

Procedure for a Setback Variance

1. Complete the "Clifford Township Setback Variance Application". The supervisors must schedule a variance hearing within 60 days of the secretary accepting the completed application. With your application, submit a check for \$500.00 made out to Clifford Township. You will be refunded any unused portion.
2. Whenever possible, the setback variance hearing will directly follow a regularly scheduled supervisors meeting (the second Tuesday of the month, about 8 PM). The township lawyer, a stenographer, at least 2 of the 3 Township Supervisors and the applicant (or representative for the applicant) must be present.
3. The advertising requirements for a variance are 2 notices in a paper of general circulation, not more than 30 days prior and no less than 7 days prior to the meeting. The township secretary will place the ads.
4. During the variance hearing, the lawyer will interview the applicant for the record, asking the size of the property, the dimensions of the building, all proposed setbacks and the adjacent property owners. The applicant must submit the completed application and sketch, to be entered into the record. If anyone at the meeting objects, they will be allowed to state their concerns. The lawyer will then ask the supervisors to vote on the variance.
5. If the supervisors approve the variance, there is still a 30-day period where any individual can appeal to the Court of Common Pleas to have the decision overturned. The applicant can start building during this 30-day period at his or her own risk. If the decision were ultimately overturned, the building would have to come down.
6. The applicant pays for the advertisements, lawyer, and stenographer.
7. The lawyer will send a summary letter to the township. Copies will be sent to the applicant and supervisors.