



# ZONING HEARING BOARD APPLICATION

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1. MUNICIPAL USE ONLY			
Permit Received:    /    /		When ready: <input type="checkbox"/> Email <input type="checkbox"/> Call	Received as: <input type="checkbox"/> Walk-in <input type="checkbox"/> Mail
Application Received by:		<input type="checkbox"/> Email	
Received:	<input type="checkbox"/> <b>20 Location maps:</b> MUST INCLUDE property lines/road names, adjacent properties, other properties owned by applicant <input type="checkbox"/> <b>20 Plot plans:</b> MUST INCLUDE old and new structures, contour lines, setbacks, wells/septic systems, water constraints, trees <input type="checkbox"/> <b>Names/addresses of all property owners within a radius of 500'</b> ( <i>instructions at back of packet</i> ) <input type="checkbox"/> <b>PDF of plot plan and location map</b> emailed through website <b>Date Received:</b> /    /		
Permit Fees <b>(DUE AT SUBMISSION)</b> :  * See current Fee Schedule		<input type="checkbox"/> Cash <input type="checkbox"/> Check #	<b>Date Received:</b>  /    /

**DO NOT ACTIVATE APPLICATION UNTIL ALL ITEMS HAVE BEEN RECEIVED**

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### INFORMATION FOR APPLICANTS

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

- The Zoning Hearing Board will schedule a hearing within sixty (60) days of your completed application.
- 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 a new building(s) is to be constructed or existing building(s) rehabilitated, you should have a building plan showing the proposal (e.g. floor plans, elevations).
- 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 what their positions are, if any, regarding your proposal. Directions on how to create the "500 Feet" list are located at the back of this application. It is the applicant's responsibility to create/provide this list with the application.
- 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.
- 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.
- It is strongly recommended by the Zoning Hearing Board that you be represented by an attorney. A zoning hearing is a legal proceeding.
- You will need to provide a **minimum of twenty (20) copies of plot plans AND twenty (20) copies of a location map** that shows: 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.



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## 2. LOCATION OF PROPERTY

<b>Site Address:</b>	
<b>Tax Parcel ID:</b> 25 - _____ - _____	<b>Lot # (if applicable):</b>
<b>Is this a historical structure?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	

<b>3. OWNER</b>	<b>Email:</b>
<b>Name:</b>	<b>Phone:</b>
<b>Address/City/State/Zip:</b>	

<b>4. APPLICANT</b>	<b>Email:</b>	<input type="checkbox"/> Same as owner
<b>Name:</b>	<b>Relationship to owner:</b>	
<b>Company (if applicable):</b>	<b>Phone:</b>	
<b>Address/City/State/Zip:</b>		
<input type="checkbox"/> <i>If applicant is not the owner, please provide copy of agreement of sale, lease or other proof of legal interest.</i>		

## 5. REASON FOR APPLICATION

**This application is:**

Application for special exception pursuant to terms of Section(s) \_\_\_\_\_ of WVT Zoning Ordinance

