

# **PENNDDEL BOROUGH**

## **APPLICATION TO ZONING HEARING BOARD**

*Instructions for filing an application for the Zoning Hearing Board.*

**PART 1** – Property Owner – Name and address.

**PART 2** – Identification - Applicant and applicant's attorney's name and address.

**PART 3 thru 9** – Complete these sections – If the question is not applicable, then response should be N/A.

**PART 10** – Sign and date application. If Applicant is not the owner of the property, a notarized statement indicating the owner's approval of the proposed Zoning Hearing Board request must be submitted with the application.

### **SPECIFICATIONS AND PLANS**

- A. The applicant shall file an original and eighteen (18) copies of the application.
- B. The original and all copies shall be individually signed applicant shall submit with each application eighteen (18) copies of a site plan of the entire property in question setting out specifically the dimensions of the lot in question and any other adjacent lots owned by the same owner or same applicant, the dimensions of the existing buildings on the property, the dimensions of any proposed building on the property, the height of any building on the property, the rear, the side and front yard set backs on buildings and proposed buildings and the quantity and location of the off-street parking. The plan should also contain such additional information as the applicant considers useful at the time of the hearing.
- C. The applicant is required to attach a copy of the Deed to the property (if requested).

## **ADDITIONAL INFORMATION**

### **FEES** – Application fee for the Zoning Hearing Board:

#### Residential

Variance for Single Lot	\$875.00
Continuance	\$600.00
Appeal Zoning Officer's Decision	\$875.00
Continuance	\$600.00
UCC Appeal	\$875.00
Continuance	\$600.00

#### Commercial

Variance	\$1,500.00
Escrow	\$300.00
Continuance	\$800.00
Appeal Zoning Officer's Decision	\$1,500.00
Continuance	\$800.00
UCC Appeal	\$1,500.00
Continuance	\$800.00

#### Curative Amendment or Challenge to the Validity of an Ordinance

Application Fee	\$10,000.00
Escrow	\$5,000.00
Continuance	\$800.00

**WAIVER**

I/We hereby waive the provision that the hearing before the Zoning Hearing Board of Penndel Borough be held within 60 days of the filing of the application as required by the Pennsylvania Municipalities Planning Code.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**WAIVER**

I/We hereby waive the provision that the Penndel Borough Zoning Hearing Board or the Hearing Officer, shall render a written decision, or when no decision is called for, make written findings on the application within 45 days after the last hearing before the Board or the Hearing Officer, as required by the Pennsylvania Municipalities Planning Code.

Signature \_\_\_\_\_ Date \_\_\_\_\_



**5 - PROPERTY DESCRIPTION**

Lot Size: \_\_\_\_\_ Lot Frontage: \_\_\_\_\_ Lot Depth: \_\_\_\_\_

Description of current use of property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of existing improvements of property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of proposed use and proposed improvements of property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6 - ORDINANCE**

State each section of the Penn del Borough Ordinance that is involved in this application and specific interpretation or relief requested from the section: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7 - VARIANCE**

State the specific hardship claimed and reasons why a variance should be granted: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8 - SPECIAL EXCEPTION**

State the specific legal grounds why the applicant is entitled to the Special Exception: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9 - PREVIOUS APPEAL**

Has any previous appeal or application been filed in connection with this property? \_\_\_\_\_

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**10 - SIGNATURE**

*The Applicant hereby deposes and says that all of the above statements contained in this application are true and correct to the best of their knowledge and belief. I hereby certify that the proposed application is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of Penn del Borough.*

**SIGNATURE OF APPLICANT**

**DATE**

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