

BOARD USE ONLY

Date submitted _____

Date complete _____

No. _____ of 20 _____

Date of first hearing _____

Application to
ZONING HEARING BOARD

WEST VINCENT TOWNSHIP

729 St. Matthews Rd.
Chester Springs, PA 19425
610-458-1601

1. Applicant _____
Address _____

Phone _____

Fax _____

Property address _____ **Tax parcel No. 25-** _____

Legal Owner _____ **Equitable Owner** _____
(name and address) _____ (name and address) _____

If applicant is not the owner, please provide copy of agreement of sale, lease, or other proof of legal interest.

This application is: _____ 1. an **appeal** from a decision of the Zoning Officer
_____ 2. an application for **special exception** pursuant to the terms of Section(s)
_____ of the Township Zoning Ordinance
_____ 3. a request for a **variance** from the terms of Section(s) _____
_____ of the Township Zoning Ordinance.
_____ 4. **other** (please specify): _____

2. Property description:
lot size _____ acres
existing improvements _____
present use _____
zoning classification _____

3. Include a minimum of 20 copies of a location map showing:
_____ road names/property lines
_____ adjacent properties
_____ location of any property you may own adjacent to or in the immediate vicinity of the property in question.

4. Include a minimum of 20 copies of a plot plan showing:
_____ old and new structures
_____ elevation contour lines in 10 foot intervals (2 foot intervals if available or necessary to illustrate project details)
_____ setbacks from all property lines
_____ location of existing and/or proposed wells and/or septic systems
_____ streams, ponds, wetlands
_____ tree lines and tree masses

5. Description of proposed use and relief requested: _____

Reasons why Zoning Hearing Board should grant your request: _____

Other information which the Zoning Hearing Board should have in order to properly decide your case:

6. List on a separate sheet the **name and mailing address** of every property owner and/or occupant of every lot within 500 feet of any lot line of the property in question. The office staff can assist you in compiling this list if you need help.

7. This application must be accompanied by a check or money order in the amount of **\$1500.00**, for a Residential Hearing which will apply to the initial hearing. If subsequent or continued hearings are required, additional fees of 50% of the original hearing fee will be charged. Residential Special Exceptions have a fee of \$1500.00. Zoning Hearings for Commercial, Industrial, and Institutional require a fee of \$3000.00, and Non-Residential Special Exceptions \$3000.00. If actual costs of the hearing(s) which are permitted to be charged to the applicant per the PA Municipalities Planning Code exceed this fee, the applicant will be required to pay these additional costs. **(Plus reimbursement of Township's Consultant and Legal Fees)**

You will be notified within ten (10) working days of application submission regarding the status of your application and/or hearing date.

Forward your completed application to the Township Secretary at the above address.

Signature of applicant(s)

Applicant _____ will, _____ will not be represented by legal counsel at hearing.

Attorney _____

Address _____

Phone _____ Fax _____

CHECKLIST (NO ACTION WILL BE TAKEN IF NOT COMPLETE)

- _____ Application form
- _____ Property description: lot size, acres, improvements, present use, zoning
- _____ 20 Location maps: property lines/road names, adjacent properties, other properties owned by applicant
- _____ 20 Plot plans: old & new structures, contour lines, setbacks, wells/septic systems, water constraints, trees
- _____ Description of proposed use and relief requested: Include Section number from Zoning Ordinance.
- _____ Names and addresses of property owners within 500'
- _____ Fee Received: _____
Date Ck. # By

_____ Complete _____ Incomplete _____ Zoning Officer's initials

Reason: _____

INFORMATION FOR APPLICANTS

As an applicant presenting a request to the Zoning Hearing Board, you should be aware of the following:

1. The Zoning Hearing Board will schedule a hearing within sixty (60) days of your application.
2. At the hearing, you should be prepared to discuss the proposed use or change of use, as well as any new construction or building planned. If new building is to be constructed or existing building(s) rehabilitated, you should have a building plan showing the proposal (e.g.-floor plans, elevations).
3. The Zoning Hearing Board will officially notify all property owners within 500 feet (500') of the applicant's property (**from the list accompanying the application**). You may, however, want to be prepared to discuss their positions, if any, are regarding your proposal.
4. If relevant to the proceedings, you should have photographs of the property and surrounding neighborhood in order to fully inform the Board of the nature of the proposed use and how it fits into the surrounding uses.
5. Since Zoning Hearing Board decisions are based on compliance with specific ordinance provisions, the applicant should consult the Township Zoning Ordinance regarding hearing procedures and standards for review of applications (copies enclosed).
6. It is strongly recommended by the Zoning Hearing Board that you be represented by an attorney. A zoning hearing is a legal proceeding.