



Bureau of Planning and Zoning
435 Hamilton Street
Allentown, Pennsylvania
610.437.7630
Fax 610.437.8781

ZONING HEARING BOARD APPEAL CHECKLIST

A complete Zoning Hearing Board Appeal **must** have the following information.

Please return this checklist with your completed appeal form and check made payable to the City of Allentown.

SIGNED APPEAL FORMS TO INCLUDE THE FOLLOWING:

- APPLICATION NUMBER – Received from the Zoning office upon submission of **completed** appeal.
- ZONING DISTRICT
- LOT SIZE
- NAME, ADDRESS, PHONE # & EMAIL OF **APPLICANT**
- NAME, ADDRESS, PHONE # & EMAIL OF **OWNER**
- REASON FOR REQUEST – Including, but not limited to, location, size, and lighting of ALL signs, hours of operation, and any other information relevant to the request.
- SIGNATURE OF APPLICANT and/or OWNER

PLANS

- SITE PLAN – Must show all dimensions of property, including existing and/or proposed parking. If no on-site parking exists or is proposed, please note.
- FLOOR PLAN – Must show all dimensions and uses of each room in interior of building, including hallways, basement height and stairways, including the total square footage of each use.

STANDING OF PARTIES INVOLVED (Please attach copy)

- Lease Agreement
- Proof of Ownership and/or Deed or Agreement of Sale

PAYMENT

- Check for \$500 (or \$150 for appeals related to premises used as an owner-occupied single-family dwelling), payable to the City of Allentown