



101 Commerce Drive
Exton, Pennsylvania 19341

Tel: (610) 363-9525
www.westwhiteland.org

APPLICATION FOR HEARING ZONING HEARING BOARD

Applicant's Name: _____

Mailing Address: _____

Telephone: _____ e-Mail: _____

The Applicant is: _____ Owner _____ Agent for Owner _____ Purchaser

_____ Other: _____

Property Address: _____

Application for: _____ Variance(s) _____ Appeal from determination of Zoning Officer

_____ Other: _____

Briefly explain your application: _____

If the Applicant is NOT the Owner of the subject property, then the following information must be provided. Otherwise, this section may be left blank.

Owner's Name: _____

Mailing Address: _____

Telephone: _____ e-Mail: _____

You are not required to have legal representation, but many Applicants choose to have an attorney act on their behalf. If you will have an attorney, please provide the following information.

Name of Firm: _____

Name of Attorney: _____

Mailing Address: _____

Telephone: _____ e-Mail: _____

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If you are applying for a hearing for a variance to allow a construction project on your property, the application must include a plan of the property showing both existing conditions and the improvements to be made. If this is best shown by submitting one drawing showing existing conditions and another drawing showing what is proposed, please do so: it is essential that Staff and the Zoning Hearing Board have a clear understanding of your intentions. You may have the plan(s) prepared by a professional land surveyor or engineer, but this is not required. However, the plan must be drawn to scale and, as a minimum, include the following:

- The scale of the plan, preferably in graphic form.
- Lot dimensions and a statement of the total lot area in square feet. For lots larger than three (3) acres, the lot area may be expressed in acres to at least three decimal places.
- Location and exterior dimensions of all existing and proposed structures, including accessory structures (like sheds) and elevated structures (like decks).
- Location and area in square feet of all existing and proposed impervious surfaces, such as driveways, patios, and sidewalks. If the property has (or will have) a swimming pool, the area covered by water should NOT be included in this calculation.
- Show and label the distance in feet from all structures to the nearest property line and the street right-of-way line.
- Height in feet of all proposed structures.
- Location of utility easements, stormwater management facilities, road rights-of-way, FEMA-designated floodplains, designated wetlands, and areas of precautionary and prohibitive slopes as defined in [§325-70.A](#) of the Zoning Ordinance.

Please consult with Staff if you have a question about any of these requirements, if you want to know how this information can be found, or if you believe that any of these items are not relevant to your application or property.

The following section may be filled out by or with the assistance of Township Staff:

Zoning District(s): _____

Tax Parcel Number(s): _____

Is review by the Historical Commission required? _____ YES
 (Please review the [Township’s Historic Resource Map](#) if you are unsure) _____ NO

This Application, including all other documents to be delivered in connection herewith, may be executed by electronic signature (or “/s/”), and shall be considered an original signature. Any electronic signatures appearing on this form and other documents pertaining to this application shall have the same force and effect as an original, handwritten manual signature for the purposes of validity, enforceability, and admissibility.

 Signature of Applicant

 Signature of Owner
 (if different from Applicant)

 Date of Signature

 Date of Signature

PLEASE NOTE: This Application is not considered complete unless accompanied by a check or money order payable to West Whiteland Township for the full amount of the Township review fee.

TO BE COMPLETED BY TOWNSHIP STAFF:

I have reviewed this Application Form and accompanying documents and determined that it is sufficiently complete to be accepted for review.

Name of Staff member accepting Application

Date Application deemed complete

APPLICATION for HEARING: ZONING HEARING BOARD
TABLE of CONTENTS

Instructions

Description of the Hearing Process

Historic Resources

Fees

Checklist

Notification Requirement

Sample Notification Letter

Pre-Hearing Review

APPLICATION for HEARING: ZONING HEARING BOARD
APPLICATION INSTRUCTIONS

Applicant: The individual or corporation that is requesting the hearing, that will be responsible for payment of Township charges related to the hearing and the administration of the process, and to which Township correspondence will be directed. If the Applicant is a corporation, the name of a specific contact person must be provided.

