

**APPLICATION FOR APPEAL TO THE ZONING HEARING BOARD**  
**CITY OF READING, PENNSYLVANIA**  
**REQUIRED MATERIALS CHECKLIST**

The following documentation **MUST** be submitted to file an appeal to the Zoning Hearing Board. Applications will not be considered complete until all required information is submitted.

- [ ] I. Provide a **COMPLETED** APPLICATION (attached) and seven (7) copies.
  
- [ ] II. Provide eight (8) copies of Site Plan(s)
  - a. Scale shall be appropriate but in no case less than 1" = 40" scale.
  - b. The property lines of subject parcel;
  - c. All proposed and existing structures, including paved areas;
  - d. If the project involves new construction, show existing and proposed topography lines;
  - e. General landscaping plan showing the location of existing vegetation, any trees to be removed, and proposed types and locations of new landscaping;
  - f. Parking plan/layout (in conformance with Part 16 of the Zoning Code).Drawings shall be on 8-1/2 x 11 or 11 x 17 paper.
  
- [ ] III. Provide eight (8) copies of Floor Plans for all existing and proposed buildings/rooms including dimensions. Drawings shall be on 8-1/2 x 11 or 11 x 17 paper.
  
- [ ] IV. Provide eight (8) copies of Building Elevations (side view) for all proposed/new structures or additions including:
  - a. Existing and proposed grade and building height levels
  - b. General types of proposed exterior materialsDrawings shall be on 8-1/2 x 11 or 11 x 17 paper.
  
- [ ] V. Provide eight (8) copies of Plans, photos, perspective views or other materials that illustrate how the proposal satisfies the criteria for the Zoning Hearing Board approval. Drawings shall be on 8-1/2 x 11 or 11 x 17 paper. Photos may be printed on 8-1/2 x 11 paper.
  
- [ ] VI. Provide one (1) copy of Deed, Lease, or Agreement demonstrating applicants right to appeal to the Board and to use the property as proposed.
  
- [ ] VII. Provide one (1) copy of Driver's License.
  
- [ ] VIII. Checks or Money Orders payable to the City of Reading
  - (1) for \$1,000 for the Zoning Board hearing and
  - (1) for \$100 for the zoning permitDo not combine checks.

**Please provide copies of all required documents; otherwise adhere to the Zoning Office Copy Fee Schedule.**

**In the event the applicant wishes to postpone or cancel an appeal, a written request is required 24 hours prior to the Zoning Hearing Board for which they were to appear. A fee of \$50.00 will be charged to reschedule.**

**APPLICATION FOR AN APPEAL BEFORE THE ZONING HEARING BOARD  
CITY OF READING, PENNSYLVANIA**

*For City Use Only:*

Parcel ID No. \_\_\_\_\_ Date Received \_\_\_\_\_  
Application No. \_\_\_\_\_ Fees Paid \_\_\_\_\_  
Hearing Date \_\_\_\_\_

Address of Property under Appeal: \_\_\_\_\_

Do you require a translator? \_\_\_\_\_

Applicant:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Property Owner (if different than Applicant):

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

If the property owner is different from the applicant, evidence must be presented that the property owner consents to the application, which may include a copy of a lease or an option to purchase that provides the applicants with the rights to submit applications.

Other Contact Person (such as Attorney, Plan Preparer, Realtor, or Translator, if applicable):

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_

Lot Dimensions (such as 30 by 60 feet): \_\_\_\_\_

Existing Use(s) of the Property: \_\_\_\_\_

Proposed Use(s) of the Property: \_\_\_\_\_

I hereby certify that the information in this application is truthful and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

The applicant is requesting the following (check all that apply):

- A variance from one or more sections of the Zoning Ordinance.
- A special exception approval for a type of use that is listed as being allowed as a special exception in the zoning district.
- An appeal of a determination by the Zoning Administrator, such as an appeal of a denial of a zoning permit or seeking a different interpretation of the zoning ordinance.  
Date of Determination of Zoning Administrator: \_\_\_\_\_
- A substantive validity challenge of a provision of the zoning ordinance.
- A change from one non-conforming use to another non-conforming use.
- Other, describe: \_\_\_\_\_

What are you requesting and why are you requesting it?

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Please describe the proposed improvements or changes to the property. Please include the details of any operations at the property including the nature of the use of the property, hours of operation, number of employees, parking availability and other information that explain the impacts.

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Is the Applicant aware of any violations, citations or other actions by the City of Reading against the property?

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Has there been any previous zoning relief granted for the property? Please describe.

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For applicants seeking a Variance from the Zoning Ordinance, the standards for a zoning Variance are listed in Section 27-406.D.

From what sections of the Zoning Ordinance is the applicant seeking relief?

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Please describe how the application meets the standards for a Zoning Variance as outlined in Section 27-406.D. of the Zoning Ordinance.

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For applicants seeking approval of Special Exception use, the standards for approval are outlined in Sections 27-1201 and 27-1202 of the Zoning Ordinance. How does your application meet those standards?

What is the proposed Special Exception Use and the applicable section of the Zoning Ordinance?

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Please describe how the application meets the standards for a Special Exception as outlined in Sections 27-1201 and 27-1202 of the Zoning Ordinance.

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If you are seeking a change of a non-conforming use, describe how the impacts of the proposed use are not more intensive than the impacts of the existing/previous use.

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Please attach any additional information if desired.

Please list any other party of interest (such as a tenant, mortgage holder, nearby residents) who should be notified of the hearing? (List name and address)

Name:

Address:

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