

## WILLIAMS TOWNSHIP ZONING OFFICE

WILLIAMS TWSP. MUNICIPAL BLDG

655 CIDER PRESS ROAD

EASTON, PA. 18042

PHONE 610-258-0522 FAX 610-258-6080 e-mail radams@williamstwp.org

OFFICE HOURS: Monday to Friday 8:00 AM to 4:30 PM

ZONING OFFICER/BUILDING CODE ADMINISTRATOR: Rich Adams

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Amended January 21, 2011

### APPLICATION FOR APPEAL

To the Zoning Officer

Having been refused a Building Permit or Certificate of Occupancy and Use (strike out which ever does not apply) by the Zoning Officer, application is herewith made for a Public Hearing before the Zoning Hearing Board in order to respectfully request their authorization permitting me or my assigns to build, make material or specification changes or use variance changes in accordance with my or my assigns Permit Application Number Plans and Specifications on file with the Zoning Officer or such other amendments or changes as may be presented during the requested hearing.

*Please select one of the appropriate fee 's below:*

#### ZONING HEARING BOARD APPLICATIONS NON REFUNDABLE FEES

Residential & Subdivisions	\$ 425.00
Commercial/ Business	\$ 750.00
Industrial	\$ 2,500.00
Quarry	\$ 2,500.00
Non-Profit, Educational, Institutional, Religious	\$ 700.00
Signs	\$ 500.00
Challenge to Validity of Zoning Ordinance	\$10,000.00 (Escrow) 8/11/10
Landowner Appeals (Section 1007, MPC)	\$ 2,500.00

#### Conditional Use Applications

Residential	\$350.00
Non-Residential	\$500.00
Curative Amendment Applications	\$10,000.00 (Escrow) 8/11/10
Zoning Map and Text Amendments	\$5,000.00
All Other Applications	\$1,500.00

Location of Property:

Zoning Classification:

Building Permit Application Number:

Signature of Appellant:

Telephone Number:

Mailing Address:

WILLIAMS TOWNSHIP  
NORTHAMPTON COUNTY, PENNSYLVANIA  
PETITION

**NOTE:** This Petition in order to be acted upon the Zoning Hearing Board must be fully completed in accordance with the “General Instructions for Zoning Hearing Board Applicants”. Failure to do so will result in a denial of the Petition without refund or your filing fee.

1. Date:
  
2. Full Name(s) of Petitioner(s) (hereinafter referred to as “Petitioner”) and address of each: (attach additional sheet if necessary)
  
3. Name and address of attorney for Petitioner:
  
4. Petitioner is the (check one or more)
  - owner
  - occupant
  - agent for
  - purchaser
  - Other – explain.
  
5. Petitioner is the (check appropriate action)
  - hereby appeals from the decision of the Zoning Administration or other Township official
  - hereby applies for a special exception, permit or variance from the terms of the Zoning Ordinance
  - hereby applies for:
  
6. The name(s) and address (es) of the owners of the real estate involved in this Petition: (all parties to the title must be listed.)
  
7. The exact location of the real estate involved in this Petition is as follows: (street address is sufficient if available)
  
8. (a) The dimensions and area of the real estate are:
  - (b) The real estate contains                      square feet.

9. The real estate in question is presently classified under the Williams Township Ordinance as:
10. (a) The real estate is presently used for the purpose of:  
  
(b) and contains buildings and other improvements consisting of: (if real estate is vacant land, so note)
11. Petitioner appeals or makes application from the order, requirement, decision or determination of the Zoning Officer or other Township official made on which was as follows: (if insufficient space, attach additional page.)
12. Petitioner claims that the variance, exception or other relief should be granted as herein requested under the following sections of the Williams Township Zoning Ordinance. (Cite all sections supporting your position or relevant to the consideration of your Petition)
13. The variance or exception requested and the new improvements desired to be made are as follows:  
  
(a) Building to be erected:  
  
(b) Buildings to be changed:  
  
(c) Buildings to be used for:
14. The plot plan, drawings, sketches and other exhibits attached hereto are made a part hereof. (*13 copies are required*)
15. Petitioner believes that the exceptions, variance or other relief requested should be granted for the following reasons: (attach additional sheet if necessary)
16. Petitioner agrees to comply with all provisions of the Williams Township Zoning Ordinance and is aware that the Ordinance provides for penalties for violations of its provisions.
17. The Petitioner further acknowledges that the Board does not have to consider any application until all information requested by the Zoning Hearing Board is submitted by said applicant, and that in the event this information is not submitted in full within twenty (20) days from the date of the initial Zoning Hearing Board hearing then the Board may deny such application, with or without prejudice to the applicant.

- 18. Wherever additional information is requested by the Zoning Hearing Board and leave to submit additional information is specifically granted by the Chairman of the Zoning Hearing Board, then, in consideration of the Board's forbearance in not refusing the application at the conclusion of the hearing, the Petitioner agrees to extend the time of consideration of the application by the Zoning Board for the number of days after the date for decision specified in any Ordinance of the Township by the same number of days which the Zoning Board's consideration of the Petition was delayed by failure on the part of the Petitioner to submit additional information requested.