The Applicant is usually, but not always, the owner of the property that is the subject of the hearing. You are the **Owner** if your name (or the name of your corporation) is shown on the deed for the property. Frequently, an attorney or engineer will act as **Agent for Owner**. This term includes any person or corporation that has a contractual obligation to or agreement for services with the Owner. We consider you the **Purchaser** if you are in the process of purchasing all or part of the subject property, or if you intend such purchase subject to a successful outcome of the hearing. If none of these terms apply to you, indicate **Other** and explain your interest in the space provided.

Property Address: The property that is the subject of the hearing. If the property does not have a street address, please provide a description of the location, including the name of the street(s) abutting the property and the nearest intersecting street.

Application for: The jurisdiction of the Zoning Hearing Board is established by the Pennsylvania Municipalities Planning Code and is described in [Article XIX](#) of the Zoning Ordinance. Most hearing applications are to request a **variance** ([§325-118](#) of the Ordinance) or to make an **appeal from the determination of the Zoning Officer** ([§325-115](#)). You will need a variance if you want to use or to develop your property in a manner not permitted by the Zoning Ordinance. If you believe that the Zoning Officer has not followed proper procedures or has misinterpreted or improperly applied some provision(s) of the Ordinance, then you may apply for an appeal from the Officer's determination. The "**Other**" category includes challenges to the Zoning Ordinance or the Zoning Map (unless you are filing a petition for a curative amendment, which is heard by the Board of Supervisors) and challenges to the Subdivision and Land Development Ordinance.

Briefly explain your application: If you are applying for a variance, tell us what you would like to do that is not allowed by the Zoning Ordinance. You may cite the sections of the Ordinance that are relevant to your appeal, but Township Staff will make the final determination of what relief is necessary for you to proceed with your activity or project. If you are applying for an appeal, please tell us how you believe that the Zoning Officer is in error. For an appeal, you **MUST** cite the specific sections of the Zoning Ordinance that are the basis of your appeal. If you are challenging the Zoning Ordinance or the Subdivision and Land Development Ordinance, you must state the basis for your challenge. If the space here is not sufficient, you may provide the explanation on a separate page attached to the application form.

Owner's Name: This section does not need to be filled out if the Applicant is the owner, just be sure that you have checked the proper line under "Applicant". Otherwise, this information **MUST** be provided and the Owner or their authorized representative **MUST** sign the application form.

Name of Attorney: As noted on the form, you are **NOT** required to have legal representation, although the great majority of our Applicants choose to have an attorney as part of their team. If you complete this part of the form, we will assume that we have your permission to contact the firm or individual named to respond to questions on legal matters regarding your application.

Township Staff assistance: The information required in this section may not be readily available to you. Township Staff will be happy to assist you in identifying the applicable zoning district, the tax parcel number, and determining whether your project will need to be reviewed by the Township Historical Commission. As per [§325-84.D\(7\)](#) of the Zoning Ordinance, the Historical Commission must review applications to the Zoning Hearing Board involving properties within three hundred (300) feet of the exterior walls of a structure identified by the Township as a historic resource. The [Township's Historic Resources Map](#) shows the locations of all pertinent historic resources. This map can be found on the Township website.

Signatures and dates: We must have the Applicant's signature as well as the signature(s) of the owner(s) if the Applicant is not the owner. These signatures do not need to be notarized. The Application will not be considered complete until an authorized Staff member has provided their name and indicated the date that the application has been found complete. Please note that the review period will not start until your application is complete.

APPLICATION for HEARING: ZONING HEARING BOARD

DESCRIPTION of the HEARING PROCESS

Introduction

The Zoning Hearing Board (“ZHB”) is a three-member board appointed by the Board of Supervisors, the Township governing body. The purpose and duties of the ZHB are established by the Pennsylvania Municipalities Planning Code, also known as Act 247, and are described in greater detail in our Zoning Ordinance. Although the Supervisors appoint the members of the ZHB, the ZHB is not under their authority: the Supervisors do not have the authority to change any ZHB decision.

