

APPEAL NO. _____

Whitpain Township
960 Wentz Road
Blue Bell, PA 19422-0800
buildingandzoning@whitpaintownship.org

Phone: (610) 277-2400
Fax: (610) 277-2209
Office Hours: Mon – Fri 1-2PM
& by Appointment

ZONING HEARING BOARD APPLICATION

Zoning District: _____ Chapter 160
Article: _____ Section: _____
Article: _____ Section: _____
Article: _____ Section: _____
Article: _____ Section: _____

DO NOT WRITE ABOVE THIS LINE

Applicant Name: JOHN A. & JANE B. DOE
 Owner Equitable Owner Tenant Other

Address: 1234 FIRST AVE, BLUE BELL, PA 19422

Phone #: H. 610.277.2400 W. 610.277.2400 Fax No: 610.277.1234

Pursuant to Chapter 160, Section 160-224 of the Code of the Township of Whitpain, a public hearing is hereby requested to consider the following:

- An appeal from the determination of the Code Enforcement Officer
- A request for a variance
- A request for a special exception
- An appeal from a Zoning Enforcement Notice
- Other – Describe below

Property Address: SAME AS ABOVE
(IF DIFFERENT FROM ABOVE)

Description of relief requested. Check all that apply:

- Addition Use Signage
- Flood Plain Minimum yard setback Expansion of Non-conforming use

Describe request: To allow a 20' x 30' one story addition to the side of the house reducing the minimum required side yard from 25' to 5' and the minimum required aggregate side yard from 60' to 40' at the subject property.

Attorney: _____
Address: _____

Phone #: _____
Fax #: _____

John A. Doe Jane B. Doe
APPLICANT SIGNATURE

AGENT

1234 First Ave, Blue Bell, PA 19422
ADDRESS

AN ADDITIONAL FEE OF \$250 SHALL BE CHARGED FOR ANY CONTINUANCE REQUESTED BY THE APPLICANT. THIS FEE SHALL BE PAID PRIOR TO THE RESCHEDULING OF THE HEARING.

NOTICE

ZONING APPLICATIONS ARE REVIEWED BY THE WHITPAIN TOWNSHIP BOARD OF SUPERVISORS AT ITS PUBLIC MEETINGS HELD ON THE 1ST AND 3RD TUESDAY OF EACH MONTH.

ZONING APPLICATIONS ARE REVIEWED BY THE WHITPAIN TOWNSHIP PLANNING COMMISSION AT ITS PUBLIC MEETINGS HELD ON THE 2ND TUESDAY OF EACH MONTH.

FAILURE TO APPEAR BEFORE THE BOARD OF SUPERVISORS OR PLANNING COMMISSION COULD RESULT IN INSUFFICIENT INFORMATION BEING AVAILABLE TO EVALUATE YOUR APPLICATION. THIS COULD RESULT IN A VOTE TO OPPOSE YOUR APPLICATION BY THE PLANNING COMMISSION AND/OR BOARD OF SUPERVISORS.

PLEASE CALL THE CODE ENFORCEMENT DEPARTMENT FOR VERIFICATION OF THE DATE OF REVIEW.

PLEASE NOTE THE FOLLOWING

| | | |
|----------------|---|------------|
| 1. Filing Fee: | *All Residential Cases | \$550.00 |
| | All Commercial Cases | \$1,500.00 |
| | All Additional Hearings + Advertising & Postage | \$250.00 |

*Occupied Single Family Dwellings Only

Commercial Applicants are liable to the Township for any expenses in excess of the filing fee.

2. There is no law which requires the Applicant to be represented by counsel in the preparation of the application, but it is the Applicant's responsibility to be familiar with all relevant portions of the Zoning Ordinance and to be prepared to demonstrate the provisions under which he is proceeding and the legal basis for this requested relief. Therefore, it is recommended that Applicants consult counsel prior to filing an application to determine any need for counsel to represent Applicant. If counsel is retained, name, address, and phone number should be on the application.

