

CASE 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 #: _____

Email: _____

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 #: _____
Email : _____

John A. Doe Jane B. Doe
APPLICANT SIGNATURE

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 Hearing Board 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 Hearing Board 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 the Planning Commission could result in insufficient information made available to evaluate your application. This could result in a vote to oppose your application by the Board of Supervisors and/or the Planning Commission.

The applicant and their consultant(s) shall review all pertinent portions of the Township Code (Zoning Ordinance, Subdivision and Land Development Ordinance, Stormwater Management Ordinance, etc.) that may impact the Zoning relief that is being requested. Although the applicant is seeking relief from a portion(s) of the Zoning Ordinance, the application shall comply with the regulations of the Subdivision and Land Development Ordinance, the Stormwater Management Ordinance, and any other relevant portions of the Township Code as well.

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. The filing deadline is the third Tuesday of each month. The hearing date is on the third Thursday of the following month. After the filing deadline and legal advertisement of the hearing, every effort will be made to have the application heard on the hearing date. However, if this is not possible, the hearing may have to be scheduled at an alternate date and time.
3. There is no law which requires the Applicant to be represented by counsel in the preparation of the application, however, it is the Applicant's responsibility to be familiar with all relevant portions of the Zoning Ordinance **and any other portions of the Township Code (Subdivision and Land Development Ordinance, Stormwater Management Ordinance, etc.)** and to be prepared to demonstrate the provisions under which he or she 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 the Applicant. If counsel is retained, name, address, and phone number should be on the application.
4. Code Enforcement Officer's Hours: Monday thru Friday, 1:00 p.m. to 2:00 p.m. or by appointment.
5. Code Enforcement Officer: Michael E. McAndrew

INSTRUCTIONS TO COMPLETE 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.
- Explain 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, floodplain on property, etc.
- All Applicants must sign their name as it appears on 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, etc.
- Complete and sign the waiver checklist letter.
- Provide your original application and accompanying documents along with twelve (12) copies of your application, documents, and twelve (12) 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.
- A PowerPoint Presentation will be displayed during the Hearing using each Applicant's photos and plans that are originally submitted with this Application. If you wish to have any additional photos or plans to be displayed, or to create your own PowerPoint Presentation, all items must be e-mailed to buildingandzoning@whitpaintownship.org no later than 3:00pm on the day of the Hearing.

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Owner Equitable Owner Tenant Other

Address: _____

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Property Address: _____
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Description of relief requested. Check all that apply:

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

Describe request: _____

Attorney: _____
Address: _____
Phone #: _____
Email : _____
SIGNATURE _____

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ZONING HEARING BOARD

PLOT PLAN REQUIREMENT CHECKLIST

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.

*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;

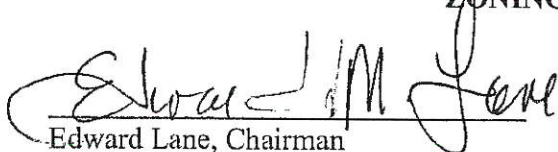
WHEREAS, the Montgomery Bar Association Unauthorized Practice of Law Committee issued an Opinion dated May 20, 2010, concluding that the appearance before a municipal quasi-judicial board by a person representing an applicant or appellant other than a duly licensed attorney at law in the Commonwealth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

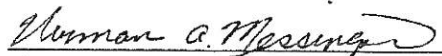
WHEREAS, the Zoning Hearing Board of Whitpain Township, Montgomery County, Pennsylvania, desires to prohibit the unauthorized practice of law in proceedings before the Board.

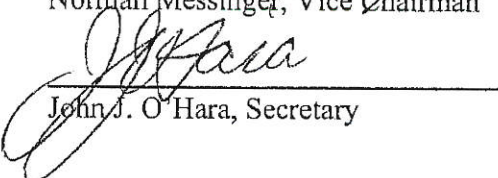
NOW, THEREFORE, BE IT RESOLVED, that the Zoning Hearing Board of Whitpain Township, Montgomery County, Pennsylvania, shall prohibit the unauthorized practice of law in any matter before it which involves the presentation of an application and/or appeal under the provisions of the Pennsylvania Municipalities 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.

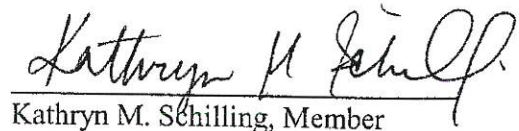
DULY PRESENTED AND ADOPTED, by the Whitpain Township Zoning Hearing Board at a public meeting held on the 15th day of July, 2010.


**WHITPAIN TOWNSHIP
ZONING HEARING BOARD**


Edward Lane, Chairman


Norman Messinger, Vice Chairman


John J. O'Hara, Secretary


Kathryn M. Schilling, Member


Melissa M. 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 checklist 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: _____