Most applicants to the ZHB are requesting a hearing for one of two reasons, both of which involve the Township Zoning Officer. Under Pennsylvania law, the Zoning Officer has the authority to enforce the Township Zoning Ordinance, which is the document that regulates how land is used as well as the size and location of structures on a property. The Zoning Officer may only approve activities that are in full compliance with the Zoning Ordinance. If the Zoning Officer determines that you are in violation of the Ordinance (or that you have proposed an activity or structure that would be in violation), you have several options.

- You may choose to modify your activity or your plans to bring them into compliance with the Zoning Ordinance. This is strongly encouraged, as doing so will eliminate the need for a hearing with the ZHB.
- You may believe that the Zoning Officer misinterpreted or misapplied the provisions of the Zoning Ordinance. If this is the case, then you have the right to apply to the ZHB to appeal the determination of the Zoning Officer.
- If you agree that your activity or plan does not comply with the Zoning Ordinance but believe that your activity or plan is necessary, then you may apply to the ZHB for a “variance.” It is possible that a single project will require variances from more than one provision of the Zoning Ordinance. In such case, all variances will be reviewed as a single application; the Township does not require a separate hearing for each variance as long as they are all related to a single project. If the ZHB grants the variance(s), you will be able to proceed with your project.

More about variances...

A variance is permission to do something (or to build something) that does not comply with the Zoning Ordinance. According to Pennsylvania law, variances are properly granted when the applicant has demonstrated that they have a “hardship”. PLEASE NOTE: in the context of zoning, “hardship” is a specific legal concept, and it must be addressed from this legal perspective. To show hardship, you will need to demonstrate that there is *something about your property* that causes the zoning regulations to hinder or to prevent entirely its reasonable use. “Reasonable use” is generally understood to mean use(s) like those on nearby properties in the same zoning district. Things that may result in a hardship include the configuration of the lot (does it have an irregular shape, or is it unusually narrow), the topography (are there steep areas that cannot be built upon), and environmental constraints (are there floodplains or wetland areas that

restrict the usefulness of the lot). *Personal* hardships (such as the need to build an addition to your home to accommodate a growing family) are *not* considered sufficient justification for the ZHB to grant a variance.

There are two kinds of variance:

- A **dimensional variance** is when you want to build a structure or to have a use that is taller, closer to the property line, closer to the street, and/or covers a greater percentage of the lot than what the Zoning Ordinance allows. You may need this type of variance if you are building an addition to your house.
- A **use variance** is when you want to use the property for something that the Zoning Ordinance does not allow in that particular zoning district. You may need this kind of variance if you want to operate a business in a residential area.

[Section 325-118](#) of the Township Zoning Ordinance lists in detail the criteria that will be used to evaluate your variance request.

Preparing for the hearing

Once the Township Staff have accepted your application for a ZHB hearing, you will be provided with the hearing date, a placard announcing the hearing to place on your property, and other pertinent information. As the applicant, you are responsible for providing notification of the hearing to the owners of all properties within three hundred (300) feet of the property that is the subject of the hearing. This procedure is described in detail in [§325-114.B](#) of the Zoning Ordinance and summarized below.

1. You must send two (2) written notices to the owners of all properties within three hundred (300) feet of your property. This distance is measured from the property line of the subject property; Township Staff will provide you with a list of names and mailing addresses for these properties.
2. In addition, you must also send two (2) written notices to anyone in the Township who has registered with us for the purpose of receiving such notices. Township Staff will provide you with this list.
3. One (1) of the notices must be sent by regular first-class mail; the other must be sent by certified mail with return receipt requested.
4. As a minimum, the notice must state the address of the property that is the subject of the request; a description of what you are proposing; the time, date, and location of the hearing (this information will be provided to you by the Township); a statement that no further notice will be provided; and a statement that the recipient may attend the hearing, but is not required to do so. A sample letter is included with this package which you may use as a template for the notices.
5. The notifications must be sent not less than two (2) weeks before the hearing date.
6. At the hearing you must provide copies of *each* notification sent as well as documentation of the certified mailings (i.e., the “green cards” or other documentation as may be provided by the U.S. Post Office).