Request for variance from Section(s) \_\_\_\_\_ of WVT Zoning Ordinance

Appeal from decision of WVT Zoning Officer

Other (please specify): \_\_\_\_\_

## 6. PROPERTY INFORMATION

<b>Lot Size:</b> _____ acres	<b>Present use:</b>
	<b>Proposed new use:</b>
<b>Zoning District &amp; Compliance:</b> Most parcels will only be in one district, but some larger parcels may be in two adjacent districts. <i>Check all that apply:</i>	
<input checked="" type="checkbox"/> R-2 Residential <input type="checkbox"/> R-3 Residential <input type="checkbox"/> RC Residential Conservation <input type="checkbox"/> RM Residential Mix <input type="checkbox"/> M Municipal <input type="checkbox"/> BV Birchrunville Village <input type="checkbox"/> LVCC Village Center Commercial <input type="checkbox"/> KV Kimberton Village <input type="checkbox"/> PC/LI Planned Commercial/Limited Industrial	
<b>Overlay District:</b> (click all that apply)	
<input type="checkbox"/> FPC - Floodplain Conservation <input type="checkbox"/> HP - Historic Preservation <input type="checkbox"/> PRD - Planned Residential Development <input type="checkbox"/> Rte. 100 <input type="checkbox"/> SSC - Steep Slope Conservation <input type="checkbox"/> TDR - Transferrable Development Rights <input type="checkbox"/> UDA - Unified Development Area <input type="checkbox"/> VCR - Village Center Residential <input type="checkbox"/> WRP - Water Resource Protection <input type="checkbox"/> MHP - Mobile Home Park <input type="checkbox"/> Groundwater Protection - Zone A <input type="checkbox"/> Groundwater Protection - Zone B <input type="checkbox"/> Groundwater Protection - Zone C	



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**Flood Zone** (choose one)  Yes  No  Unknown *If yes, is it being developed in that area?*  Yes  No

If yes, **attach one (1) of the flood hazard certifications** mandated in section 1612.5 of the International Building Code. Owner/Agent shall verify that any proposed construction activity complies with the requirements of the National Flood Insurance Program and for PA Flood Plain Management Act (Act 166 1978, specifically section 60.3) (D).

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**Wetlands** (choose one)  Yes  No  Unknown *If yes, is it being developed in that area?*  Yes  No

Owner/Agent shall verify that any proposed construction activity complies with the requirements of the Commonwealth of PA Department of Environmental Protection (25 PA Code Chapter 105).

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**Is there any known easement, conservation agreement or encumbrance attached to this property?**

Easement(s)  Conservation agreement  Encumbrance  Unknown  No

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**Indicate the type of work or improvement:** *(check all that apply)*

Agricultural  Porch/patio  Park/Recreational  Shed  Walkway  Boarding stables  Sign

Deck, <30"  Deck, >30"  Building  Accessory Building/Dwelling  Other \_\_\_\_\_

**7. DIMENSIONS AND IMPREVIOUS AREA**

An impervious surface is a structure or paved area that hinders or blocks the absorption of water into the ground. Examples include, but are not limited to, rooftops, sidewalks, patios, driveways, parking lots, storage areas, concrete, asphalt, or gravel roads. Please provide best estimates of the property's impervious area totals:

Feature/Improvement	Existing Area	Area being removed	New area being added
<input type="checkbox"/> Primary building (house)	ft <sup>2</sup>	ft <sup>2</sup>	ft <sup>2</sup>
<input type="checkbox"/> Barn	ft <sup>2</sup>	ft <sup>2</sup>	ft <sup>2</sup>
<input type="checkbox"/> Shed	ft <sup>2</sup>	ft <sup>2</sup>	ft <sup>2</sup>
<input type="checkbox"/> Pool house	ft <sup>2</sup>	ft <sup>2</sup>	ft <sup>2</sup>
<input type="checkbox"/> Guesthouse (accessory dwelling, stand-alone)	ft <sup>2</sup>	ft <sup>2</sup>	ft <sup>2</sup>
<input type="checkbox"/> Driveway (from road to primary garage)	ft <sup>2</sup>	ft <sup>2</sup>	ft <sup>2</sup>
<input type="checkbox"/> Driveway (all other driveway and/or parking area)	ft <sup>2</sup>	ft <sup>2</sup>	ft <sup>2</sup>
<input type="checkbox"/> Patios	ft <sup>2</sup>	ft <sup>2</sup>	ft <sup>2</sup>
<input type="checkbox"/> Walkways	ft <sup>2</sup>	ft <sup>2</sup>	ft <sup>2</sup>
<input type="checkbox"/> Decks	ft <sup>2</sup>	ft <sup>2</sup>	ft <sup>2</sup>
<input type="checkbox"/> Porches	ft <sup>2</sup>	ft <sup>2</sup>	ft <sup>2</sup>
<input type="checkbox"/> Pool (surface of water)	ft <sup>2</sup>	ft <sup>2</sup>	ft <sup>2</sup>
<input type="checkbox"/> Pool coping	ft <sup>2</sup>	ft <sup>2</sup>	ft <sup>2</sup>
<input type="checkbox"/> Pool deck or patio	ft <sup>2</sup>	ft <sup>2</sup>	ft <sup>2</sup>
<input type="checkbox"/> Pond	ft <sup>2</sup>	ft <sup>2</sup>	ft <sup>2</sup>
<input type="checkbox"/> Other (please list):	ft <sup>2</sup>	ft <sup>2</sup>	ft <sup>2</sup>
	ft <sup>2</sup>	ft <sup>2</sup>	ft <sup>2</sup>
	ft <sup>2</sup>	ft <sup>2</sup>	ft <sup>2</sup>

