

WILLIAMS TOWNSHIP ZONING OFFICE
WILLIAMS TWSP. MUNICIPAL BLDG
655 CIDER PRESS ROAD
EASTON, PA. 18042
PHONE 610-258-0522 FAX 610-258-6080

WILLIAMS TOWNSHIP
GENERAL INSTRUCTIONS FOR ZONING HEARING BOARD
APPLICANTS

1. All information on application as well as supporting documents must be furnished.
2. Application must be on file with the Chairman of the Zoning Hearing Board at least 30 days before any stated or special meeting in order to be considered at that meeting. Applicants must be prepared to proceed to hearing upon their application at the advertised meeting; otherwise, the petition will be dismissed (unless the advertised meeting be postponed by the Board upon cause shown or upon their own motion).
3. At all hearing, proof of title to the property affected must be available to the Zoning Hearing Board whether the applicant's interest be a owner, tenant, purchaser or in any other capacity.
4. The following must accompany all applications:
 - a. A filing fee of \$750.00 payable in cash or check made payable to the order of Williams Township. This filing fee is NON-RETURNABLE in any event.
 - b. The lot number involved, with its dimensions and subdivisions name, if any or Northampton County Tax Assessment Map designation.
 - c. Names and widths of all abutting streets.
 - d. Locations, dimensions and uses of any existing structures on lot involved.
 - e. Locations, dimensions and proposed use(s) of structure requested and distance from building to lot lines and to other buildings on same lot.
 - f. Dimensions of all yards in relation to the proposed structure or use.
 - g. Distance from any existing building or structure within fifty (50) feet.
 - h. Provisions for off-street parking, number of car capacity of such area.
 - i. If involved, accurate location of well and/or sewage systems if within 100 feet. Detailed septic system layout required if application is for approval of septic or waste disposal system.
 - j. A sketch showing all properties within 200 feet on the same road as the property affected within 200 feet not on the same road, and indicate clearly the names and mailing addresses of all owners of these properties.

5. The Zoning Hearing Board has the following powers:
 - a. To hear and decide appeals from a decision or determination of any administrative official in the enforcement of the Zoning Ordinance. Such appeals must be made within 30 days after the date of the decision. A copy of the appeal petition must be served on the official, which service must be at least five (5) days prior to the hearing.
 - b. To hear and decide special exceptions and permits to the terms of the Zoning Ordinance as specifically set forth and permitted by the Ordinance.
 - c. To authorize, upon appeal, in specific cases such variance from the terms of the Zoning Ordinance as will not be contrary to the public interest, where, owing to special conditions, a literal enforcement of the Zoning Ordinance will result in unnecessary hardship, and so that the spirit of the Ordinance will be observed and substantial justice done. The burden of proof of “unnecessary hardship” as defined by the courts shall rest on the applicant. The circumstances must be unique and applicable to the applicant’s particular property and no other. The possibility of the applicant earning a greater financial return if a variance were granted does not in itself constitute sufficient reason for such a variance.
6. All hearings of the Board shall be open to the public.
7. No decision by the Zoning Hearing Board shall relieve any applicant from the responsibility of obtaining any required permits in the manner prescribed by the Zoning Ordinance.
8. Please print or type all desired information.
9. Applicant and/or owner must notify Zoning Administrator at required inspection times.
10. Nothing herein provided shall in any manner relieve the petitioner from any requirement of Act No. 247, known as the “Pennsylvania Municipalities Planning Code”
11. Applications will not be considered until all information is supplied.