THE NOTIFICATION PROCESS IS YOUR RESPONSIBILITY AS THE APPLICANT. FAILURE TO PROVIDE THE DOCUMENTATION OF NOTIFICATION DESCRIBED IN ITEM #6 IS

SUFFICIENT CAUSE FOR THE TOWNSHIP TO POSTPONE THE HEARING UNDER [§325-114.B\(3\)](#) OF THE ZONING ORDINANCE.

Although it is not required, we recommend that you contact your neighbors informally prior to sending them the official notice to make them aware of your intentions. In addition to the notices you must send, the Township will advertise the hearing in the Daily Local News.

It is possible that the Board of Supervisors will want to review your application before your hearing, in which case you will need to present your application at one of their meetings. While the Supervisors do not have the authority to act on your application, they may determine that the Township has an interest in your application and may wish to take a position on it. If you are presenting your own case to the ZHB, the presentation to the Supervisors is a useful “dry run” for the hearing, although the presentation to the Supervisors is less formal, as there is no formal submission of exhibits, no witnesses, and no court stenographer. You will be given ample notice if you need to present your application to the Supervisors.

Prior to your hearing as well as any meeting with the Supervisors, the Zoning Officer will prepare a memorandum describing your application. If you are requesting one or more variances, this memorandum will include a list of all the Zoning Ordinance sections from which your project requires variance and will analyze your application against the criteria for variances found in [§325-118](#) of the Zoning Ordinance. Copies of this memorandum are provided to you as the applicant, to the ZHB, and to the Supervisors if they elect to review your application.

At the hearing

The hearing is a formal process similar in many ways to a courtroom proceeding. The ZHB acts as the “judge” and is advised by their attorney. You have the right to be represented by an attorney, but this is not required; you may present your own case. Your responsibility (or your attorney’s, if you have one) is to present sufficient information to the ZHB for them to make their decision. You should assume that the ZHB does not have any background or outside information on your application. *The ZHB will render their decision based solely upon the evidence presented to them in the course of the hearing.* You can provide information to the ZHB at the hearing in the form of sworn testimony by yourself and/or by witnesses whom you may call as well as by documentation (studies, reports, letters, plans, photographs, drawings, etc.) provided as exhibits. It is your responsibility to enter your own exhibits into the record and to call and question your own witnesses, if you wish to have any. If the ZHB should have any witnesses, you will be able to question them as well. The proceedings will be recorded verbatim by a court stenographer. *You may NOT contact any ZHB member to discuss your application or your hearing.*

Hearings typically begin with a statement by the ZHB attorney to open the hearing. You will be asked to provide evidence that you have given appropriate notice to your neighbors by producing the receipts - the green cards or other documentation from the Post Office - for the certified letters. If you are requesting one or more variances, you will then be given the opportunity to describe your project and to explain why you believe that you have a hardship. If you are appealing the determination of the Zoning

Officer, you must explain why you believe the Zoning Officer's determination was incorrect or in what way the Officer failed to follow proper procedure. The ZHB members or their attorney may question you and your witnesses about your statements and documents.

Since you - as the applicant - are directly involved in the hearing process, you are a "party to the hearing". The ZHB has the authority to declare others to be parties if they request this status and can demonstrate to the satisfaction of the ZHB that they will be affected by the decision on your application. The Township (as represented by the Board of Supervisors) automatically has party status. In the case of a variance request, the owners of adjacent and nearby properties are usually granted party status if they request it. Parties to the hearing have the right to call their own witnesses, to be represented by their own attorney, to cross-examine the witnesses appearing on behalf of other parties, and to appeal the ZHB decision to the Chester County Court of Common Pleas. The ZHB typically provides an opportunity for members of the general public to ask questions in the course of the hearing, regardless of whether they have party status.