3. The regular monthly zoning meeting is the third Thursday of each month. Every effort will be made to schedule hearings on the next hearing night following the filing deadline of the application as required above and after legal advertising, but if this is not possible, the hearing may have to be scheduled at an alternate date and time.

4. The deadline for filing an application to be heard the following month is the third Tuesday of each month.

5. Code Enforcement Officer's Hours: Monday thru Friday, 1:00 p.m. to 2:00 p.m.
or by appointment.

6. Code Enforcement Officer - Michael E. McAndrew

INSTRUCTIONS TO COMPLETE ZONING APPLICATION

- Name of applicant, phone number, and address.
- Check the appropriate box and describe the work that is proposed for the property.
- If you are not the owner of the property, state your interest in the property, such as equitable owner, tenant, etc.
- Address of property, total area of property in acres or square feet, frontage and depth measurements, zoning classification, and the existing improvement on property, such as sheds, swimming pools, detached garages, etc.
- The proposed use or proposed construction to the property - family room, kitchen, garage, garden shed, swimming pool, etc...
- In this section, tell the Zoning Hearing Board why it is necessary for you to apply to the Board. Home is too small for growing family, lot is too narrow, lot is not deep enough, etc., floodplain on property.
- Please make sure that all Applicants sign their name as it appears in the application. If John and Jane Doe apply then John Doe and Jane Doe must each sign the application. Also, indicate the title of the signer(s), owner, agent for owner, president, attorney.
- Please complete and sign the waiver checklist letter.
- Please provide your original application and accompanying documents as well as fifteen (15) copies of your accompanying documents and fifteen (15) copies of two (2) photos of your property. If you do not provide these copies, they will be made for you and we will charge for copies and labor.

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 Owner Equitable Owner Tenant Other

Address: _____

Phone #: H. _____ W. _____ Fax No: _____

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APPLICANT SIGNATURE

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ZONING HEARING BOARD PLOT PLAN REQUIREMENT - CHECK LIST

Plot Plans (The following information must be on ALL plot plans except as noted below or except as requested by waiver letter.

- ____ Name(s) of owners (name of legal owner, name of equitable owner).
- ____ Name(s) of tenant or other occupant(s).
- ____ Address of property.
- ____ Date of preparation of drawing.
- ____ Name of Preparer.
- ____ Zoning classification of the property.
- ____ North arrow (Compass Direction).
- ____ Scale of not less than 1" = 20'; In the case of large projects, not less than 1" = 40'.
- ____ Entire property including property line and distances.
- ____ *Courses of property lines.
- ____ Existing structures with dimensions of all sides.
- ____ Date of construction of existing structures.
- ____ Proposed structures with dimensions of all sides.
- ____ Distances of existing and proposed structures from property lines.
- ____ Nearest existing structures on adjacent properties, within 100' of property lines. Give use and distances from Applicant's property line.
- ____ Names and addresses of adjacent property owners.
- ____ *Existing contour lines at 2' intervals. (Where slope exceed 10%, then 5' intervals may be used).
- ____ Details of proposed grading and drainage.
- ____ Existing trees over 4" in diameter affected by proposed construction.
- ____ Existing and proposed roads, driveways, and parking areas showing number of parking spaces and traffic flow arrows.
- ____ *Calculations of off-street parking as required by ordinance.
- ____ Setback lines for building and parking areas.
- ____ Ultimate right-of-way lines of adjacent street(s).
- ____ Areas of existing and proposed structures (individual figure for each structure) and percent of lot coverage of existing and proposed structures.
- ____ Calculation of ratio of area of additions to area of existing structures.
- ____ Building heights, existing and proposed.
- ____ Location and size of signs, existing and proposed.
- ____ Location and type of outdoor lights, existing and proposed.
- ____ *Surface material and dimensions of paved areas, existing and proposed.
- ____ *Landscaping, existing and proposed.
- ____ Floodplain Conservation District lines.

Building Plans (if applicable)

- ____ Plans of all floors of proposed building structures at scale of not less than 1/8" = 1' showing heights, exterior materials, and signs.
- ____ Elevations of proposed building structures at scale of not less than 1/8" = 1' with dimensions where additions are proposed.

