



APPLICATION FOR ZONING HEARING BOARD

NORTH COVENTRY TOWNSHIP, CHESTER COUNTY, PA

INSTRUCTIONS

1. **Application:** Please complete the enclosed application and specify whether the applicant is seeking a variance, special exception, an appeal from a decision of the zoning officer, or some other permission or combination of permit. If the application is for something other than a variance or special exception, the applicant must explain the exact permission sought.
2. **Proof of ownership:** A deed, tax parcel number, agreement of sale, option to purchase or a lease must be supplied with the application to provide proof of ownership.
3. **Survey or Plot Plan:** Provide a plot plan or survey to delineate the property boundary. See requirements below.
4. **Zoning Officer's Determination:** Provide a copy of the zoning officer's determination, only in application for appeal.
5. **Required Fee:** Checks made payable to "*North Coventry Township*"
Residential Application: \$750.00 Commercial Application: \$1,500.00

Fees are subject to change. Please reference the Township's Fee Schedule available at www.northcoventrytownship.com.

6. **Copies of Application:** Please submit a full electronic application and seven printed (7) copies of all required documentation. Please note documentation becomes part of the official record and will not be returned to the applicant.
7. **Supplemental Documentation:** Although not required, the applicant may submit photographs, renderings, and other images for visual reference. Please include full size digital copies of images with your application.

PLOT PLAN REQUIREMENTS

I. For an addition or change to a single residence, the plot plan:

- 1) Must be drawn to scale of at least 1 inch= 50 feet
- 2) Must show the layout of existing buildings, driveways, property lines, streets, etc. and the proposed addition or change
- 3) Must show all setbacks for existing and proposed structures and identify neighbors and the type and location of neighboring structures
- 4) Other pertinent information deemed necessary.

II. For an addition or change to a nonresidential building or new construction on a vacant property, the plot plan:

- 1) Must be prepared by a registered surveyor, registered professional engineer, or licensed architect
- 2) Must be drawn to scale of 1 inch = 50 feet
- 3) Must show exact dimensions of the existing and proposed lot lines, lot size, exact location of existing and proposed structures, all setbacks for yards (front, rear, side), exact dimensions of all existing driveways and all existing and proposed rights of way, roads, etc.
- 4) Must include a legend on the face of the survey plan which indicates the following information and data:
 - a. The existing zoning data and requirements (e.g. lot area, lot width, building coverage, lot coverage) that apply to the zoning district where the subject property is located
 - b. The same information for the proposed use as applicant wishes to build
 - c. The calculation of how the zoning data for the proposed project is different from the zoning data for the district. For example, if the ordinance requires a 30 foot setback, and applicant intends to provide a 20 foot setback, the plan must explain, in table form, the required setback of 30 feet, the proposed setback of 20 feet, and the difference of 10 feet.

FOR SUBDIVISION PLANS

If the applicant requests relief from the Board before submitting a subdivision or land development plan to the Township the applicant must also submit any plans required by the

subdivision ordinance including, but not limited to, survey plans, topographical surveys, stormwater management, etc. with application.

NOTICE REQUIREMENTS

The law requires notice of the hearing be sent to the applicant, to the zoning officer, to any person who has requested to be notified, and to anyone else designated by ordinance. Notice must be posted conspicuously on the subject property, be published in a newspaper of general circulation, and be mailed to neighbors of the property. The applicant must accurately describe the property's location to allow the zoning officer to post the notice at least one (1) week prior to the hearing. All notices will be mailed to the applicant at the subject property's address unless the applicant specifies otherwise on the application.

SCHEDULING THE HEARING DATE

The Township will certify that the application is complete. Upon confirming receipt of a complete application, the Township will coordinate with the Zoning Hearing Board and Zoning Hearing Board Solicitor to schedule the hearing within sixty (60) days.

HEARING PREPARATION & PROCESS

Please be advised that the applicant is responsible to make its case to the Board in support of its application. The applicant has the burden of proof to show that it is entitled to a variance or that it meets the requirements for a special exception or other relief. The Board depends on the applicant to produce all the relevant information and testimony (including expert witnesses when needed). The applicant may only communicate with the Board during scheduled hearings. If the applicant has any procedural questions, they should contact Township staff. The hearing is a formal judicial proceeding open to the public.

A court reporter records the hearing and prepares a transcript. In addition to the applicant, parties to the hearing are the Township and any person affected by the application who wishes to be a party and has made a timely appearance of record before the Board. The applicant's sworn testimony, that of its witnesses and any party to the hearing, and any documents and plans presented at the hearing become the formal record and form the basis of the Board's decision. Parties have the right to be represented by counsel and are given the opportunity to respond to the applicant's presentation and present evidence at the hearing.

The applicant should be prepared to answer questions from the Board, other parties, and the public. Some applications may require more than one hearing. Any party to the hearing may file an appeal of a decision of the Board if it is believed an official has committed an error or misinterpreted the law. Appeals from a determination of the Board must be filed within thirty (30) days after the action that is subject to an appeal.

ZONING HEARING BOARD APPLICATION

1. CONTACT INFORMATION

Applicant Name: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

Legal Status: () Owner of legal title () Owner of equitable title ()

Name of Property Owner (if not applicant): _____

Email Address: _____

Telephone Number: _____

Mailing Address: _____

Name of Attorney (If applicable) _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

Name of Engineer/Surveyor: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

2. PROJECT INFORMATION

Project Location: _____

Zoning District: _____

Tax Parcel

Number(s): _____

Acreage/Square Footage:

PROJECT DESCRIPTION

State reason for the hearing (Variance, Special Exception, Appeal from Determination of the Zoning Officer). List the applicable sections of the Township's Zoning Ordinance Chapter 370 that are applicable to the request.

Describe existing use, acreage, all structures present, typography, other features. Describe what additions to or improvements to the property the applicant intends to make under the application and why.

If the applicant is appealing a determination of the Zoning Officer, attach a copy of the zoning officer's determination and explain the reasons that the applicant believes the Zoning Officer's determination is incorrect with reference to any applicable section(s) of the Township Zoning Ordinance.

If applicant is changing the use of the property, describe the nature of the proposed use and explain why the use should be permitted, listing any sections of the Township's Zoning Ordinance (from the Township Code) that it believes to be related to its proposal.

3. CERTIFICATION

I / We hereby apply for a Zoning Hearing in accordance with the North Coventry Township Zoning Ordinance.

I / We certify that the information provided in this application is true and correct to the best of my / our knowledge.

X Owner / Applicant Signature

Date

Printed Name

For Township Staff Only:

Date Application Submitted: _____

Date Determined Complete: _____