What to bring to the hearing

Again: it is up to you or your attorney to make your case. Assume that the ZHB has no knowledge about your property or your neighborhood. If you are requesting one or more variances, you need to demonstrate that a hardship exists and the criteria of [§325-118](#) have been met. If you are appealing the determination of the Zoning Officer, you must provide evidence supporting your allegation. If you are applying for variance(s), we recommend that you bring the following items to the hearing (and the Supervisors' meeting, if you meet with them). **PLEASE NOTE: Any item you enter as an exhibit during the course of the hearing becomes part of the permanent record and *will not* be returned to you.**

- **A plan of your property** - If your hearing is for a variance request involving construction, you should bring a copy of the plan you submitted with your application. In addition to this plan, you may want to contact the Chester County GIS Department for an aerial photograph of your property that has property lines, streams, and other pertinent information superimposed as an aid to the ZHB's understanding of the neighborhood surrounding your property. For hearings other than for a construction-related variance request, a plan may still be useful in making your case. If you elect to bring a plan, it should as a minimum include the information specified for plans on the "Instructions" sheet in this packet.
- **A written description of what you are proposing to do** - This will help you to organize your thoughts and to make a clear presentation. For dimensional variances, you should describe what alternatives you considered and why they are unsuitable.
- **Drawing or sketch of any proposed construction** - If your project includes new construction, the ZHB will want to see how it will fit with its surroundings, including existing buildings. This drawing should be detailed enough to show roof lines and materials, window placement, exterior finishes (color and material), and any other details that you think will help the ZHB visualize what you want to do. Drawings and sketches must be drawn to scale, with the scale noted on the drawing or sketch.
- **Photographs** - Recent photographs of your property should show the location of any new construction you are proposing as well as how your property looks from the adjacent lots and the street. If at all possible, these photographs should be date-

stamped. If your project includes new construction, the ZHB will want to know how it will affect your neighbors as well as the view from public areas, including streets.

The accuracy of your exhibits and descriptions is critical: the ZHB decisions are very specific. If you receive a variance to build four feet closer to the property line, then the variance will be limited to four feet. If it turns out that you measured wrong and you really need five feet, you will need to go through the variance process again.

After the hearing

Most hearings conclude in a single night. If the project is large or complex, or if a lot of people have been granted party status, additional nights may be necessary for all the testimony to be presented. Additional sessions are considered continuances of a single hearing, not additional hearings. You will not be required to send new notices to your neighbors for continued hearings.

Once testimony is complete, the ZHB has forty-five (45) days to make their decision. Our ZHB rarely takes this long; more typically, they will discuss the application and announce their decision verbally on the same night as the hearing. Their decision is confirmed by a letter from the ZHB attorney, followed by a written "Findings of Fact and Conclusions of Law" supporting the decision. This document will be mailed to you and to all the parties to the hearing. If you or any other party to the hearing wish to appeal the ZHB decision, you must do so within thirty (30) days of the date of the decision. Appeals are heard by the Chester County Court of Common Pleas.

Conclusion

Finally, feel free to contact the [Planning and Zoning Department](#) by e-mail or by calling 610-363-9525. Staff will be able to answer any questions you may have regarding this process or your application specifically. While Staff cannot make your case for you, they can answer procedural questions.

APPLICATION for HEARING: ZONING HEARING BOARD

HISTORIC RESOURCES

Article XVI of the Township Zoning Ordinance regulates activities affecting historic resources. If the property that is the subject of an application to the Zoning Hearing Board includes or is within three hundred (300) feet of the exterior walls of a historic resource identified on the [Township's Historic Resources map](#), then [§325-84.D\(7\)](#) of the Zoning Ordinance requires the Township Historical Commission to review the application and make a recommendation to the Zoning Hearing Board prior to the hearing regarding any potential adverse impact upon the historic resource(s).

