

ZONING HEARING APPLICATION PROCEDURES

Questions regarding any aspect of the Zoning Ordinance may be directed to the Township Zoning Officer at 717-990-8448. You may call the Township Office (717-933-5747) during normal office hours for general Township information or for obtaining copies of the Zoning Ordinance **ONLY. DO NOT CALL THE TOWNSHIP OFFICE FOR SPECIFIC ZONING QUESTIONS. TOWNSHIP SECRETARY WILL NOT ANSWER ANY QUESTIONS REGARDING ZONING.**

Zoning Hearing Applications may be obtained by contacting the Township. After completing all applications, deliver the following items:

- **Zoning Hearing Application,**
- **Zoning Permit Application & applicable Fee (listed on application).**
- **check or money order** for the Zoning Hearing Application for \$1,000
made payable to Tulpehocken Township

To: TULPEHOCKEN TOWNSHIP
PO BOX 272
REHRERSBURG PA 19550

The Process The Township will provide the Zoning Officer with a copy. The Zoning Officer will review the Application and contact the Applicant if any additional information is required. Then the Township will forward the application package to the Zoning Hearing Board Solicitor, who will then schedule the hearing, and will notify the applicant and adjacent property owners of the hearing. The hearing will usually be scheduled within six weeks of receiving the complete application package, and decisions are usually rendered at the hearing, (this may not always be the case, however, depending upon the specific circumstances), with the written decision being issued within 45 days of the final hearing.

Meeting Schedule The Tulpehocken Township Zoning Hearing Board convenes at 7 P.M. on the **third Thursday of the month, as needed**. Applications need to be **received three (3) weeks prior to the scheduled hearing date** **with the exception of the Dec 2025 and Nov 2026 application due dates.*

Meeting Date

January 15
February 19
March 19
April 16
May 14
June 18
July 16
August 20
September 17
October 15
November 19
December 17

Application Due

** Dec. 23, 2025 (12/24 & 25 holiday)*
January 29
February 26
March 26
April 23
May 28
June 25
July 30
August 27
September 24
October 29
Nov. 24 (11/25 & 26 holiday)

REQUIRED MATERIALS CHECKLIST FOR APPEALS

The following documentation is required to file an appeal with the Zoning Hearing Board:

- ___ I. Five (5) Copies of Site Plan(s) including the following information:
 - 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 pavement areas, and parking design.
 - d. If the project involves new construction, show existing and proposed topography lines.
 - e. Driveway plan.

- ___ II. Parking Plan - showing location and number of spaces. Please note, if this is a commercial facility we also need to know the number of employees on the largest shift.

- ___ III. A general landscaping plan showing the location of existing vegetation, any trees to be removed, and proposed types and locations of new landscaping.

- ___ IV. If requested relief relates to a structure, please provide Floor Plans for all existing and proposed buildings/rooms including dimensions.

- ___ V. Building elevations (side view) for all proposed structures or additions including:
 - a. Show existing and proposed grade levels and label height of building above grade.
 - b. General types of proposed exterior materials.

- ___ VI. Location, size, and type of any proposed signs with appropriate dimensions.

- ___ VII. Plans, photos, perspective views or other materials that illustrate how the proposal satisfies the criteria for the Zoning Hearing Board approval.

- ___ VIII. Copy of deed – in corporate name; Certificate of Good Standing.

- ___ IX. Copy of sales agreement, lease or other documentation exhibiting authorization for submission of application by Applicant.

- ___ X. Copy of Driver's License (for Township Use Only).

- ___ XI. Checks or Money Orders.
 - a. \$ _____ for a VARIANCE
 - b. \$ _____ for a SPECIAL EXCEPTION
 - c. \$ _____ for CONDITIONAL USE
 - d. \$ _____ for APPEAL of ZONING OFFICER'S DECISION

TULPEHOCKEN TOWNSHIP

BERKS COUNTY, PENNSYLVANIA

ZONING APPEAL APPLICATION

Date: _____

Do you require a translator? _____

APPLICANT NAME _____
ADDRESS _____
TELEPHONE: Home () _____ Work () _____

OWNER NAME _____
ADDRESS _____
TELEPHONE: Home () _____ Work () _____

ATTORNEY NAME _____
ADDRESS _____
TELEPHONE: _____

SITE ADDRESS ADDRESS _____
SUBDIVISION NAME _____ LOT # _____
TAX PIN _____ LOT SIZE _____ acres/sq. ft.
PRESENT USE _____
PRESENT ZONING DISTRICT/CLASSIFICATION _____
PRESENT IMPROVEMENTS OF LAND _____

The Applicant hereby appeals to the Township Zoning Hearing Board for the following purpose(s):

- Special Exception - reference Section(s) _____
- Variance - from Section(s) _____
- Conditional Use - _____
- From the action of Zoning Officer in refusing my application for a Zoning Permit dated _____
- Other _____

This section to be completed by **ZONING OFFICER** only

\$1,000 Fee Received Zoning Hearing Application Complete Zoning Permit Application Complete
 Application deemed complete date: _____ Zoning District _____

December 15, 2025

*If more space is required to answer any questions on application, please attach a separate sheet and make specific reference to the question being answered.

1. Describe (in detail), the proposed improvement(s) or change(s) at the property under appeal:
If applicable, include proposed hours of operation, all proposed uses, and number of employees, various working shifts, parking availability or other pertinent information to clearly describe all activities proposed.

2. Describe the purpose of this appeal (Proposed Construction or Use and Manner and Degree that this proposal is prohibited by the Zoning Ordinance). Attach five (5) copies of plan of real estate affected, indicating location and size of lot, size of improvements now erected and PROPOSED to be erected thereon, or other change desired, also any other information required by the zoning official.

3. If this is an appeal from action of the Zoning Officer, complete the following:
Date determination made _____
What was the Zoning Officer's Decision? _____
Attach copy of Zoning Officer's Decision.
Provide reasons you do not agree with the Zoning Officer's decision:

4. State the reasons Appellant believes the Zoning Hearing Board should approve desired action (refer to section or sections of Zoning Ordinance under which it is felt that desired action may be allowed, and note whether hardship is (or is not) claimed, and describe in detail the specific hardship):

5. Has previous appeal or appeals been filed in connection with these premises? If yes, when? If a prior appeal or appeals was filed, attach a copy of any prior Zoning Decision to this Application.

6. Cite specific sections of the Zoning Ordinance from which relief is requested.

7. If Applicant is the Owner please attach a copy of the Deed by which the Owner obtained ownership of the subject property.

8. If the Applicant is not the Owner in addition to Deed exhibiting ownership by Owner listed above, please attach copy of sales agreement, lease or other documentation evidencing authorization to submission of application.

9. List any additional information you believe would assist the Zoning Hearing Board in making a decision about your property including any easements, land preservation, floodplains, steep slopes, wetlands, etc.

List below all other parties in interest (tenant, mortgagee, attorney, etc.) who should be notified of this hearing, including, the owners' names and addresses of all adjacent properties:

NAME: _____
ADDRESS _____

I hereby affirm that I am, or have been authorized by, the owner of record to make this application as his or her authorized agent and that we agree to conform to all applicable portions of the Tulpehocken Township Zoning Ordinance, as amended and all other applicable laws, and that the information contained in this Application is true and accurate.

Signature of APPLICANT

Date

December 15, 2025