General Information

Fifteen (15) copies plus original of each drawing are required. (Two must be darkened and shaded with colored pencil, ink, magic marker, or similar device to make drawings easy reading at the ZHB hearing from a distance of 30 feet. Fifteen (15) copies plus original of any additional information submitted with the application should also be provided, **and two (2) photographs.**

*Commercial Applications only (where applicable)

**WHITPAIN TOWNSHIP ZONING HEARING BOARD
MONTGOMERY COUNTY, PENNSYLVANIA**

RESOLUTION

**RESOLUTION PROHIBITING THE UNAUTHORIZED PRACTICE OF LAW
BEFORE THE ZONING HEARING BOARD OF WHITPAIN TOWNSHIP,
MONTGOMERY COUNTY, PENNSYLVANIA**

WHEREAS, the unauthorized practice of law is a violation of 42 Pa. C.S. § 2524, which provides that a person who commits the unauthorized practice of law commits a misdemeanor of the third degree upon a first violation and a misdemeanor of the first degree upon the second or subsequent violation;

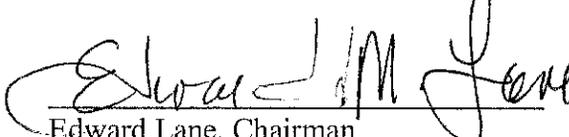
WHEREAS, the Montgomery Bar Association Unauthorized Practice of Law Committee issued an Opinion dated May 20, 2010, concluding that the appearance before a municipal quasi-judicial board by a person representing an applicant or appellant other than a duly licensed attorney at law in the Commonwealth of Pennsylvania constitutes the unauthorized practice of law; and,

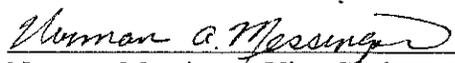
WHEREAS, the Zoning Hearing Board of Whitpain Township, Montgomery County, Pennsylvania, desires to prohibit the unauthorized practice of law in proceedings before the Board.

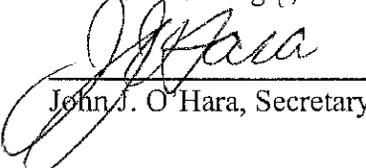
NOW, THEREFORE, BE IT RESOLVED, that the Zoning Hearing Board of Whitpain Township, Montgomery County, Pennsylvania, shall prohibit the unauthorized practice of law in any matter before it which involves the presentation of an application and/or appeal under the provisions of the Pennsylvania Municipalities Planning Code and the Zoning Ordinance of Whitpain Township, Montgomery County, Pennsylvania, by requiring that a person representing an applicant or appellant before the Board shall be a duly licensed attorney-at-law in the Commonwealth of Pennsylvania.

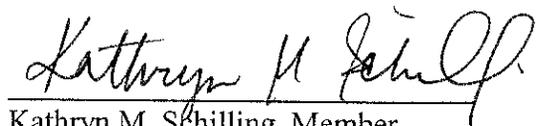
DULY PRESENTED AND ADOPTED, by the Whitpain Township Zoning Hearing Board at a public meeting held on the 15th day of July, 2010.

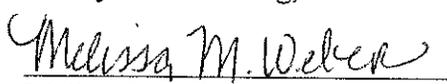
**WHITPAIN TOWNSHIP
ZONING HEARING BOARD**


Edward Lane, Chairman


Norman Messinger, Vice Chairman


John J. O'Hara, Secretary


Kathryn M. Schilling, Member


Melissa Murphy Weber, Member

**PLOT PLAN CHECKLIST WAIVER REQUEST AND RESOLUTION
ACKNOWLEDGEMENT**

Whitpain Township Zoning Hearing Board
960 Wentz Road
Blue Bell, PA 19422

Zoning Hearing Board Members:

I hereby request permission to have the items noted on the check list with which I have not complied, waived, due to the fact that compliance will impose a hardship upon myself and the information is not relevant to my case.

I hereby acknowledge receipt of the July 15, 2010 Resolution of Zoning Hearing Board regarding the unauthorized practice of law.

Signed: _____

Date: _____