



Whitpain Township  
960 Wentz Road  
Blue Bell, PA 19422  
610.277.2400  
Codes@WhitpainTownship.org

## Code Enforcement Department

### Zoning Hearing Board Application Instructions

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1. Fill out all fields in **1. Required Information** section completely.
2. Indicate the applicants status as either the property owner or the relation to the property owner.
3. Check all applicable fields in **2. Application Type**.
4. Provide a detailed description of the project scope (i.e. 1 story addition, 2 story addition, living room expansion, deck or covered porch, garage expansion, etc.) and description of the necessary relief ( i.e. dimensional/ setback relief, property use, expansion of non-conforming use, flood plain relief, etc.) including applicable code sections.
5. Signatures are required for an application to be deemed complete. If the applicant is different than the property owner, both parties must sign the application for it to be deemed complete.
6. All applications must be accompanied with **6 Copies** the following items to be deemed complete:
  - A site plan/ plot plan showing the following:
    - 1) All defining existing property features including the main structure, accessory structure(s), driveway(s), stormwater management facilities, and property lines.
    - 2) The proposed structure and distances from all property lines and the main structure if applicable.
    - 3) All floodplain boundary lines if applicable.
  - Two 4"x 6" color photos of the existing property. The photos should show the existing house and the location of the proposed addition or new structure.
  - A PowerPoint presentation may accompany the application, but it is not required. Please email all Powerpoint presentations to Codes@whitpaintownship.org
  - A check made payable to "Whitpain Township" in the amount outlined in the annual Whitpain Township Fee Schedule.
7. **The filing deadline is the third Tuesday of each month. The hearing date is typically the third Thursday of the following month, but may be subject to change.** After the filing deadline and legal advertisement of the hearing, every effort will be made to have the application heard on the hearing date. If this is not possible, the hearing may have to be scheduled for an alternate date and time.
8. In the event the applicant submits an application but can not attend the scheduled hearing date, or wishes to obtain more time prior to the hearing date to modify the application, they may request a continuance. Continued applications may be presented at a future regularly scheduled Zoning Hearing Board meeting.
9. 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.) that may impact the zoning relief that is being requested. Although the applicant is seeking relief from portion(s) of the Zoning Ordinance, the application must comply with the regulations of the Subdivision and land development Ordinance, Stormwater Management Ordinance, and any/ all other relevant portions of the Township Code.
10. A property owner may represent themselves or obtain legal counsel for their Zoning Case. A contractor, architect, engineer or other professional may appear as an expert witness, but can not be the applicant or represent an applicant. A property owner or an applicant that is a legal entity must have a duly licensed attorney-at-law in the Commonwealth of Pennsylvania be present and represent the applicant during the hearing.



Case #: \_\_\_\_\_

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### Zoning Hearing Board Application

#### **1. Required Information:**

Applicant Name: \_\_\_\_\_

Applicant is: ☐ Property Owner ☐ Legal Council ☐ Equitable Owner ☐ Tenant

Applicant Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

#### **2. Application Type (select all that apply):**

☐ Variance ☐ Appeal of the determination of Zoning Officer ☐ Appeal from a Zoning Enforcement Notice

☐ Special Exception ☐ Request to extend a previously granted variance or special exception prior to expiration

☐ Other: \_\_\_\_\_

#### **3. Description of Project and Relief Request in Detail (required):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **4. Signatures:**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

#### **For Township Use Only**

Fee: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Article: \_\_\_\_\_

Section: \_\_\_\_\_

Article: \_\_\_\_\_

Section: \_\_\_\_\_

Article: \_\_\_\_\_

Section: \_\_\_\_\_

Article: \_\_\_\_\_

Section: \_\_\_\_\_

Article: \_\_\_\_\_

Section: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Review Date: \_\_\_\_\_