Parcel Locator at www.co.schuylkill.pa.us/parcelviewer.
4. Zoning District: This can be obtained from reviewing the Rush Township Zoning Map. www.rushtownship.org
5. Lot Size - Lot Area, Lot Width, Lot Depth: Self-explanatory. Make sure to enter the dimensions in the correct units (square feet, feet).
6. Describe the current use of the property. Is it residential, a retail store, an office, a working farm?

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7. Proposed Uses

- a. Non-Residential Use - If the proposed use is non-residential additional items are required to be submitted.

See Site Plan Information Below:

- 1) Locations, dimensions and uses of existing and proposed structures, parking and loading areas, and locations of existing proposed uses of areas of land, with existing features clearly distinguished from proposed features.
- 2) Notes showing the dimensions of all buildings from lot lines and street right-of-way.
- 3) Locations of any watercourses and any 100-year floodplain.
- 4) Proposed lot areas, lot widths and other applicable dimensional requirements.
- 5) Locations and widths of existing and proposed sidewalks.
- 6) A north arrow and scale.
- 7) Approximate locations of principal buildings and locations of street and alleys and zoning district boundaries within 100 feet of the boundaries of the tract, and description of uses of adjoining properties (i.e., "drug store", "single family dwelling") Heights, locations, methods of illumination and intensity of exterior lighting and sign lighting.
- 8) Name and address of person who prepared the site plan.
- 9) Any other additional information required under applicable sections of the Ordinance.

b. A Description of the following (attach as additional sheet)

- 1) A description of the proposed non-residential operations and storage in sufficient detail to indicate potential nuisances and hazards regarding noise, large truck traffic, glare, odors, dust, fire or toxic explosive hazards or other significant public health and safety hazards.
- 2) A list of the maximum hours of operation.

8. Existing Buildings and Improvement on property.

- 1) Identify existing improvements on the property. Identify the principal structure. Are there any accessory structures (i.e., garage, shed, in-ground swimming pools)?
- 2) Describe the proposed improvements, additions, or change of use. For physical changes to the lot or structures, indicate the size of the improvements, and general construction to be carried out. *For non-residential applications, a site plan is required. See Site Plan Information above.*

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HINTS...

While not required for residential applications, a site plan or sketch for illustration would be helpful. If a business, describe daily or seasonal operations; number of employees, customers, visitors; number of shifts; activities; products and services, as applicable.

9. Describe proposed structures or uses.

- a. Describe the proposed improvements, additions, or change of use. For physical changes to the lot or structures, indicate the size of the improvements, and general construction to be carried out. *For non-residential applications, a site plan is required. See Site Plan Information above.*

HINTS...

While not required for residential applications, a site plan or sketch for illustration would be helpful. If a business, describe daily or seasonal operations; number of employees, customers, visitors; number of shifts; activities; products and services, as applicable.

10. Relief Requested

- a. State the variance, special exception, or other relief requested. Cite the appropriate section(s) of the Zoning Ordinance. The information can be obtained at <https://rushtownship.org/wp-content/uploads/2022/10/2022-Fully-Adopted-ESRP-Zoning-Compiled-8-23-22.pdf>

11. Subdivision or Land Development

- a. If the property is contained within a recorded subdivision or land development plan, give book and page number where recorded.

12. Reasons

- a. State reasons applicant believes he/she is entitled to variance/special exception and include ordinance number. This information should provide an outline of the applicant(s) justification to grant the applicant(s) relief based on the required Municipality Property Code criteria.

13. If an access point to a State Legislative Route is proposed, has the Pennsylvania Department of Transportation issued a permit for the access point?

14. Date work is scheduled to begin.

15. Please attach the pertinent information as indicated below.

**RUSH TOWNSHIP
SCHUYLKILL COUNTY, PENNSYLVANIA
APPLICATION FOR VARIANCE, SPECIAL EXCEPTION OR APPEAL BEFORE THE
RUSH TOWNSHIP ZONING HEARING BOARD**

1. **Variance** **Special Exception** **Appeal**

2. Name, address, telephone number, and email of **ALL** Property Owner(s):

3. Name, address, telephone number, and email of applicant (s) (If other than Property Owner(s)):

Interest of Applicant:

Attorney Information: Name, address, telephone number and email (If represented):

4. Describe the location of the property affected (Include Property Address, Tax Parcel #, Deed Book, Page Number, and where it is recorded):

5. Current zoning classification:

6. Lot size:

7. Current use of property:

8. Proposed use of property:

9. Existing buildings and improvements on property (attach additional sheets if necessary):

Structure Type:

Size:

Use:

Structure Type:

Size:

Use:

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10. Describe in detail proposed structures or uses:

11. Relief sought from the following sections of the Rush Township Zoning Ordinance:

12. If the property is contained within a recorded subdivision or land development plan, give **Deed book and page number** and where it is recorded:

13. State reasons applicant believes he/she is entitled to variance/special exception (**Include ordinance #**):

14. If an access point to a State Legislative Route is proposed, has the Pennsylvania Department of Transportation issued a permit for the access point?

_____ Attach a copy of the permit.

15. Date work is scheduled to begin:

16. The following information shall accompany this application:

- a) A map of the lot in question, drawn to scale, indicating the lot size and showing all dimensions of lot lines and the exact location(s) on the lot of all existing and proposed buildings, fences, signs, structures landscape features and all alterations to buildings or structures. The plan shall clearly show areas requiring variance or special exceptions.
- b) The statement indicating the present and intended use(s), height, length, width and proportion of the total lot area covered of all proposed and existing buildings, structures and additions or alterations to buildings or structures, and the height, length, width and design of all signs.
- c) A statement indicating the number of families and/or commercial or industrial establishments to be accommodated within existing and proposed buildings on the lot. In any case including apartment buildings and townhouses, a breakdown of units by number of bedrooms shall be given or in the case of commercial and industrial uses and home occupations, the floor area to be devoted to each use shall be indicated.
- d) The number, location, dimensions and design of parking and loading areas including the size and agreement of all spaces and means of ingress, egress and interior circulation, recreation areas, screens, buffer yards and landscaping, means of egress from the ingress to the lot, routes or pedestrian and vehicular

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traffic, and outdoor lighting.

- e) The location of all utility lines including approval of water supply and sewage disposal.
- f) The names, addresses, and telephone numbers of owners of all adjoining properties.
- g) **Check in the amount of \$500.00 (\$300.00 if Appeal Application) payable to: RUSH TOWNSHIP.**

I hereby apply for variance/special exception/appeal (circle one) and certify that the above information and accompanying information and drawings are true and correct.

Date	*	Signature of Applicant(s) / Owner(s)
Date	*	Signature of Applicant(s) / Owner(s)
Date	*	Signature of Applicant(s) / Owner(s)

*** Notes**

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Submit application, supporting documents and fee to:

Shannon Darker, Assistant Zoning Officer
ARRO Consulting, Inc.
1239 Centre Turnpike
Orwigsburg, PA 17961
(570)-366-9534
Email: shannon.darker@arroconsulting.com