The [Historic Resources Map](#) is on the Township website; you may also request a copy from the Township Planning and Zoning Department. If you are unsure about how close your project is to a historic resource, Staff can help you make this determination; however, Staff reviews all applications for proximity to historic resources whether or not requested by the Applicant.

If your project requires review by the Historical Commission, Staff will place it on the agenda of the next available Commission meeting that is convenient for you. It is important that you attend this meeting, so please let us know if a meeting date is not convenient or if you are unable to attend for any reason. Please note that if you are scheduled for a meeting and do not attend, the Commission may still discuss your project and pass a motion recommending action to the Board of Supervisors.

Staff of the Planning and Zoning Department advise the Historical Commission, so if you have questions concerning the regulations affecting historic resources or anything you have read here, contact the [Planning and Zoning Department](#) by e-mail or by calling 610-363-9525.

APPLICATION for HEARING: ZONING HEARING BOARD FEES

The Township Board of Supervisors establishes a fee for Zoning Hearing Board hearings at their reorganization meeting held at the beginning of each calendar year. The current application fee is **\$650.00** when the subject property is a single-family residence and **\$1,000.00** for all others, but please note:

- The application fee includes the cost of one (1) copy of the transcript (i.e., the written verbatim record prepared by the court stenographer) for your hearing. **If the cost of the transcript exceeds the fee paid, the Township may charge you for the additional cost.** Any such additional charge will vary depending upon the length of the hearing and court stenographer's own fee schedule.
- Hearings conducted by the Zoning Hearing Board are typically completed in a single meeting. If this is not possible, the hearing will be "continued on the record" to a specific date. **Each continuance will cost an additional \$135.00 (for hearings regarding single-family residences) or \$450.00 (all others).** As with the original fee, there will be an additional charge if this is not sufficient to cover the cost of the transcript.
- If you withdraw your application from consideration, you may be eligible for a refund or partial refund of the fee. No refund will be paid unless you request it in writing. Furthermore, any refund will be subject to a determination that Township costs relative to the administration of the hearing up to and including the date of such request have not exceeded the total fees collected. You are not entitled to any refund if you complete the process and the Zoning Hearing Board denies your application.

For an additional **\$275.00**, the Township will place a legal advertisement in the Daily Local News of the final decision of the Zoning Hearing Board when the hearing is complete. This step is only at the request of the Applicant and provides certain legal protections from appeals to the decision.

APPLICATION for HEARING: ZONING HEARING BOARD
APPLICATION CHECKLIST

When you submit your hearing application to the Township, the following items will be required for your application to be deemed complete. The Township will not accept incomplete applications.

- Completed Township application form (blank form included with this package).
- Check made out to “West Whiteland Township” for Township review fee (see “Fees” page of this package to determine the amount of the fee).
- One (1) digital copy and five (5) hard copies of the plan drawing(s) and corresponding materials. Corresponding materials include but are not limited to the following: project description, elevations and floorplans of proposed buildings, photographs of the subject property, other materials as the Applicant may deem necessary to make their case.

Final acceptance of an application is subject to review for completeness by the Township Manager or their designee.

APPLICATION for HEARING: ZONING HEARING BOARD

NOTIFICATION REQUIREMENT

[Section 325-114.B](#) of the Township Zoning Ordinance requires all Applicants for a hearing before the Zoning Hearing Board to send written notification of the hearing to all property owners within three hundred (300) feet of the property that is the subject of the application. The Township interprets the term “property owner” to be the record owner of a property as documented by the tax records of the Chester County Tax Assessment Office. The Township interprets this notification requirement such that Applicants are NOT required to notify owners of easements or rights-of-way owned by private entities, public utilities, or the Commonwealth of Pennsylvania. Township Staff will provide a list of properties as well as the owners’ names and mailing addresses needed to fulfill this requirement.

