RAPHO TOWNSHIP

VARIANCE AND SPECIAL EXCEPTION PROCEDURES

An application for the variance or special exception is completed and submitted to the Rapho Township Office, along with appropriate documentation and application fee (see current year fee schedule).

The Zoning Hearing Board decides all variance and special exception requests in a public meeting referred to as a "Zoning Hearing." The Zoning Hearing Board consists of three residents of Rapho Township who are appointed by the Board of Supervisors. The Rapho Township Zoning Officer (or Assistant Zoning Officer), Zoning Hearing Board Solicitor and a court stenographer are also in attendance. The Zoning Hearing Board meets the first Tuesday of the month unless otherwise noted. **The deadline for filing the application is at 12:00 noon three weeks before the first Tuesday of the month (see schedule below).** The Board accepts four hearings per meeting date. The agenda is set according to the order in which the applications are received.

Upon submission of the application fee, five (5) copies of the application, narrative and any other associated documents to be presented as testimony, a public notice will be prepared for publication. The name of the applicant, the property location and the reason for the variance or special exception request will be listed. This notice is published in the newspaper two times, one week apart, as required by state law. Neighbors and others who are deemed to have legal standing by the Zoning Hearing Board may also provide comment. The property itself will also have a notice posted on it approximately seven (7) days prior to the Hearing.

At the Hearing, the applicant will be sworn in and asked to present his/her case as to why the variance or special exception should be granted. The applicant may be represented by an attorney (at the applicant's expense). The Zoning Hearing Board members may ask questions pertaining to the reason for the request, including any detrimental impact on neighboring properties.

The Zoning Hearing Board acts in the same manner of a court. **Therefore, it is not permissible to speak to the members of the Zoning Hearing Board about the case prior to the Hearing.** The Zoning Hearing Board may make a decision on the case at the meeting, or they may render their decision at the following month's meeting. They may also set certain restrictions on the granting of the variance or special exception – such as directing the acquisition of the proper permit(s), hours of operation, landscape screening, etc. The decision of the Zoning Hearing Board may be appealed in the Court of Common Pleas only.

*If you have any questions on Variances or Special Exceptions, please contact the Rapho Township Zoning Officer at 665-3827, Monday, Tuesday, Wednesday or Friday, 8:00 AM to 1:00 PM. Other meeting times are available by appointment.

Zoning Hearing Schedule for 2017

Hearing Date	Application Needed By	Hearing Date	Application Needed By
*January 10	December 20, 2016	*July 5	June 13
February 7	January 17	August 1	July 11
March 7	February 14	September 5	August 15
April 4	March 14	October 3	September 12
May 2	April 11	*November 8	October 17
June 6	May 16	December 5	November 14

*Conflict with holiday or other Township meeting – please note alternate date.