

1301 Twelfth Street, Suite 400  
Altoona, Pennsylvania 16601

Voice - 814/949-2470  
Fax 814/949-0372  
TDD - 711  
[www.altoonapa.gov](http://www.altoonapa.gov)  
planning@altoonapa.gov



**Carl Fischer**  
**Deputy Director**

- \* Planning and Zoning
- \* Community Development
- \* Housing Rehabilitation
- \* Fair Housing
- \* Shade Tree
- \* GIS

**DEPARTMENT OF COMMUNITY DEVELOPMENT**

**APPEAL APPLICATION – ALTOONA PLANNING CODE**

<b>APPLICANT USE:</b>	
APPLICANT NAME: _____	
APPLICANT ADDRESS: _____	
PURPOSE OF APPEAL: _____	
_____	
ADDRESS OF APPEAL: _____	
DESCRIPTION OF PREMISES: _____	
_____	
USE OF PREMISES: _____	
OFF-STREET PARKING: _____	
SIGNATURE OF APPLICANT _____	DATE: _____

**OFFICE USE ONLY:**

- VARIANCE
- SPECIAL EXCEPTION
- APPEAL ZONING OFFICER DETERMINATION
- APPEAL VIOLATION NOTICE
- OTHER \_\_\_\_\_

PREVIOUS APPEAL TO THE ZONING HEARING BOARD? \_\_\_\_\_

REFERENCE TO THE SECTION(S) AND PROVISIONS OF THE CITY OF ALTOONA ZONING ORDINANCE RELIED UPON ARE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

*Instructions on back*

## **INSTRUCTIONS**

- 1. Nine (9) copies of this form should be prepared and delivered to the Zoning Officer - along with a \$300.00 fee (for Variance request) OR \$450.00 fee (for Special Exception request) within thirty (30) days of the Zoning Officer's decision. For a hearing to be held during a specific month, the completed appeal application along with all the required supplemental documentation must be delivered to the Zoning Officer prior to the pre-determined deadline. Incomplete applications, applications submitted without the supplemental documents required, or the required copies will not be placed on the agenda.**
  
- 2. The following are provided as guidelines when filing an appeal:**
  - a. Include the principle points upon which the appeal is based. Use the application upon which the refusal order was issued or the decision by which appellant claims to have been aggrieved or by which any Officer, Department, Board or Bureau of the City, claims to have been adversely affected.**
  - b. Provide a clear and accurate description of the proposed work or use.**
  - c. Make a specific statement with appropriate references to the relevant sections of the Planning Code when applying for a Variance or Special Exception.**
  - d. Nine (9) copies of each appeal or application must be accompanied by Nine (9) copies of either a plan drawn to a scale of one inch (1") equals forty feet (40') actually showing the shape and dimensions of the lot to be built upon, the exact size and location of any buildings existing on the lot, the lines within which the proposed building or structure shall be erected or altered, the existing and intended use of each building or part of a building, the number of families or dwelling units the building is designed to accommodate, and such information as may be necessary to determine compliance with this Ordinance and all other pertinent Ordinances.**
  
- 3. Applicant will be notified in writing as to the decision of the Board. Under no circumstances will employees of the City of Altoona convey any verbal decisions.**