

This form is used to apply for a special exception or variance. This form can also be used for any appeal to the Zoning Hearing Board.

Submission requirements/Checklist (NO ACTION WILL BE TAKEN IF NOT COMPLETE):

- Application form
- Property description: lot size, acres, improvements, present use, zoning
- 20 Location maps: MUST INCLUDE property lines/road names, adjacent properties, other properties owned by applicant
- 20 Plot plans: MUST INCLUDE 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 all property owners within a radius of 500'
- FEES: For Residential, the fee is \$1,500. For Commercial, the fee is \$3,000 (cash or check only).

(FOR OFFICE USE ONLY)

Complete Incomplete (see below) _____ Zoning Officer's initials

Fee Received: _____

Date	Ch. #	Amount	By
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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 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 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).
- 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.
- 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 (copies enclosed).
- It is strongly recommended by the Zoning Hearing Board that you be represented by an attorney. A zoning hearing is a legal proceeding.

1. OWNER/APPLICANT

Property Address: _____

Tax Parcel # 25- _____

Applicant: _____ Phone: _____

Applicant Address (if different): _____

Applicant Email: _____

Legal Owner (if different): _____ Phone: _____

Legal Owner Address (if different): _____

Legal Owner Email: _____

Equitable Owner (if different): _____ Phone: _____

Equitable Email: _____

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

2. REASON FOR APPLICATION

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

3. PROPERTY DESCRIPTION

Lot Size: _____ (in acres) Existing improvements: _____

Present Use: _____ Zoning Classification: _____

4. LOCATION MAP

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.

5. USAGE

Previous/Existing Use

Proposed/New Use

6. TYPE OF WORK OR IMPROVEMENT *(check all that apply)*

- Agricultural Patio/porch Park/Recreational Sign Accessory Building
- Deck, <30" Deck, >30" Walkway Shed Accessory Dwelling
- Boarding Stables Other _____

Describe the Proposed Work:

7. ZONING DISTRICT AND COMPLIANCE

Which zoning district(s) is your property located in? Most parcels will only be in one district, but some larger parcels may be in two adjacent districts. Check all that apply:

- R-3 Residential District RC Residential Conservation District BV Birchrunville Village District
- R-2 Residential District LVCC Village Center Commercial District KV Kimberton Village District
- RM Residential Mix District PC/LI Planned Commercial/Limited Industrial M Municipal District

8. OVERLAY DISTRICT

Is your property also located in an Overlay District? *(check all that apply)*

- FPC Floodplain Conservation Overlay District Historic Preservation Overlay District
- PRD Planned Residential Development Overlay District Rte. 100 Overlay District
- SSC Steep Slope Conservation Overlay District Groundwater Protection Zone A
- TDR - Transferable Development Rights Overlay Groundwater Protection Zone B
- UDA Unified Development Area Overlay District Groundwater Protection Zone C
- VCR Village Center Residential Overlay District MHP Mobile Home Park Overlay
- Water Resource Protection Overlay District

9. FLOODPLAIN

Is the site located within an identified flood prone area? YES NO

Will any portion of the flood prone areas be developed? 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).

10. WETLANDS

Is the site located within any identified wetlands area? YES NO

Will any portion of the wetland area be developed? 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).

11. DIMENSIONS AND IMPERVIOUS AREA

Provide "footprint" areas in square footage.

Feature/Improvement	Existing area or footprint	Area being removed	New area being added
Primary building (house)	S.F.	S.F.	S.F.
Barn	S.F.	S.F.	S.F.
Shed	S.F.	S.F.	S.F.
Pool house	S.F.	S.F.	S.F.
Guesthouse/In-law Cottage (accessory dwelling, stand-alone)	S.F.	S.F.	S.F.
Driveway (from road to primary garage)	S.F.	S.F.	S.F.
Driveway (all other driveway and/or parking area)	S.F.	S.F.	S.F.
Patios	S.F.	S.F.	S.F.
Walkways	S.F.	S.F.	S.F.
Decks	S.F.	S.F.	S.F.
Porches	S.F.	S.F.	S.F.
Pool (surface of water)	S.F.	S.F.	S.F.
Pool coping	S.F.	S.F.	S.F.
Pool deck or patio	S.F.	S.F.	S.F.
Pond	S.F.	S.F.	S.F.
Other (please list):	S.F.	S.F.	S.F.
	S.F.	S.F.	S.F.
	S.F.	S.F.	S.F.

12. SIGNAGE

This section is needed if the project requires a sign permit. Refer to Article of the Zoning Ordinance for sign regulations. If you are **installing duplicate signs**, indicate so below. If you are **installing multiple signs**, 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.

A. Existing Signage:

Provide the type and square footage of existing signs on the site that you intend to keep. (IE: Wall sign-200 sq. ft.)

Type: _____ Square footage: _____

B. Proposed Signs: Please answer all questions below *(check all that apply)*.

Total number of signs: _____

Permanent Temporary Duplicate (# of signs of same exact design): _____

Use:

- | | | | | |
|---------------------------------------|--|---------------------------------------|--|--|
| <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 |

Type:

- | | | | | |
|---|--------------------------------------|---|---|------------------------------------|
| <input type="checkbox"/> Wall Sign | <input type="checkbox"/> Roof Sign | <input type="checkbox"/> Ground Sign | <input type="checkbox"/> Pylon Sign | <input type="checkbox"/> Billboard |
| <input type="checkbox"/> Directory Sign
(multiple tenants) | <input type="checkbox"/> Awning Sign | <input type="checkbox"/> Monument or
Entrance Sign | <input type="checkbox"/> Directional Sign | <input type="checkbox"/> Banner |

C. Structural Specifications:

The allowable size of many signs is determined by the size of the structure occupied by the tenant requesting signage. Please be as accurate as possible.

Square footage to be occupied _____ Acreage of site _____

Length of building frontage *(width of tenant frontage at main entrance)* _____

Height of building frontage *(height of building at tenant entrance)* _____

Will the sign be illuminated? YES NO If yes, then how? _____

TOWNSHIP USE ONLY BELOW THIS LINE

Zoning Officer Signature _____

Permit Number _____ Date Issued (mm/dd/yyyy) _____

Instructions for finding Property Owner 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.