

ZONING HEARING BOARD APPLICATION SUBMISSION CHECKLIST (FOR APPLICANT)

- _____ Completed Application (Download the fillable PDF for submission)
- _____ Seven (7) paper copies of any applicable plans, drawn to scale. Any site plans on sheets larger than “8 ½ X 11” paper shall be **FOLDED**
- _____ PDF Document of plans, diagrams, surveys, etc. drawn to scale emailed to Zoning Officer
- _____ Application Fee (Non-Refundable Check payable to “The Borough of Hanover” in the amount set forth in the current Fee Schedule)

Complete application packets shall be delivered to the ZONING OFFICER directly. If the Zoning Officer is not available, the DPE Administrative Assistant may accept the application on behalf of the Zoning Officer.

Billing clerks are unable to accept application packets. If a packet is dropped off to anyone at the front counter, it will be rejected and/or returned.

To ensure the Zoning Officer is available to accept your application packet, it is highly recommended that you contact the Department of Planning & Engineering (717) 637-3877 or email cmiller@hanoverboroughpa.gov to set up a time to deliver the packet.