

Eagles Mere Borough  
PO Box 393  
Eagles Mere, PA 17731  
[zoning@emborough.org](mailto:zoning@emborough.org)  
570 -525- 3247

Zoning Hearing Board  
Application

*Please type or print clearly.*

Name, address & telephone of Person Filing Application:

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Name, address & telephone number of Property Owner:

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Zoning District, Location & Description of Property involved.

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Present use:

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Detailed description of action or permission requested.

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I, \_\_\_\_\_ request a hearing before the Eagles Mere Zoning Hearing Board for the following reason (please explain what issue you wish to have heard about and/or what **hardship** you will suffer if the variance is not granted.)

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Applicants' Signature \_\_\_\_\_ Date \_\_\_\_\_

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Please include with your application:

1. A letter of authorization from the owner is filed by someone other than the owner.
2. **A drawing of the plot plan (to scale) with the following clearly noted:**
  1. Property lines (also be sure the survey markers are clearly visible at the property)
  2. Copy of the deed or legal description of the property.
  3. Streets and/or Alleys shown and named.
  4. All structures
  5. All dimensions:
    - a. Lot length and width
    - b. Lot area
    - c. Building length, width & height.
    - d. Front, rear, and side setbacks.
    - e. Parking & driveway area
  6. Size and placement of any signs.
3. A Check for \$800.00 payable to Eagles Mere Borough must accompany the request for a Zoning Variance. (This fee is required to cover the costs of the hearing).

Applicant and nearby neighbors will be notified in writing of hearing date when set with the owner.

If you have any questions please call the Borough Office Monday, through Thursday 10am To 2pm or email [zoning@emborough.org](mailto:zoning@emborough.org)

Malory Matje

Zoning Officer for Eagles Mere Borough

5/15/2026 Revised