<b>12.</b>	<b>SIGNAGE (if needed)</b>
<p>This section is needed if the project requires a sign permit. Refer to Article of the Zoning Ordinance for sign regulations. If you are <b>installing duplicate signs</b>, indicate so below. If you are <b>installing multiple signs</b>, provide information to questions A through C for each sign being installed. You may use additional sheets of paper or multiple copies of this page if necessary.</p>	
<b>A. EXISTING SIGNAGE</b>	
Type of sign (i.e. wall sign): _____ Size of sign: _____ ft <sup>2</sup>	
<b>B. PROPOSED SIGNAGE</b>	
Total # of signs: _____ <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Duplicate (# of same signs) _____ Size of sign: _____ ft <sup>2</sup>	
<b>Use (select one):</b> <input type="checkbox"/> Office <input type="checkbox"/> Institutional <input type="checkbox"/> Agricultural <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Supplemental <input type="checkbox"/> Political <input type="checkbox"/> Industrial <input type="checkbox"/> Shopping center <input type="checkbox"/> Recreation/open space	
<b>Type of sign (select one):</b> <input type="checkbox"/> Wall <input type="checkbox"/> Roof <input type="checkbox"/> Ground <input type="checkbox"/> Pylon <input type="checkbox"/> Billboard <input type="checkbox"/> Awning <input type="checkbox"/> Directional <input type="checkbox"/> Banner <input type="checkbox"/> Directory (multiple tenants) <input type="checkbox"/> Monument or Entrance	
<b>C. STRUCTURAL SPECIFICATIONS (please be as accurate as possible)</b>	
Amount of space occupied by sign: _____ ft <sup>2</sup> (*Note - acreage of site noted in item 6)	
Length of building frontage (width of tenant frontage at main entrance): _____ feet	
Height of building frontage (height of building at tenant entrance): _____ feet	
Will the sign be illuminated? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, then how? _____	

**Instructions for finding Property Owner(s) Within 500 Feet of Property Line**

1. Type the word 'Chescoviews' into your internet browser. Click on the entry for ChescoViews – Chester County, Pennsylvania.
2. A welcome screen appears. Click on the button which says 'Enter ChescoViews'.
3. On the top right, click on the search tool indicated by the magnifying glass icon. Enter the street address and name of street you are making an application for in the appropriate boxes. If the street name is common, you may have to enter the Municipality name in the appropriate box as well. Click 'Search'.
4. When you see the property is highlighted in red, click on the round button icon on the top right that is labeled 'Buffer Zone'. Enter '500' in the distance box and make sure 'feet' is chosen in the unit pulldown. Click 'Set Buffer' and select your red-highlighted property. A list of all owners in the Buffer Zone is indicated below the map.
5. At the top of the list of owners, click 'Export' and 'Download as CSV'. You can open or save directly to your hard drive, whichever you prefer.
6. Open the Excel spreadsheet created by the import of the property owners. Widen the columns so that all the mailing information can be easily seen. Print this spreadsheet (you may have to change the orientation to 'landscape') and submit with application.