**NOTE:** All Petitioners must sign. At least one must sign in the presence of a Notary Public.

\_\_\_\_\_  
 Petitioner

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Notary Public (*required*)

**TOWNSHIP USE ONLY**

**ZONING APPLICATION COMPLETE?**

\_\_\_\_\_ Zoning Officer's initials

\_\_\_\_\_ Township Managers initials

**FEES COLLECTED?**

Application fee = \$ \_\_\_\_\_

Escrow fee = \$ \_\_\_\_\_

Professional fee = \$ \_\_\_\_\_

\_\_\_\_\_ Zoning Officer's initials

\_\_\_\_\_ Township Managers initials

WILLIAMS TOWNSHIP ZONING HEARING BOARD  
ZONING HEARING RULES AND PROCEDURES  
(CONDUCT OF HEARINGS)

The following Rules and Procedures have been enacted by the Williams Township Zoning Hearing Board (the "Board") for the safety and welfare of all attendees of Williams Township Zoning Meetings/Hearings:

- 1) All Board Members, Solicitors, and representatives of the Township shall at all times set the model of professionalism. This includes, but is not limited to, showing respect and courtesy to all persons in attendance.
- 2) Anyone desiring to be recognized by the Board as a Party to the zoning hearing must make a formal request in writing, or make the request on the record at the zoning hearing.
- 3) Parties to the zoning hearing shall have the right to be represented by counsel and shall be afforded the opportunity to respond and present evidence and cross-examine adverse witnesses on all relevant issues. All counsel for the Parties shall be afforded the opportunity to present argument before the Board.
- 4) During zoning hearings the formal rules of evidence shall not apply, but irrelevant, immaterial, or unduly repetitious evidence and/or testimony may be excluded by the Board. The Board is permitted to ask questions of the Parties and/or witnesses to clarify the evidence or testimony being presented. The Board is permitted to stop a line of questioning by a Party, attorney, or attendee if the questions are in violation of these Rules and Procedures.
- 5) Attendees of a zoning hearing who have not been granted Party status by the Board shall nevertheless be permitted to question and speak to the Parties and witnesses subject to these Rules and Procedures. The Board reserves the right to limit the audience question and comment period depending on the number of individuals who wish to speak and the length of the presentations of the Parties. When a group of persons wishes to address the Board on the same subject matter, the Board may require that a spokesperson be chosen by the group to address the Board so as to avoid unnecessary repetition.
- 6) All persons in the audience who wish to provide public comment must provide their name and address on the "sign in" sheet and be sworn in by the court reporter prior to speaking.
- 7) Excessive talking in the audience is not permitted as it is very distracting to the Board, Parties, witnesses, attorneys and court reporter.
- 8) The Board may limit all questioning by the audience (or the audience members' attorneys) if the questioning of the Parties or witnesses is not relevant to the hearing or is unduly repetitious.
- 9) At all times Parties, attorneys, witnesses, and attendees of the zoning hearing shall act in a professional, respectful and courteous manner. Irrelevant, scandalous and impertinent comments are not permitted. Party presentations and public comment shall not consist of personal attacks against anyone. Speaking out of turn, interrupting others, and inappropriate

outbursts will not be tolerated. Obnoxious and offensive language is not permitted from anyone. The Board reserves the right to remove anyone who fails to act in accordance with this standard of civility.

10) Anyone wishing to use audio, video, or stenographic recorders to record a zoning hearing shall do so in a manner which will not interfere in anyway with the activities of the Board, the Parties' presentations, the court reporter, and/or any other persons' ability to observe and participate in the zoning hearing. The Board reserves the right to designate a specific area within the meeting room for the use of any such recording equipment.

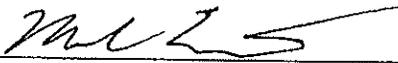
11) All persons shall turn off or silence their cell phones (set to vibrate) prior to entering the meeting room and cell phones shall not be used during a zoning meeting, except in emergency situations. If an emergency necessitates the use of a cell phone, in order to prevent any disturbance to the proceeding it should be used outside of the meeting room, or outside of the building if the meeting room doors are open.

12) Attendees are permitted to review all exhibits which have been introduced by the Parties during breaks granted by the Board. If there is no break period, the exhibits can be reviewed for a maximum time limit of ten minutes prior to the completion of the audience question or comment period. In the Board's sole discretion additional time may be allotted for attendees to review exhibits.

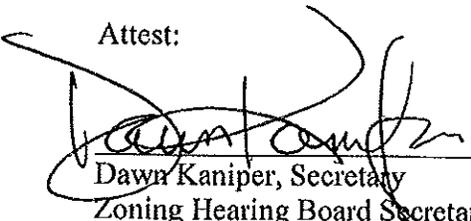
13) The Board reserves the right to take breaks when needed. It is the Board's policy to end all zoning hearing meetings by 10:00 pm and continue matters not completed to the next regularly scheduled meeting (or a specially scheduled meeting when required or in the discretion of the Board). The Board may in its sole discretion allow for zoning hearing meetings to continue past 10:00 pm, or adjourn prior to 10:00 pm. The Board may also end a zoning hearing and continue the matter to another evening if the Board senses a safety or other concern.

**DULY ENACTED** as Rules and Procedures of Williams Township Zoning Hearing Board, this 19 day of JANUARY, 2011 by a majority of the Zoning Hearing Board of Williams Township, Northampton County, Pennsylvania, at a duly advertised meeting of the Zoning Hearing Board at which a quorum was present.

**WILLIAMS TOWNSHIP  
ZONING HEARING BOARD**

By:   
Mark Ernst, Chairperson

Attest:

  
Dawn Kaniper, Secretary  
Zoning Hearing Board Secretary  
(Seal)