A sample notification letter is provided in this packet, which you may adapt as necessary for your project. Detailed directions regarding the notification requirement are found in [§325-114.B](#) of the Zoning Ordinance. One of the most critical requirements is in [§325-114.B\(3\)](#): the notice must be sent by both regular, first-class mail AND certified mail, return receipt requested. The notice must be mailed a minimum of two weeks prior to the date of the hearing. At the hearing, you will be required to provide a copy of EACH notification sent as well as documentation of the certified mailings (i.e., the “green cards” or other documentation as may be provided by the U.S. Post Office). Determination of compliance with this notification requirement is at the sole discretion of the Township.

Please note that the complete, [up-to-date text of all Township ordinances](#) - including the Zoning Ordinance - is available on-line, free of charge, as a link from the Township website.

APPLICATION for HEARING: ZONING HEARING BOARD
SAMPLE NOTIFICATION LETTER

Date

* SENT VIA CERTIFIED MAIL AND FIRST-CLASS U.S. MAIL *

Name of property owner
Address
City, State ZIP

Dear Neighbor:

This letter is to advise you that I will be appearing before the Zoning Hearing Board of West Whiteland Township to

Insert the ONE description
that applies to your request.
→

→

appeal the determination of the Zoning Officer regarding the application of (insert section number[s]) of the West Whiteland Township Zoning Ordinance to my property at (insert address). The Zoning Officer has determined that this/these provision(s) require that I (describe action required by the Zoning Officer). I disagree with this interpretation and I am asking that the Zoning Hearing Board overturn the determination.

request variance(s) from (insert section number[s]) of the West Whiteland Township Zoning Ordinance in order to (describe your desired action).

The Zoning Hearing Board will hear this matter on (date) at (time) in the West Whiteland Township Municipal Building located at 101 Commerce Dr., Exton, PA 19341. Section 325-114.B of the West Whiteland Township Code of Ordinances requires me to send you this notification because you own property within 300 feet of the above-referenced address.

Prior to the hearing, the Township Board of Supervisors may discuss this application during one of their regular meetings. If they have elected to do so, it will appear on the meeting agenda. Agendas for upcoming meetings are provided on the Township's website (www.westwhiteland.org) or you can call the Township at 610-363-9525.

You are not required to attend the hearing of the Zoning Hearing Board or any Supervisors' meeting; however, these proceedings are open to the public and you are welcome to do so if you are interested. This is the only notice that you will receive regarding this matter.

Sincerely,

Your name

APPLICATION for HEARING: ZONING HEARING BOARD
PRE-HEARING REVIEW

After you have submitted your application, but before your hearing date, Township Staff will review the following items with you to confirm that you have received all necessary information. As shown, you will be asked to confirm with your signature that you have received this information. Please contact Staff if you have any questions about any of the items listed below.

- Application packet, including:
 - “Description of the Hearing Process”
 - “Notification Requirement,” including the current list of residents who are registered with the Township to receive notification of applications
 - “Sample Notification Letter” to be sent **by you** to owners of all property within 300 feet of your property
- Written notice of the hearing date
- Copy of the legal notice to be placed by the Township in the Daily Local News
- Placard completed by the Township for you to place on the subject property at a location readily visible to the public
- Copy of review memorandum prepared by the Zoning Officer
- Zoning Chart prepared by Zoning Officer (only applicable to applications for dimensional variance)

The undersigned acknowledges that they have been provided all the applicable items listed on the preceding checklist and with instructions regarding the notice and posting requirements. In addition, the undersigned acknowledges that they have been:

1. Offered an opportunity to meet with Township Staff regarding specifics of their application;
2. Informed about the Zoning Hearing Board’s presentation standards, including graphics; and
3. Offered an opportunity to meet with Township staff regarding the hearing process.

The undersigned understands that the Township is not responsible for any of the content of their application or of their presentation, except for those items listed in the above checklist as being actions of the Township.

Applicant’s signature

Date